

Teton County School District Mission Statement

The mission of the TCSD#1 is to ensure that all students have the foundation for success and are challenged to reach their full potential.

Jackson Hole Middle School Vision Statement

JHMS is a school where each student is provided with an innovative and superior education that instills integrity and promotes personal achievement in an ever changing world.

Our Beliefs

JHMS is committed to a set of beliefs based on what we know about the middle school child, teaching and learning, and what we need to ensure successful realization of our Vision.

We believe...

...in respecting and valuing the uniqueness of each child

...student mastery of reading, writing and math is the foundation for life-long learning

...critical thinking, problem solving and collaboration are vital skills for the 21st century student

...a safe and positive school environment enhances learning

...staff, students and family share the responsibility for learning

...high standards for learning challenges students and increases achievement.

JHMS General Procedures

School Hours

Office: 7:00 a.m. – 4:00 p.m.

Students: 7:40 – 2:35

Faculty: 7:25 – 3:25

Office Staff

Head Secretary: Joyce Sawczuk

Bookkeeper: Rita Denton

Registrar: Shelly Paciulli

Welcome to Jackson Hole Middle School: Success in middle school, maintain the experts, is built not only on curricular rigor and relevance but also on the relationships adolescents form with teachers and other school based staff. Caring relationships foster students' emotional and intellectual growth, and improve students' transition from elementary to middle school. While any JHMS staff is available to address your questions, your child's homebase teacher is your primary contact person for help at the Middle School. Please feel free to call this teacher throughout the year with any questions or concerns about your child's education.

Attendance

We know there is a direct relationship between consistent school attendance, high achievement and productive work habits. Please have your child strive for perfect attendance!

- **Absences Due to Illness:** **If your child becomes ill and needs to stay home, please call the office before 9:00 a.m.** If your child is out for *more than one day*, you may request make up work. We will collect the assignments and place them in the file holder on the office counter. You can pick up your child's assignments even after the main office closes.
- **Planned Absences:** To prearrange your child's absence, please call or send a note to Mrs. Sawczuk. A pre-excused assignment sheet will be given to your child to collect assignments before they leave. *Have your child speak with his/her teachers so the expectations and due dates are clearly understood.* All assignments are due the first day your child returns to school.
- **Attendance Policy:** Letters will be sent home to parents of students who have missed more than 10 days. This letter is to remind parents and students of the importance of attendance. A second letter is sent to parents whose children have missed more than 19 days. This letter emphasizes the parent's responsibility for their child to attend school. *Continued absences may result in a referral to the Department of Family Services for Educational Neglect.*
- **Late Arrival:** Please be sure your child arrives to school on time. Punctuality is an important skill for school and future success. If your child has to arrive late to school, please sign in at our front office where we will issue your child a pass to class. Habitual tardies may also result in further action by the school to help your child be in class on time.
- **Sign-out Procedures:** Please go to the office to sign your child out of school, and we will excuse them from class. **We need written permission if someone other than the parent/guardian is going to sign a student out of school.** Please include the name of the person and the time they will be picking up your child. **No child may leave school without parental**

permission and without being signed out. Upon returning to school please sign your child back in at the office.

- In order to focus on education and respect the learning atmosphere, we ask that you make social and travel arrangements with your child before school. *The office is unable to accommodate personal telephone messages.*

Academic Integrity Policy:

Teton County School District #1 strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. Students are expected to take responsibility for their learning and experience the pride that accompanies academic achievement. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; to cheat on an examination, to assist another to commit an act of academic dishonesty, or violate the security of the computer network corrupts the educational process, impedes a student's academic progress, and compromises the trust between teacher and student that is fundamental to the learning process.

Grades

We believe all courses offered at JHMS contribute to developing a well rounded education, and therefore all class grades are counted towards each child's grade point average (g.p.a.). Report cards are distributed quarterly.

Honor Rolls: The Principal's Honor Roll recognizes those students who achieve a 4.0 g.p.a. Those students who earn a 3.3 g.p.a. are acknowledged on the Middle School Honor Roll. (6th graders do not participate in any honor roll for their first semester at the MS.

Presidential Academic Achievement: Those students who earn a cumulative g.p.a. of 4.0 or higher for their three years at the middle school will be recognized with this award at their 8th grade graduation.

