

Jones Middle School



Student Handbook 2018-2019

8000 Spruce Drive - Florence, Kentucky 41042 - 859-282-4610

Mr. Tony A. Pastura, Principal

Ms. Jennifer Hickey, Assistant Principal

Mrs. Melissa Lameier, Vice Principal

Ms. Amanda Bardo, Counselor

Mrs. Randi McAleese, Counselor

Mrs. Terri Hall

Mrs. Renee Wooten, Family Resource Center

Mr. Rick Honaker, Athletic Director

Jones Middle School

Student/Parent Handbook

Dear Parents/Guardians,

Welcome to Jones Middle School! On behalf of the staff at Jones Middle School, we are excited to welcome you to the 2018/2019 school year. Whether you are a newcomer or currently attend our school, we hope this year is one of success and memorable experiences. Our goal is to create a collaborative partnership with our families and community to ensure that our students are successful.

The following pages are filled with important information, policies and procedures to benefit you during your time at Jones Middle School. We welcome your interest and feedback on our policies and procedures as we embrace family and community input. By working together, maintaining an open line of communication, and providing encouragement and support, we are confident your child will have an exciting and successful school experience.

We look forward to celebrating each student's personal achievements throughout the year! Follow us on Facebook and Twitter (@JonesJetsPride).

Our Mission: *The mission of R.A. Jones Middle School is to provide an engaging learning environment that promotes a safe, responsible, and respectful culture. We are committed to setting high expectations for all students, promoting the importance of lifelong learning, and ensuring success through the use of differentiated instruction to meet the diverse needs of our students.*

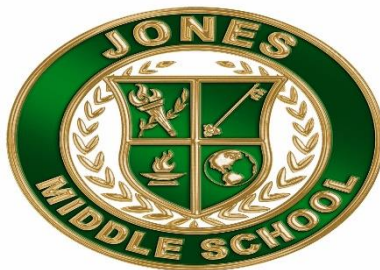


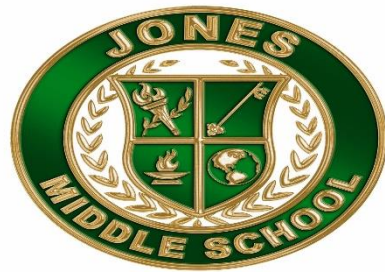
Table of Contents

Section I – Philosophy, Personnel, and Schedule

- A. Vision, Mission, and JETS Motto
- B. Staff Directory
- C. Schedules
- D. Term Dates
- E. District Calendar 2018-19
- F. Term Dates

Section II- Academics

- G. School Compact
- H. Attendance
- I. Behavior Consequences
- J. Cafeteria
- K. Clinic
- L. Campus
- M. Conduct and procedures
- N. Discipline Policy
- O. Expectations for Success
- P. General Information school day
- Q. Grading Periods
- R. High School Credits
- S. Library
- T. Lockers
- U. Parent/Student Portal
- V. Personal Property
- W. School buses
- X. School Resource Officer
- Y. School Website
- Z. Telephone and/or Messages
- AA. Textbooks
- BB. Visitors
- CC. Withdrawals
- DD. Youth Service Coordinator
- EE. Boone County Schools Code of Conduct
- FF. Grading Scale
- GG. Cellphone Policy
- HH. Dress Code



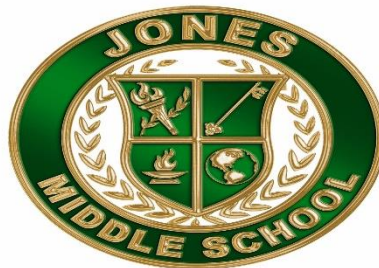
Section III- General Information

- A. Tentative dances, clubs, and activities
- B. Helpful Information

Section IIII- Procedures and Expectations

- A. Positive Behavior Interventions and Supports Respect Matrix
- B. Common Areas Procedures

SECTION I:
PHILOSOPHY,
PERSONNEL, AND
SCHEDULES



Our Vision: *Our vision is to provide a positive middle school culture highly regarded for its academic excellence, gains in student achievement and contribution to lifelong, collaborative learning.*

Our Mission: *The mission of R.A. Jones Middle School is to provide an engaging learning environment that promotes a safe, responsible, and respectful culture. We are committed to setting high expectations for all students, promoting the importance of lifelong learning, and ensuring success through the use of differentiated instruction to meet the diverse needs of our students.*

JETS MOTTO



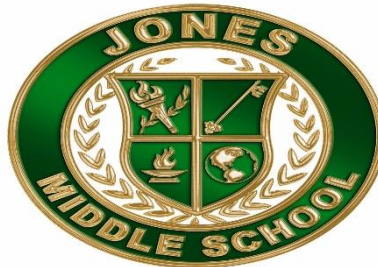
Jones Middle School Faculty and Staff

Abdullah, Karima - 6th Grade Science	[EMAIL]	Hansel, Kara - 8th Grade Language Arts	[EMAIL]
Arnsperger, Jordan - 8th Grade Science	[EMAIL]	Hargett, Laura - FMD Exceptional Educator	[EMAIL]
Ayers, Patricia - 8th Grade Math Teacher	[EMAIL]	Hedrick, Melissa - 8th Grade Language Arts	[EMAIL]
Baker, Cynthia - Computer/6th Grade Technology/8th Grade Computer Literacy/STLP	[EMAIL]	Hickey, Jennifer - Assistant Principal	[EMAIL]
Bauer, Margaret		Hoban, Michelle - Speech	[EMAIL]
Bardo, Amanda - Counselor	[EMAIL]	Honaker, Rick - Exceptional Educator EBD	[EMAIL]
Barry, Ilsa - Library Media Specialist	[EMAIL]	Humphrey, Todd - 6th Grade Practical Living/Media	[EMAIL]
Brinkman, Abby - Reading Intervention/7th Grade Language Arts and Social Studies	[EMAIL]	Johnson, Heather - Financial Secretary	[EMAIL]
Broome, Anthony "Tony" - 7th Grade Math	[EMAIL]	Kahn, Sylvia - FMD Para Educator	[EMAIL]
Broome, Lenora - 6th Grade Science Teacher	[EMAIL]	Kelly, Kelsey - 6th Grade Language Arts	[EMAIL]
Bruce, Austin - Custodian	[EMAIL]	Kubala, Meagan - 7th Grade Language Arts	[EMAIL]
Bugg, Brandi - Exceptional Educator	[EMAIL]	LaCharite, Christie - Speech Pathologist	[EMAIL]
Burchett, Diana - Intervention Para	[EMAIL]	Lameier, Melissa - Vice Principal	[EMAIL]
Cain, John - Para- Educator	[EMAIL]	Linn, Kim - 6th Grade Math Teacher	[EMAIL]
Cathers, Megan-6 th Grade Math	[EMAIL]		
Coakley, Donna - FMD Para	[EMAIL]	Luck, Cheri - 8th Grade Math	[EMAIL]
Courtney, Charles "Brian" - Health	[EMAIL]	Mangan, Amanda - Front office	[EMAIL]
Delph, Jacob - 6th Grade Social Studies Teacher	[EMAIL]	Mann, Karen - 8th Grade Social Studies	[EMAIL]
Dirkes, Denise - Drama	[EMAIL]	Mathews, Jordan - 7th Grade Language Arts	[EMAIL]
Duggins, Terri Attendance/Discipline Secretary	[EMAIL]	McAleese, Randi - Counselor	[EMAIL]
Dunaway, Darlene - 6th Grade Math Teacher	[EMAIL]	McCord, Clifford "Chip" - PE Teacher	[EMAIL]
Eichenberg, Shawnda-6 th Grade ELA	[EMAIL]	McIntosh, Meghan - Project Lead The Way	[EMAIL]
Embry, Brittany - 7th Grade Science Teacher	[EMAIL]	Morris, Stephanie - Clinician	[EMAIL]
Floyd, Chase - 8th Grade Special Education Teacher	[EMAIL]	Neiser, Kathleen - 6th Grade Exceptional	[EMAIL]
Ganns, Joe - Exceptional Educator	[EMAIL]	Nesmith, Sara - 6th Grade Social Studies Teacher	[EMAIL]
Gillenwater, Sarah - 8th Grade Science	[EMAIL]	NKU, University - Satellite Campus	[EMAIL]
Good, Leah - Exceptional Educator	[EMAIL]	Nunn, Marjorie - Head Custodian	[EMAIL]
Haley, Tina - Cafeteria Manager	[EMAIL]	Parlier, Amy - 6th Grade Language Arts	[EMAIL]
Hall, Michael - teacher	[EMAIL]	Pastura, Tony - Principal	[EMAIL]

Hall, Terri - Counselor	[EMAIL]	Pearcy, Michael - 7th Grade Math	[EMAIL]
Hanley, Todd - Project Lead the Way	[EMAIL]	Ponzer, Nathan - Exceptional Educator	[EMAIL]
Ratcliff, Dawn - Cafeteria	[EMAIL]	Puckett, Kathleen - Art Teacher	[EMAIL]
Reynolds, Sharon - 6th Grade Social Studies/Language Arts	[EMAIL]	Todtenbier, Meghan - Instructional Coach	[EMAIL]
Rincon, Nuria - World Language	[EMAIL]	Webb, Terri - Behavior Interventionist	[EMAIL]
Ryan, Dorothy - Cafeteria	[EMAIL]	Webster, Rose - Cafe Staff	[EMAIL]
Sarian, Angel - 7th Grade Social Studies Teacher	[EMAIL]	Wheeler, Sallie - Cafeteria	[EMAIL]
Schwartz, Kevin - SRO	[EMAIL]	White, Tara - Psychologist	[EMAIL]
Sciaraffia, Paola - ELL Teacher	[EMAIL]	Winterman, Mary - Cafeteria	[EMAIL]
Short, Lynne - FMD Para Educator	[EMAIL]	Withrow, Kelly - School Within a School	[EMAIL]
Stamper, Lisa - 7th Grade Social Studies	[EMAIL]	Woods, Marilyn - Cafeteria	[EMAIL]
STLP, RA Jones -	[EMAIL]	Wooten, Renee - Family Resource Youth Service Center Coordinator	[EMAIL]
Tanner, Amanda - Custodian	[EMAIL]	York, Suzanne - Exceptional Educator	[EMAIL]
Teleky, Steven - Band	[EMAIL]		

To contact a Jones staff member that is not listed above, click the link below:

[Jones Middle School Online Staff Director](#)



Schedules

Daily Schedule		
6th grade		
Period	Start	End
Int/Enr	7:37	8:26
1 UA - Team Plan	8:26	9:08
2 UA - Personal	9:08	9:49
3	9:49	10:42
lunch	10:42	11:15
4 - SOAR	11:15	11:58
5	11:58	12:51
6	12:51	1:44
7	1:44	2:35
1 Hour Delay		
6th grade		
Period	Start	End
Int/Enr	8:37	9:18
1 UA - Team Plan	9:18	9:52
2 UA - Personal	9:52	10:25
3	10:25	11:10
lunch	11:10	11:43
4 - SOAR	11:43	12:18
5	12:18	1:03
6	1:03	1:48
7	1:48	2:35
2 Hour Delay		
6th grade		
Period	Start	End
Int/Enr	9:37	10:11
1 UA - Team Plan	10:11	10:38
2 UA - Personal	10:38	11:04
lunch	11:04	11:37
3	11:37	12:15
4 - SOAR	12:15	12:43
5	12:43	1:20
6	1:20	1:58
7	1:58	2:35

Daily Schedule

7th grade		
Period	Start	End
Int/Enr	7:37	8:26
1-SOAR	8:26	9:09
2	9:09	10:02
3 UA - Team Plan	10:02	10:43
4 UA - Personal Plan	10:43	11:24
lunch	11:24	11:57
5	11:57	12:50
6	12:50	1:43
7	1:43	2:35

1 Hour Delay

7th grade		
Period	Start	End
Int/Enr	8:37	9:18
1-SOAR	9:18	9:53
2	9:53	10:38
3 UA - Team Plan	10:38	11:11
4 UA - Personal Plan	11:11	11:44
lunch	11:44	12:17
5	12:17	1:02
6	1:02	1:47
7	1:47	2:35