Power School

TCSD#1 uses PowerSchool, a web based student information system. Parents and students are given a password at the beginning of the year that will enable them to access grades and attendance on an ongoing basis. Contact the student center for more information.

Family Educational Rights and Privacy Act (FERPA)

This federal law requires that TCSD#1, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information.

Academic Assistance:

JHMS offers after school help Monday – Thursday for any student wanting help in understanding a concept or with their homework. Please talk with your child's hombase teacher for more information.

Eligibility for Activities

Students are encouraged to participate in extracurricular activities at JHMS. To remain eligible for these activities a student must maintain a 2.0 grade point average.

After School

There are several supervised activities that occur after school, and we encourage your child to participate. The Media Center is open after school for those students needing to stay for academic purposes and there is homework help and many sports teams and clubs that meet after school. **All students who are not involved in these activities must leave the Middle School promptly at the end of the school day.** We do not have the staffing to supervise kids waiting to be picked up or who just want to socialize.

School Nurse/Medications:

Sharon King, RN, CSN is our part-time school nurse. Please note that the MS **does not provide any medications.** The following procedures are required for your child to access medication at school:

Over the Counter Medications: A parent and/or legal guardian may bring an over-the-counter medication (i.e. Ibuprofen, Tylenol) to be stored in the nurse's office and administered on an as-needed basis. The medication must be labeled with the student's name and in the original labeled container as distributed by a pharmaceutical company. A medication request form must be completed by the parent and/or legal guardian before any medication can be administered.

Prescription Medications: A written order or permission form must be signed by the prescribing health care provider and parent before a prescription *or herbal* medication may be given. Please do not allow your child to carry their own medications unless self-administration of the medication has been approved with written authorization by his/her health care provider, parent, and nurse. Students with asthma who have inhalers may carry them if the state form is filled out and signed.

Latex products, such as balloons and gloves, are not allowed in school buildings due to the serious latex allergies of students, staff and visitors.

Lost and Found

Our lost and found is located in the commons and we encourage you to check it periodically. Please label your child's jackets and boots so we can easily return the lost items to the proper owner. Each year we end up donating a tremendous amount of clothing from those items not claimed.

Lunch

JHMS offers a basic qualified meal, as well as an extensive a la carte menu. Each day there is a salad bar and soup available. Milk, juice, fruit and cookies can be purchased to supplement a sack lunch brought from home. Lunch card deposits and balances are handled by Louise Deland, our food service supervisor. Students are issued a lunch card and corresponding number which is used as a debit account.

Lockers

Lockers are assigned to individual students and are his/her responsibility to keep neat and clean. **Students should not share their locker space or combination with any other student.** This leads to problems and theft. Students should report any problems with their locker to the student center.

Student Dress and Appearance

To create and support an appropriate workplace/environment for students, the following policy regarding student attire will be followed. Please remember that the school is a

workplace and students are expected to be dressed in a manner appropriate for a public school environment. Students should observe the following guidelines:

- dress must not be disruptive or distracting to school operation
- dress must be safe for the student and those around them
- dress must not be immodest
- shoes must be worn at all times
- hats, caps, bandannas or headwear may not be worn in the building
- attire that depicts tobacco products, alcohol products, controlled substances, or profanity will not be allowed

Cell Phones / Ipods / MP3 players

Cell phones are disruptive to classroom learning, and are to be put away and turned off during school hours. We discourage students from bringing Ipods and MP3 players to school. We cannot assume responsibility when they are lost or stolen. Cell phones, Ipods and MP3 players may be used before or after school.

Telephone Use

The office telephones are for school business. Students are permitted to use the phone only after permission has been granted by an adult in the office. The office telephones may be used to contact parents for illness or school-related issues, but are not to be used to make social plans for after school.

Canine Searches

Unannounced canine searches may be conducted at any time by school administration.

Media Center

The Media Center is open for students during the following times:

- Before school
- During lunch with lunch pass (yellow)
- During day with classroom pass
- After school, no pass needed (Not open on Fridays)
- **ALWAYS SIGN IN!**

Locating books and materials

Use **InfoCentre** Program either on PAC terminals (Patron Access Computers) or on any computer in the building.