2 Hour Delay

7th grade		
Period	Start	End
Int/Enr	9:37	10:11
1-SOAR	10:11	10:39
2	10:39	11:17
3 UA - Team Plan	11:17	11:43
lunch	11:43	12:16
4 UA - Personal Plan	12:16	12:43
5	12:43	1:20
6	1:20	1:58
7	1:58	2:35

Daily Schedule		
8th grade		
Period	Start	End
Int/Enr	7:37	8:26
1	8:26	9:19
2	9:19	10:12
3	10:12	11:05
4	11:05	11:58
lunch	11:58	12:31
5 UA - Team Plan	12:31	1:14
6 UA - Personal Plan	1:14	1:55
7- SOAR	1:55	2:35
1 Hour Delay		
8th grade		
Period	Start	End
Int/Enr	8:37	9:18
1	9:18	10:03
2	10:03	10:48
3	10:48	11:33
4	11:33	12:18
lunch	12:18	12:51
5 UA - Team Plan	12:51	1:25
6 UA - Personal Plan	1:25	1:58
7-SOAR	1:58	2:35
2 Hour Delay		
8th grade		
Period	Start	End
Int/Enr	9:37	10:08
1	10:11	10:46
2	10:49	11:24
3	11:27	12:02
4	12:05	1:16
lunch	12:20	12:50
5 UA - Team Plan	1:16	1:43
6 UA - Personal Plan	1:43	2:09
7-SOAR	2:09	2:35

District Calendar

August 13 - Opening Day for Teachers	January 21 - No school for students
August 14 - Teacher training day	February 18 - Teacher training day - No school for students
August 15 - First Day of School for Students	March 15 - Teacher training day - No school for students
Sept 3 - Labor Day - No school for students	April 8 - 12 - Spring Break
October 5 - Teacher training day - No school for students	May 21 - Primary Election Day - No school for students
October 8 - Teacher training day - No school for students	May 22 - Last Day for School for Students
November 6 - Teacher training day - No school for students	May 23 - Closing Day (subject to change based on snow days)
November 21 - 23 - Thanksgiving Break	
December 20 - January 2 - Winter Break	

- [Click here to access District Calendar](#)

Term 1 08/15-10/16

Mid-term	09-13-2018
End of term	10-16-2018

Term 2 10/17-12/19

Mid-term	11-14-2018
End of term	12-19-2018

Term 3 01/03-03/08

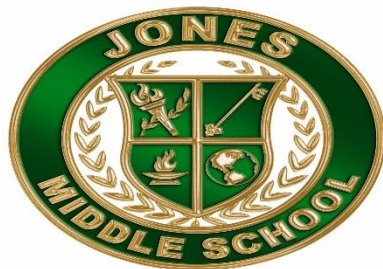
Mid-term	02-05-2019
End of term	03-08-2019

Term 4 03/11-05/22

Mid-term	04-18-2019
End of term	05-22-2019

Section II

Academics



R.A. Jones Middle School Family – School Compact 2018-2019

What is a Family—School Compact?

In accordance with Title 1, Part A regulations, a Family – School Compact explains how parents, teachers, and students will work together to make sure all students reach grade- level standards. Everyone shares in the responsibility for improving student academic achievement. Compacts ...

- Focus on specific student learning goals based on student achievement data and that align with District and School Improvement Plan goals
- Describe how teachers and staff will help students build skills through high-quality instruction and share strategies parents can use at home to support students' progress
- Explain how teachers and parents will communicate about student progress
- Are jointly developed by teachers, parents, and students

School Responsibilities

We, as the staff of RA Jones, will improve the academic achievement and College and Career Readiness of our students by:

- Providing high quality curriculum and instruction in a supportive and effective learning environment via Springboard curriculum, intervention/extension class for all students, opportunities for making up missing assignments, Positive Behavioral Interventions and Supports, Family Resource Center, counseling services, high school credit course offerings, extra-curricular activities, etc.
- Integrating technology into classes that will engage students through differentiated instruction and teach them cutting edge technology skills
- Reading - All teachers will incorporate reading into their curriculum across content areas
- Students will be taught and asked to regularly practice strategies to support reading comprehension
- Language Arts classes will require reading and analyzing at least one novel or nonfiction book
- Math – Teachers will assess student mastery and identify any individual areas of focus
- Math classes will incorporate review and reinforcement into assignments; provide fluency practice
- Writing - Teachers in all content areas will incorporate writing into the curriculum
- On-Demand Writing scrimmages will be held throughout the year to assess progress and inform students of strengths and areas in which to improve.

Parent Responsibilities

I, as a parent or guardian, will support my child's academic achievement and College and Career Readiness by:

- Participating in decisions relating to my child's education while monitoring his/her Progress through the Infinite Campus parent portal
- Staying informed about my child's education by reading/listening to notices from the school or district and responding as appropriate
- Attending conferences and at least one program at the school to the best of my ability

Reading - Asking my child what he/she is reading and discussing the key ideas, theme, point of view, etc.

- Reading with my child (each with our own copy of the same book and discussing or by taking turns reading out loud to each other)

Math - Spending time with my child while playing math games and trying suggested strategies such as involving him/her in real world activities that incorporate math practice (cooking, budgeting, etc.)

Writing – Using at-home writing activities that will be periodically suggested

Student Responsibilities

I, as a student of R.A. Jones, will improve my academic achievement and College and Career Readiness by:

- Filling out my agenda daily with learning targets and homework assignments
- Protecting the learning environment by acting in a safe, respectful and responsible manner

Reading

- Reading for at least 20 minutes each night in addition to class assignments (book, blog, newspaper, etc.)
- Practicing other suggested activities such as watching TV using sub-titles or closed- captioning

Math

- Identifying what my math operation weaknesses are and how to improve them
- Asking for help when I need it
- Practicing and using resources for help such as tutorials, Kahn Academy, ST Math, and games such as Cool Math, etc.

Writing

- Establishing a goal score for on-demand writing scrimmages
- Becoming familiar with the scoring rubric and the areas I need to focus on in order to improve

RA Jones Middle School is committed to frequent two-way communication with families about student learning. Some of the ways you can expect us to reach out to you are:

- Updates on the school website and current grades on Infinite Campus
- All-Call phone messages regarding events and notices
- Curriculum and Family Programs held throughout the year; resources and activities for at-home learning provided
- Opportunities to review your child's grades
- Parent/Teacher conferences in October and February
- Phone calls and emails for positive reports as well as concerns about your child
- Providing a welcoming environment where parents are encouraged to contact us; come in to our building; volunteer; or participate in a parent advisory committee, SBDM, or JFE (PTA)

Boone County Schools
R.A. Jones Middle School Title I School wide Program

Title I is a federal grant that focuses on improving the academic achievement of disadvantaged children. R.A. Jones Middle School is a Title I school and receives federal Title I funds. This federal grant provides funds to Title I schools to ensure that all children have a fair, equal and significant opportunity to obtain a high quality education and reach proficiency on challenging state academic standards and state academic assessments.

Title I is implemented through a School wide program structure in alignment with the school's yearly School Improvement Plan. The purpose of a School wide program is to focus the additional funds on upgrading the entire educational program of the school. The funds are used to:

- Support the achievement of at-risk students not achieving state standards;
- Support supplemental professional development activities to ensure high quality instruction;
- Provide additional instructional support; and
- Provide extended-day and/or extended-year programs.

The school must develop, jointly with parents, a written school parental involvement policy that describes how the school will carry out the parent involvement requirements including the developing of a written school parent compact. The plan will include how parent involvement funds and supporting parent involvement activities will support student achievement. These activities should build:

- Parent capacity to assist in their children's education;
- Parent-school communication; and
- Parent-school and community partnerships.

Parents are encouraged to:

- Provide input on the development of the Parent Involvement Plan and School-Parent Compact;
- Provide input on how parent involvement funds should be spent;
- Provide input on how school staff can work with parents as equal partners in their child's educational process;
- Volunteer at their child's school; and
- Participate in parent-teacher conferences.
- Participate in at least one school sponsored event

A minimum of two Title I informational meetings will be held at the school each year to inform parents of the Title I plan and to receive parent input into the plan and program. In the spring, a Title I survey will be sent to all parents for program feedback on parental involvement.

Attendance

Regular attendance is a necessity for two reasons:

- 1)KRS 159.010 requires it.
- 2)It is essential to a student's success in school.

Because attendance is important to academic performance, R. A. Jones may use attendance rewards and grade level competitions to increase attendance.

Daily Reporting of Absence

For student safety, it is recommended that parents/guardians call the school office between 7:00 - 8:00 AM if the student is going to be absent or late to school. Even though the absence has been reported by phone, **WRITTEN NOTICE IS REQUIRED WHEN THE STUDENT RETURNS TO SCHOOL.** The notice should contain the student's first and last name, date, reason for being absent, and signed by the parent/guardian. This note is to be placed in the locked "Shout Out" box located by the front office. Classroom teachers will not accept these notes. Excused absences are determined by the principal. Parent notes are limited to four (4) excused events per semester. All other parent notes above and beyond four (4) per semester will be deemed unexcused and there is no carry over from one semester to another. Notes from a physician should also be turned in upon return to school. Physician notes are accepted when **seen** by the doctor and do not count against the parent note totals. Notes from a doctor stating that the parent called will not count as a doctor's note. A child must be seen in the doctor's office to be a doctor's note. All notes regarding student absences must be received by the attendance clerk within five (5) school days following the student's return to school in order for the absence to be counted as excused. **An event is a series of days related to one illness.

Early Dismissal

No student shall be dismissed early from school without permission from a principal. Any student who leaves the school grounds without permission shall be subject to appropriate disciplinary action. Early dismissal requires **WRITTEN** permission from the parent/guardian. **The written** request from the parent/guardian must include the specific time they need to be excused and the reason. **This should be brought to the front office first thing in the morning the day of the early dismissal.** In addition to the parent/guardian note, it is necessary that the parent/guardian come into the building with proper identification in order to sign the early dismissal log in the office.

Pre-Arranged Absence

A student should make this arrangement **three days** in advance of his/her absence. A parent/guardian note should be brought to a principal's office. The principal will either excuse or unexcused the absence. This form is then returned to the office of the principal. Homework missed during the absence should be completed in accordance with school policy.

Tardiness

A LITTLE LATE IS TOO LATE: Repeated tardiness to school may result in truancy charges being filed. Each time a student is tardy to school it counts as an attendance event. This includes ONE MINUTE, per the state of **Kentucky**.

To School: If a student is late to school, he/she should report to the front office for a late slip.

To Class: Students are considered tardy if they are not in their seat at the assigned time. The teacher will handle class tardiness. If a student is tardy to the same class 3 times, it results in a discipline referral with a minimum of after school detention being assigned. With the 4th tardy, it becomes a major discipline referral and will result in detention and escalating discipline for each additional tardy.

Truancy

Students receive their education by being in attendance each day. If a student accumulates **three (3) unexcused** events (absence/tardy) they are considered truant by law. Parents/guardians will be contacted in an attempt to remedy the situation. However, it may be necessary to file truancy charges against the student's parent/guardian and/or the student after six unexcused absences. If a student is truant, he/she will not be allowed to make up work.

If you have any questions about attendance or truancy please contact the assistant principal or the attendance clerk @ 282-4610.

Behavior Consequences

Violation of the Boone County Schools Code of Conduct or the Jones Middle

School Discipline Code could result in one or more of the following actions being taken by the school:

- Warning/Review of Rules:** Teacher warning and clarification of expected behavior.
- Parent/Guardian Conferences:** Parents/Guardians are often asked to come to school for conferences when a student's behavior is unacceptable.
- Detentions:** A student may be assigned up to 55 minutes of detention on designated days during the week. Grade level and homework detentions are also given by the teachers.
- Friday Alternative to Suspension School:** A student may be assigned Friday School from 2:35 until 5:00 for severe or continuous behavior problems.
- Suspension from Class/Activity:** A student may be suspended from a specific class and/or a specific activity or all extra-curricular activities for conduct violations.
- ISS LAB** (Learning Acceptable Behavior): This is used to remove a student from class without having them out of the building. Students will be assigned to ISS LAB in accordance with our Discipline Procedures.
- Suspension from School:** A student may be suspended from attendance at R.A. Jones for a period of one - ten days. Some code of conduct violations carry an automatic penalty of suspension from school. Repeated/severe violations of the code of conduct result in a hearing before the superintendent. Please refer to the Boone County Schools Code of Conduct for further review.
- Expulsion Hearing:** A student who commits a Tier III offense with a ten day suspension will have a hearing with the Superintendent of Boone County Schools. At that time the Superintendent will make a determination of recommendation for expulsion or alternate placement.