Fiction: by call FIC and 1st three letters of the author's last name.

Nonfiction: by call # which begins with Dewey decimal number and generally first three letters of author's last name.

Biography: by call letter B and alphabetically by the 1st three letters of the last name of who the book is about and then 1st 3 letters of author's last name

Reference: Call # REF and Dewey decimal # and then 1st three letters of author or editor's last name.

Video/DVD/ Book on tape: call # VT, DVD, or CT and either FIC or Dewey# if non-fiction

Checking out Library Materials

*Present book at circulation desk and tell MC staff your last name, then first name.

*Maximum of 6 items can be checked out under your name at one time.

* 1 video, DVD or book on tape per account

*Reference books may only be used in the library. No checkout.

Length of Borrowing Time

- 21 days (3 weeks) for books and general items
- 7 days for VT (video tapes), DVD, CT, CD (books on tape or CD), current periodicals or magazines.
- Laptop computer or cameras for 1 period of the school day.
- No checkout for REF(reference)
- One renewal allowed.

Return of Materials

All materials are to be returned to the In-book-drop box at the circulation desk.

Overdue Materials

Overdue notices are given out in homebase every Monday.

Fines for Overdue Materials:

- Books: 10 cents per day per book with 7 day grace period (fines still accrue)
- Videos, Books on Tape, DVD, and magazines: \$1.00 per day per item with one day grace period(fines still accrue)
- \$5.00 maximum fine per item.

Lost or Damaged Materials

- Before checking out anything, check item for damage and alert librarian so that you will not be held responsible.
- If item is lost or damaged while you have it checked out, report to the MC as soon as possible.
- You are responsible for the replacement cost of all materials checked out in your name if lost or damaged.

General Network Use

The TCSD #1 Network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services is provided for free to all students who act in a considerate and responsible manner and abide by the Network/Internet User Policy. Students are responsible for good behavior on school computer networks just as they are in a classroom or the hallway. As such, inappropriate, unauthorized, and illegal use of the Network will result in disciplinary action and may involve the loss of access privileges.

Parents and students need to be aware that files stored on district servers are not private. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. The District shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The following are guidelines for use on the TCSD#1 technology resources as specified in more detail in the District Acceptable Use Policy.

Guidelines for Network/Internet Use

Personal Safety:

Students will keep personal information private and not post personal contact information online.

Illegal Use of the Network/Internet:

Students will stay within authorized access to the network.

Students will not engage in any form of illegal activity on the Network/Internet.

Students will cite Internet resources according to copyright law.

Management of System Security:

User accounts are part of the network's system security. Students should only access their own accounts and passwords should be kept confidential.

Use of appropriate language and material:

Students will not use obscene, threatening, or inflammatory language or use the Network/Internet to harass others.

Students will not use TCSD#1 Network/Internet for access to obscenity (pornography) or hate Web sites. If access accidentally occurs student will notify staff member immediately.

Respect for Technology Resources:

Students will not use the Network/Internet for downloading or streaming of files without permission (music, video, picture, etc. files).

Students will treat technology resources with respect and care.

Internet / World Wide Web / E-mail Access

Access to the Internet and e-mail will enable students to use thousands of libraries, databases and other types of Web information resources. Freedom of speech and access to information will be honored within the guidelines of TCSD#1 Acceptable Use Policy. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Student e-mail may be accessed with faculty permission for use in educational projects.

Filtering software is in use throughout the District, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Jackson Hole Middle School
2009-2010

The term discipline comes from the Latin word which means “to teach”. PBS is designed to teach students positive, safe behavior in the school setting. PBS is intended to provide every student with opportunities for success by teaching school-wide expectations at the beginning and throughout the school year. Be Safe, Be Respectful, and Be Responsible are expectations that allow JHMS to be a place where students learn in a positive, safe and secure environment. Students are responsible for their actions on all school property.

Code of Respect_____

Respect is a mutual process. This means that students will be shown respect by all staff, and students shall respect the authority of all staff members. Respectful behavior is a matter of common sense, doing what you know is right, and treating others as you expect to be treated. Failure to show respect for teachers, administrators, staff, and fellow students is the root of behavior violations and will be treated very seriously.