Cafeteria

Since our school is a closed campus, students may not leave school grounds during lunch. All meals are to be eaten in the cafeteria during the scheduled time. Student Expectation Guidelines:

- Go to the line of your choice following established cafeteria procedures at voice level 1.
- Use your hands and utensils for eating your own breakfast/lunch only. Respect those seated by you. Do not move seats once seated.
- Food should be on your plate, in your mouth, or in the trash can.
- Empty or Place trays gently into the garbage can. (Low and Slow)
- Remain seated at your table until you are called for dismissal.
- Be respectful to the cafeteria staff, and be respectful of premises and property.
- Jones participates in the Federal School Lunch Program. This year a federal grant was awarded and ALL students at Jones Middle School will receive free lunch and breakfast. Each family will need to fill out a Household Income Form (HIF)

Clinic and Dispensing Medication

The clinic exists for emergency-type situations and as a waiting place for sick students going home. Unless an emergency exists, students needing to go to the clinic must obtain a clinic pass from the classroom teacher. Day old injuries are not emergency situations and should not be seen.

The clinician or other designated personnel may assist students who must take physician prescribed medication at school if the school receives the following:

- Written permission from the parents/guardians asking school personnel to assist in administering the medication. Forms for this information are available in the front office.
- All medication is to be a one-week supply only brought to school in its original container and kept in the clinic

Closed Campus

Students must stay on the school grounds from the time they arrive until dismissal or until they are picked up by the bus. They must bring a written request from their parents/guardians to leave the grounds for any reason. If a student leaves school early, a parents/guardian must sign the student out in the front office upon presenting a photo I.D.

Closing of School

Should conditions develop overnight which warrant the closing of school, the Superintendent will evaluate weather and road conditions prior to 6:00 A.M. Area radio and television stations have agreed to announce the Superintendent's decision as soon as possible after 6:00 AM. As a courtesy, we will make every effort to use our automated calling system to inform everyone of weather related issues. Please update new phone numbers and e-mail addresses with the front office so that we can get information out to parents in a timely manner.

Conduct and Procedures

In any society, general rules and policies are necessary for orderly operation and for ensuring the safety of all members. Good discipline and order are positive aspects of school rather than negative. It is the duty of the school to help students adjust rather than punish. Our desire is to turn unacceptable behavior into acceptable behavior.

Jones follows the Boone County Schools Code of Conduct for students. The book is now available online. A copy can be given to parents upon request. **There is a form that must be signed by the student and parent/guardian and returned to school acknowledging understanding of the Code of Conduct.** Additionally, Jones Middle School is implementing the school-wide discipline policy of Positive Behavior Intervention Strategies adopted by the SBDM.

Good discipline is the absence of distractions, friction, or disturbances that interfere with the functioning of the individual, class, or school. It is the presence of a friendly, yet business-like atmosphere, where we all work together for the common good. This applies not only to the school day, but also includes all extra-curricular activities involving the school, on the bus, or on school property.

It is the intent of the school that any problems arising from the normal operation of Jones during the school day or at extra-curricular activities be handled at the lowest level possible with the least force or embarrassment necessary to bring about the proper behavioral changes.

Discipline Policy

Each teacher has an established record keeping system for discipline in the classroom. All classroom teachers follow sequential steps when handling discipline concerns in the classroom. This year teachers will be using Positive Behavior Interventions and Supports aimed at building effective environments where positive behavior is more effective than problem behavior. Emphasis will be on universal processes and procedures. Minor infractions of rules will be dealt with in the classroom setting. Major offenses will be dealt with through office referral. Classroom steps may include:

- Verbal or written warning
- Responsible Behavior Sheet to be completed by student. Classroom rules should be listed at the top of the Responsible Behavior Sheet.
- Detention (at the teacher or grade level) or other established consequence handled at this level.
- Parent contact-this should be by phone or by conference if necessary. In the case it is impossible to get a phone response, a discipline form letter should be mailed to the home. Parents/Guardians with an email address may want to give this to teachers for communication purposes.
- Office referral (4 minor offenses of the same violation constitute a major offense and will be referred to the office)

Expectations for Success

JETS

Jets

Exhibit

Safe Behavior

Take Responsibility

Show Respect

We Expect Students To:

- Do as they are reasonably asked to the first time
- Respect legitimate authority by following school rules as well as the laws of the community, state, and nation
- Respect the personal property of others and the school as well as consider the needs and rights of the school and all members of the school community

We Expect Parents/Guardians To:

- Assume primary responsibility for your child and his/her behavior
- Acknowledge the child's responsibility to the school as well as home
- Recognize that school must primarily concern itself with education.
- Cooperate in conferences regarding health, behavior, or academic progress of their child

We Expect Staff Members To:

- Set high standards for students' behavior.
- Exhibit a respect for all students that helps them develop good character traits.
- Plan a flexible program to meet the individual needs of students.
- Communicate with parents/guardians when student's behavior or academics needs improvement.

General Information School Day

School begins at 7:37 AM. Students are expected to be in their Homeroom class by 7:35 AM and are dismissed at 2:35 PM daily. Students arriving to class after 7:37 AM will be marked tardy.

- Students may not be dropped off prior to 7:00 AM. FRONT DOORS WILL NOT BE UNLOCKED UNTIL 7:00 AM. STUDENTS MAY NOT BE DROPPED OFF TO WAIT AT THE FRONT DOORS UNTIL 7:00 AM.
- Any student that participates in the breakfast program must report to the cafeteria upon arrival to school. Breakfast ends @ 7:30 unless there is a late bus arrival.
- Students not participating in the breakfast program will report to assigned grade level areas in the gymnasium until dismissal to classrooms at 7:30.
- Students are expected to be out of the building at dismissal time unless they are staying for an after school activity that begins immediately after school.
- Students must be under the supervision of a teacher at all times. They may not wander the school waiting for an event to start. Permission must be given by the teacher prior to a student staying with them

Grading Periods

Term 1 08/15-10/16

Mid-term	09-13-2018
End of term	10-16-2018

Term 2 10/17-12/19

Mid-term	11-14-2018
End of term	12-19-2018

Term 3 01/03-03/08

Mid-term	02-05-2019
End of term	03-08-2019

Term 4 03/11-05/22

Mid-term	04-18-2019
End of term	05-22-2019

High School Credits

High School Credit is given to any 8th grade student in Spanish, Algebra I or Computer Literacy who receives a "B" average or better and passes a final exam above the set minimum score.

Homework

We believe that homework is an important part of the educational process. Homework should provide:

- Essential practice in good work habits
- Afford opportunities for increasing self-direction
- Enrich and extend school experience
- Help students learn to budget their time
- Bring students into contact with out-of-school learning resources
- Promote growth in responsibility.

The teacher has the professional responsibility to assign homework when needed. Each teacher shall establish a method for assigning, receiving, recording, and evaluating homework that shall be clearly explained to all students in each class.

Parents/Guardians should encourage their children's homework habits by showing interest, providing an environment conducive to study, and helping develop study schedules. One way to do this is to sign the bottom of the agenda showing your child's teachers you have checked your child's homework each day.

The principal, with the approval of SBDM, shall implement the homework policy. This includes coordinating meetings with staff and parents/guardians in promoting the home-school partnership. Failure to complete homework will result in disciplinary actions that include homework detentions and Friday Missing Assignment School.

Library

The library is an integral part of the instruction program. Students are offered a full variety of services including books, periodicals, and other printed materials. Students may come to the library with a pass from their teacher or on regular class visits. Material may be checked out for a period of two weeks and may be renewed if needed.

Library Fines:

- Five cents per day, after 20 school days.
- Lost/damaged books must be replaced at full price.

Lockers

Each student will be assigned a hall locker and lock. Periodic locker checks may be made by the administration in the interest of health and safety. Students should not share their lock combination with any other student. Replacement of a missing lock is \$6.00.

In addition, lockers must not be shared with other students. Students may not choose to use other empty lockers. They are permitted to use only their assigned locker and lock.

Students should keep lockers locked at all times in order to protect their personal property. **No key locks** are permitted unless approved by administration. Lockers are in excellent condition and we would like to keep it that way. Use lockers for books and coats only. Please refrain from defacing, modifying, and abusing your locker. Any of the above will be subject to a fine and/or disciplinary action taken. Rolling book bags do not fit in these lockers.

Parent/Student Portal

Parent Portal is our online information system for parents and students. You can check grades, see attendance, health records, fee information and other items to assist you with the success of a child in Boone County Schools. An electronic access key is required. This may be obtained in person in our front office by each individual making a request. Parent Portal can be accessed from our school or district websites. Please ask for Mandy Mangan as the contact person to assist you.

Personal Property

Students should not bring items such as radios, laser pointers, cameras, etc. If confiscated, most items will be returned to the parents/guardians only. We suggest that students leave expensive jewelry and large sums of money at home. Students who bring electronic devices must sign an acceptable use agreement before they will be allowed to use the school wi-fi system. Electronic devices are the sole responsibility of the student. The school will not be responsible for lost or stolen items.

Taking pictures during the school day is prohibited. Cell phones that are confiscated will be handled per school policy.

School Buses

For safety reasons, students are expected to act in a reasonably quiet and orderly manner at the bus stops, as well as when loading, riding, or unloading. Students should be seated at all times while riding the bus, only moving when getting on or off the bus. **BUS SERVICE IS A PRIVILEGE** and may be denied for undesirable behavior. To insure the safety of students after school, students are expected to board their school bus and go directly home. Students must ride their assigned bus and get off the bus at the correct stop. **No bus passes will be given at any time per the transportation policy.** Due to space and safety, students bringing oversized items to or from school may be required to do so by private transportation provided by parent/guardian.

School Resource Officer

All Boone County secondary schools have a School Resource Officer, SRO, assigned to the building. Our SRO is in the building each school day during regular school hours and often during special activities. The SRO is employed by the Boone County Sheriff's Department and follows all procedural guidelines as determined by that office. We encourage students to talk with the SRO regarding any concerns that they may have over personal, peer, school, or home safety.

School Web Site

Students and parents/guardians may access the school website to find out about educational or extra-curricular activities. Daily announcements will be posted also. Parents/guardians may access teacher web pages to find out information about classes or check the "IC Parent Portal" link for students' grades, health records, or attendance. Parents/Guardians will be given a password at the beginning of the year in order to access this information. The school website address is: <http://www.rajms.boone.kyschools.us/>

Telephone and/or Messages

The school telephone is a business phone reserved for necessary calls. Students may use the phone only in the case of an emergency. It is not an emergency when students forget homework, books, music instruments, lunch money, gym clothes, etc. They are encouraged to assume responsibility and not cause parents/guardians to make unnecessary trips to school. Students must obtain permission to use school phones. Students will not have access to office phones at the end of the day for personal calls.

Textbooks

Textbooks are purchased by the school system. Textbooks are in good condition and we expect students to keep them in this condition. Please refrain from defacing them or writing on them. Any of the above will be subject to a fine. If a book is lost or severely damaged, the student is responsible for the cost of the replacement.

Visitors

All visitors must check-in at the front desk of the school office upon entering the building. **At no time should a visitor go directly to a classroom, gym or the lunchroom without a visitor's pass.** Parents/Guardians are welcome to visit the building with a principal's permission. Students are not permitted to bring guests to school.

Withdrawals

A withdrawal form must be obtained from the records clerk in the front office.

The locker must be emptied and all books returned. All obligations such as fees and fines must be paid before records are transferred to another school. When you enroll your child at another school, records will be electronically transferred.

Youth Service Coordinator

Our youth services coordinator, Renee Wooten, is responsible for helping students with problems that may interfere with their education. The coordinator deals with issues such as attendance, truancy, and family needs/concerns. The coordinator also contacts outside social agencies to aid our students. She is available from 7:30 AM until 2:45 PM every day of the school year and in the summer.