Student’s Rights and Responsibilities_____

Students are responsible for choosing appropriate behavior and making responsible decisions that will promote a safe environment that is conducive to learning for all students. *Students have the right to learn in a classroom free of distractions that interfere with their learning. No one will be allowed to take that right away from our students.*

Therefore, it must be understood that:

1. courtesy and respect will be extended to all peers and teachers;
2. students will act in a safe manner at all times;
3. students will be open-minded towards education;
4. language will be positive and name-calling is unacceptable; and,
5. tolerance for individual differences, talents, and choices will be shown.

Teacher’s Rights and Responsibilities_____

Teachers are responsible for providing the learning that will help make students educated, productive citizens. *Teachers have the right to teach all students in a classroom free of any distractions that would interfere with their teaching. No one will be allowed to take that right away from our teachers.*

Therefore, it must be understood that:

1. discipline and classroom control are essential for producing an effective educational program;
2. teachers are expected to create and maintain a classroom environment which is conducive to learning and minimizes behavior problems;
3. all teachers will have a written plan for classroom rules, responsibilities, and consequences; and,

4. hallways are an extension of the classroom and teacher coverage is expected.

Administrator's Rights and Responsibilities_____

Administrators are responsible for leading the school toward academic excellence by maintaining a behaviorally effective school environment.

Therefore, it must be understood that:

1. communication with staff, parents, and students must be continual and thorough;
2. active support for teachers and staff to generate positive learning environments will be a priority;
3. administrators are expected to fairly and consistently enforce the school-wide discipline plan.

Discipline Procedures_____

1. If a minor misbehavior (see matrix) occurs the teacher will re-teach the classroom/school rule to ensure the student fully understands the expectations for the behavior.
2. When a minor behavior occurs for a third time the student will be sent to the PASS Room (Positive Attitudes for School Success) where the PASS Room teacher will discuss the misbehavior and reteach the expected behavior. The regular classroom teacher will contact the student's parent within 24 hours to discuss the behavior concerns.
3. If a student is referred to the PASS room a second time it becomes an office referral and is dealt with by the administration. An office referral is one point against participating in the quarterly recognition program.
4. Major violations of behavior result in an immediate office referral and will be handled by the administration. An automatic three points are assigned for these behaviors.

If a student receives three points for the quarter, they will not be allowed to participate in the end of quarter activity and will be supervised in a study hall during the afternoon of the activity. All activities will be supervised by JHMS teachers and administration.

Major Violations

The following types of major violations require **immediate** office referral and will be handled by the administration. Since some of these incidents may also violate the law, the administration may involve appropriate local agencies. Full copies of district policies are available at the Middle School and District Office.

- **Fighting**-minimum 3 day suspension. During the suspension period the administration will investigate the incident. This investigation may lead to a modification of the suspension or a recommendation for expulsion.
- **Weapons**-10 day out of school suspension with the possibility of expulsion. During the suspension period the administration will investigate the incident. This investigation may lead to a modification of the suspension or a recommendation for expulsion.
- **Vandalism, stealing**-restitution and/or suspension/expulsion.
- **Profanity directed at staff**-suspension
- **Willful disobedience**- detention, behavior plan, and/or possible suspension.
- **Possession of or under the influence of alcoholic beverages, tobacco products, illegal or controlled substances**-Upon the discretion of the administrator, the student may be suspended from school for up to ten (10) days pending an investigation of the violation, which may indicate expulsion. Any student presently participating in a school sanctioned activity must comply with all rules and regulations set forth in the Code of Conduct.
- **Tobacco Possession** -TCSD is a tobacco free environment. Students possessing tobacco products will be issued detention, possible suspension, and a referral to “Intervening with Teen Tobacco Users” offered through the Tobacco Coalition.
- **Harassment/bullying** –JHMS has a “Bully-proofing” program where all students are taught about the dynamics of bullying in order to reduce the amount of bullying as well as teach the consequences of bullying. Detention or suspension.
- **Chronic misbehavior**-detention, behavior plan, suspension.
- **Truancy**-after school detention equal to the school hours missed.

Any behavior not listed above that threatens the safety and welfare of students and/or staff will be handled by the administration and may lead to further disciplinary action which may include detention, suspension, and/or expulsion.