Boone County Schools Code of Conduct

District Mission Statement

Representing and in partnership with our stakeholders, the Boone County School District recognizes that all children can learn and dedicates itself to providing a challenging educational environment that allows each student to achieve to his or her potential as a learner and citizen.

DISTRICT VISION

Every graduate ready for college, career, and life.

We believe every student deserves a safe, supportive, and orderly learning environment. We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their potential for career, college and life readiness.



Click on the picture above to access the Boone County Schools Code of Conduct

Grading Scale

Boone County Schools NEW Grading Scale Effective July 1, 2017:

- 90-100 = A
- 80-89 = B
- 70-79 = C
- Below 70 is “I” for INCOMPLETE until June 30 of the academic year. Students with an “I” will be provided support by the school to remediate learning to reach a 70. If the grade is still listed as an “I” after June 30, then it becomes a failing grade.

This new grading scale provides comparability of student achievement between Boone County Schools and that of many other districts across the nation.

Standards Based Grading

<i>Scoring Criteria</i>	<i>Enriched or Extension of Mastery of Standard</i>	<i>Mastery of Standard MEETS SUCCESS CRITERIA</i>		<i>Progressing Toward Mastery of Standard</i>		<i>Limited Mastery of Standard</i>		<i>Incomplete OR Irrelevant OR No Understanding of Standard with support</i>	<i>No Evidence</i>
	4·0	3·5	3·0	2·5	2·0	1·5	1·0	·5	0
	100%	95%	90%	85%	80%	75%	70%	50%	0%
	A	A	A	B	B	C	C	I/F	I/F

Jones Middle School’s Cell Phone Policy

Jones Middle School is 1:1 with technology throughout our building with school supported/owned Chromebooks, tablets, and computers. Because we have worked so hard to get to this point, students will not need to carry any personal electronic devices on their person during school hours. This includes tablets, phones, music devices, gaming systems, etc. In case of emergency, parents should contact the main office to relay message to their child.

If students need to have a phone or device for before or after school reasons, their devices should be placed in their locker and not carried throughout the school day and structured activities. Students will always have access to the phones within the school when they are staying for school sponsored clubs and events.

Students are permitted to have headphones for academic purposes only. They should be headphones that are compatible with school devices (not wireless headphones) and only used when given permission by the teacher.

If students are caught with a personal device during the school day, the consequences are as follows:

- 1st offense - teacher will take device and it will be given to the office to be picked up at the end of the school day by the student
- 2nd offense - teacher will take device and parent has to come and get it
- 3rd offense - teacher will take device and parent has to come and get it and student has a Friday school
- 4th offense - teacher will take device and parent has to come and get it and student has a Friday school and a day of ISS.



JONES MIDDLE SCHOOL DRESS CODE POLICY

The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions, or gang related apparel, in the judgement of the principal, may significantly disrupt the education process or threatens the health or well-being of that student or other students is prohibited.

Principals shall enforce the consequences for dress code violations in the school. Students whose appearance does not conform to these rules will be asked to change clothing to meet this code. Repeated violations may result in administrative behavioral resolution. The list of consequences are listed below:

- 1st offense – warning
- 2nd offense - lunch detention
- 3rd offense – after school detention
- 4th offense – Principal assigned consequence

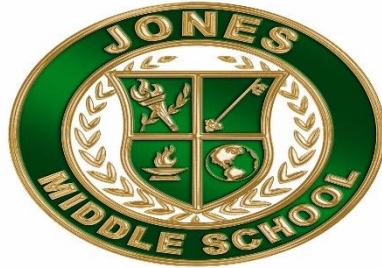
The following attire is prohibited, but not limited to:

- Shorts of any type (except for when appropriate in PE class);
- Flip-flops and other shoes that do not have a strap that wraps around the back of the foot to secure it in place on the foot;
- see through mesh clothing;
- tank tops and tube tops;
- hats or caps;
- sleep wear (unless on special building designated days);
- bare torso;

- clothing and accessories (jewelry, belt buckles, necklaces, etc.) with obscene, crude, or rude pictures or sayings pertaining to drugs, alcohol, tobacco, extreme violence, gangs or sex;
- hair curlers;
- non-prescription sunglasses;
- swim wear;
- exposed under garments;
- Jeans with holes or tears above the knee must have clothing underneath to prevent skin from being shown;
- Hooded sweatshirts may be worn as long as when the child is in the building the hood is not covering any part of the head;
- Clothing deemed inappropriate by administration.

Section III

General Information



TENTATIVE DANCES, CLUBS AND ACTIVITIES

DANCES: ANNOUNCEMENTS, FLYERS AND ALL CALLS WILL PRECEDE ALL EVENTS

Back to School Outside Dance:	Early September
Halloween Dance:	Late October
Snowball Dance:	Mid - January
Valentine Dance:	Mid – February
March Madness:	End of March
8 th Grade Dance:	Mid May

NATIONAL HONOR SOCIETY

National Junior Honor Society was established to recognize outstanding 6th, 7th, and 8th grade students based on grades and behavior. The students selected and inducted into the society have demonstrated an excellence in the areas of scholarship, leadership, citizenship, service, and character. These students participate in numerous activities and leadership projects throughout the school year. Sixth Grade Students who show demonstrate these qualities will be invited to become members at the end of their sixth grade year.

ACADEMIC TEAM

R.A. Jones's Academic Team consists of 6th, 7th, and 8th graders. Participants are based on tryouts. Tryouts are held early to mid – September. Students will take a paper pencil test covering all academic areas.

Members are then chosen based on the results of the test. Matches are held on Wednesdays after school around 4-4:30 and last approximately an hour.

STEAM BIKE CLUB

STEM Bike- Club sponsored by the Cincinnati STEM Collaborative and funded by Time Warner Cable where students (16) are selected to participate in a club that meets once a week for 10 weeks to build their own bikes, while learning about the science and mechanics of how a bike works. Students work with adult volunteer mentors from Time Warner Cable and Boone County School employees to build their bikes, which they get to keep at the completion of the program. It's a fun club ran by a bicycle fanatic.

3D Printer Club

In this club you will learn the software to design and create a 3D object. The students have the opportunity to compete with other schools and could win a 3D printer.

VOLLEYBALL

Junior Varsity and Varsity Volleyball Teams for have been set. Please visit the RAJMS Web Site for match dates.

BASKETBALL

Tryouts for boys and girls 6, 7, and 8 grade basketball teams are in the month of October. Information will for tryouts will be made on school announcements.

CHEERLEADING

Tryouts for boys and girls (teams are co-ed) 6, 7, and 8 grade cheerleading squads are in the month of October. Information will for tryouts will be made on school announcements.

INTRAMURAL BASKETBALL PROGRAM

Over 120 students in all grades participate in this fun and exciting basketball league. There are no tryouts, and everyone is welcome. The teachers even field a team that competes against you. Information will come via announcements sometime in March.

Design & Modeling

Students apply the design process to solve problems and understand the influence of creativity and innovation in their lives. Using Autodesk® design software, students create a virtual image of their designs and produce a portfolio to showcase their innovative solutions.

STEAM (SCIENCE, TECHNOLOGY, ENGINEERING, ARTS, AND MATHEMATICS) CARNIVAL

Our STEAM (Science, Technology, Engineering, Art, & Math) Carnival is a wonderfully unique after school event that brings together not only multiple departments within the school but also from all around our northern Kentucky. Students and their families from Jones Middle, and 5th grade students and families from Collins, Ockerman, and Florence Elementary are invited to enjoy free food, door prizes and TONS of hands on STEAM activities such as playing with cutting edge technology, competing against family members with their awesome math skills, creating new toys and tools using everyday items, and exploring career possibilities for the future. This will be our third year putting on this event and I am always looking to add more innovative, creative, hands on, exploratory booths to our STEAM Carnival. This event is held in the evening in mid to late April; if you, or someone you know would be interested in volunteering their time to inspire young minds please contact Mrs. Embry before the start of April by email brittany.embry@boone.kyschools.us.

OTHER HELPFUL INFORMATION

LIBRARY

Welcome to the Library Media Center at R. A. Jones Middle School, we have many resources available to our students, and continually work to add more.

My name is Ilsa Barry and I am the Library Media Specialist. I hold a bachelor's degree in Elementary Education (K-5) from Northern Kentucky University, and a Master of Science in Library Science/Library Media Specialist (K-12) from the University of Kentucky, GO CATS!

If you go to the R. A. Jones homepage, you can link to the library website through the "Teacher Online Classrooms" link on the left hand side of the page. On the library webpage you will find a bio about me, a link to the online catalog, and some helpful websites for students. I am still developing this page so check back for some exciting new additions throughout the year!

If you have any questions or book recommendations contact Ilsa.barry@boone.kyschools.us

ROLE OF COUNSELORS

The counselors provide support for the emotional, academic and social needs of all students. Students, parents/guardians and staff can all request to work with counselors. Students can personally access counselors, leave a note in the shout out box, or ask a staff member to contact the counselor for them. Counselors also work closely with the Family Resource Center.

RA JONES YOUTH SERVICE CENTER

The Youth Service Center has a mission to help students succeed in school by helping to minimize or eliminate non-cognitive barriers to learning. Center hours: Monday thru Friday 7:30 to 2:45.

SBDM (SITE BASED DECISION MAKING)

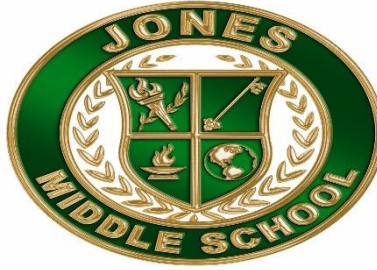
A team made up of parents, community members, teachers and administrators to guide changes for our school throughout the school year. Meetings are held in the Jones Media Center every third Thursday of the month at 4:30 P.M. All are welcome.

JFE (Jets for Excellence – PTSA Organization)

A team made up of parents, teachers, students and administrators to aid in all aspects of Jet Life. Meetings are held in the Jones Media Center every third Wednesday of the month following the SBDM meeting. All are welcome.

Section III

Expectations & Procedures








PBIS: Positive Behavior Interventions and Supports Respect Matrix

EXPECTATION S	Given a directive	Given a redirection	Demonstrating frustration	Addressing adults
RESPECTFUL	Look at speaker Keep hands and feet quiet	Look at speaker directly. Use poker face (thoughts to self). Keep body still	Keep thoughts in your head If you need a time out then signal to an adult either by pulling earlobe or verbalizing "I need a break"	Relaxed body posture Respect personal space Look at adult
RESPONSIBLE	If you don't understand ask for clarification with raised hand voice level 0	Voice level 0 (includes sounds) Respond only if asked a question by the adult	Voice level 0 (includes sounds) If need to discuss further ask for a time to talk to the adult (either verbally or in writing)	Use adults correct name. Use formal English Wait for turn to speak. Ask for clarification if you don't understand

SAFE	Follow directive within 5 to 10 seconds	Keep hands and body to self. Follow directive within 5 to 10 seconds	Keep hands, feet and objects to self	<u>Classroom</u> Raise hand and stay seated at voice level 0 Continue to work until adult responds to you <u>Hallway</u> To get attention say "excuse me" or "pardon me" If adult is speaking then wait quietly
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Common Areas Procedures

Voice Levels		
0	Silence	
1	Whispering	
2	Quiet Talking	
3	Normal Talking Level	
4	Outdoor Voice (clapping, cheering)	
Hallway Procedures		
<p>WALK ON THE RIGHT SIDE OF HALLWAY</p> <p>USE A HALL PASS</p> <p>RESPECT THE SPACE OF OTHERS</p> <p>USE VOICE LEVEL 2 (Instructional Time LEVEL 0)</p> <p>GET TO CLASS ON TIME</p>		

Cafeteria Procedures

STAY IN CHOSEN

SEAT USE A LEVEL 2

VOICE

FOLLOW THE INSTRUCTIONS OF

ADULTS USE GOOD MANNERS

CLEAN YOUR TABLE AREA (low and Slow)

Restroom Procedures

Go

Flush

Wash

Leave

Locker Procedures

Use Your Own

Leave Personal Items

Close Quietly

Lock it
