

JAMESTOWN MIDDLE SCHOOL

Student and Parent Handbook

2024-2025



Jamestown Middle School
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Dr. Trent Vernon, Principal

Ms. Kimberly Scales, Assistant Principal

Ms. Jan Ertzberger, Assistant Principal

WELCOME FROM DR. VERNON

Dear Jamestown Middle School Families:

Welcome to the 2024-2025 school year! I am looking forward to the start of a new school year. Jamestown Middle is an exciting place with tons of opportunities. I encourage you to take advantage of as many as you can. Make sure to join us in supporting the PTSA this school year. Their hard work goes a long way towards making many of the wonderful opportunities at Jamestown Middle a reality.

Go Tigers!

Dr. Trent Vernon, Principal

Administrative Staff

Principal.....	Dr. Trent Vernon
Assistant Principal.....	Ms. Kimberly Scales
Assistant Principal.....	Ms. Jan Ertzberger
Treasurer/Secretary.....	Mrs. Marina Faraz
Data Manager.....	Ms. Talisha Dixon
Front Office.....	Mrs. Journey Ealey
Counselor 6th Grade.....	Mr. Anthony Freeman
Counselor 7th Grade.....	Ms. Deidre Hightower
Counselor 8th Grade.....	Ms. Alisha Fuller
Media Specialist/Coordinator...	Mrs. Anissa Lanzas
Curriculum Facilitator.....	Mrs. Allison Finch/Mrs. Pamela Herndon
School Social Worker.....	Ms. Brittany Wells
School Resource Officer.....	Mr. Matt Parsons
Athletic Director.....	Mrs. Samantha Lickwala
Cafeteria Manager.....	Mrs. Songa McKenzie
Lead Custodian.....	Mr. Manuel Madrigal
PTSO President.....	Ms. Shelly Beck

School Hours

Office Hours - 8:00-4:00

Student Academic Hours - 8:20-3:20

Students may enter the building beginning at 8:00 am but may not be dropped off earlier than 8:00. Buses will dismiss at 3:20 and all students must be picked up by 3:30. We request no early dismissals in the last hour of the instructional day (after 2:30).

Bell Schedule

7:55 Teachers Arrive

8:00 Teachers at assigned duty post
8:00-8:20 Students enter the building from car rider line and buses. Students head straight to their AA classroom to receive breakfast. (AA begins upon student arrival.)
8:20 Students are in class and AA begins
Lunch (See Lunch Schedule)
9:55-11:15 8th grade Encore
11:30-12:50 7th Grade Encore
1:55-3:20 6th Grade Encore
3:20 DISMISSAL

Vision

Students will leave JMS with the foundation to be successful and productive in the life and career paths of their choice.

Mission

To prepare students for life in a diverse and ever-changing world through challenging and engaging teaching focused on critical thinking, problem solving, and character development.

ATTENDANCE AND ABSENCES POLICY

Good attendance is necessary for academic success. Each student is expected to be at school each day and on time except in the event of illness or other excused absences. Please notify the office if it is known that a student will be absent 3 or more days.

Absences and Tardies

We believe it is essential for students to attend school regularly and to arrive on time in order to receive the most benefit from school experiences. We also believe that children should be taught the value of punctuality. We realize that there will be times when students have legitimate absences; however, excessive absences and habitual tardiness interrupt the learning process. Students must be in attendance at least half of the school day to be counted present for the day; any students arriving later than 12:00 pm or leaving earlier than 12:00 pm will be considered absent for the full day.

Student Attendance Policy

On the first day of school immediately following an absence, we ask that the student present a written explanation of that absence to his/her teacher. Written explanations allow us to determine if the absence(s) are excused or unexcused. The written explanation should contain the following:

- a. Date(s) of absence
- b. Reason(s) for absence
- c. Signature of parent

If no written explanation is received within three days, the absence will be considered unexcused. The following shall constitute valid excuses for nonattendance of a student at school:

- Illness or injury
- Death in the immediate family
- Medical appointments
- Court proceedings
- Religious observances
- Educational opportunity (preapproved by the principal)

Absences for other reasons are considered unexcused.

We will be happy to provide make-up work to all students who have absences. When possible, this should be completed within five days after returning to school. If a child is absent for an extended period of time, we will gladly send work home at your request. Requests for make-up work will be honored at the end of the day of absence.

Student Tardy Policy

Punctuality is an important habit that should be developed in all school age children. Children have difficulty keeping up with their work when they are constantly late to class. Breakfast will not be served after 8:20 a.m. unless children arrive on a late bus.

The following procedures will be followed when a student is tardy:

- A student arriving after 8:20 a.m. must obtain a tardy pass from the office.
- Students on late buses are not counted tardy.
- Excessive tardiness will be reported to the School Social Worker and other

appropriate school officials who will take whatever action is deemed necessary, up to and including reports to Social Services.

ARRIVAL AND DISMISSAL

School begins at 8:20 a.m. Students who are not at school by 8:20 a.m. are counted tardy. Your child should arrive at school between 8:00 and 8:20 a.m. during which time breakfast is served. Breakfast will be served in the classroom. It is important for your child to be on time every day and we ask your cooperation in getting your child to school on time. A good beginning sets the stage for a good day and the first minutes of the school day are very important. Additionally, students who arrive tardy disrupt the flow of the classroom's morning routine. An adult must accompany any child who is tardy to the office to assist him/her with signing in on our campus check-in computer; students are tardy if they will be unable to be in their seat, ready to learn by 8:20 a.m.

Students must be present for half of the school day to be counted present. School attendance time is 12:00 p.m. daily. Students leaving school early must be signed out by a parent or authorized adult 18 years of age or older.

TRANSPORTATION AND PARKING

Parents or legal guardians must notify the teacher and office personnel in writing if there are changes in transportation or restrictions concerning who may not pick up a student.

We ask that you maintain consistency in transportation as much as possible. Students and their teachers have a lot to think about at the end of the school day and habitual changes create confusion. Changes in transportation will not be accepted by phone except in case of an emergency.

School buses unload students at the bus lot. Students arriving by automobiles are to unload at the front entrance for 6th graders

and the cafeteria for 7th and 8th graders between 8:00 a.m. and 8:20 a.m. Students are not permitted to be dropped off in any other area of the school. After 8:20 a.m., all students must enter at the front entrance and report to the office to be counted present. For safety reasons, school buses and cars load and unload in separate areas.

Students are dismissed in stages beginning at 3:20 p.m. Buses load at the bus lot. Car riders load at the front entrance for 6th graders and the cafeteria for 7th and 8th graders. Students will wait inside until you arrive and they are called out. Please do not park and have students walk to cars. This creates an unsafe situation for students as they must cross traffic to reach any other location on the school grounds.

Students may be excused from school before dismissal times for valid reasons. To minimize disruptions in the instructional day, parents are urged to make medical and dental appointments after school hours. However, if a student must be excused from school before dismissal, a note stating the reason for early dismissal should be sent to the teacher. Students leaving before dismissal must be signed out in the office by a parent or authorized adult 18 years of age or older. Identifications will be required from anyone not recognized by office staff. Students will not be called out of class until the parent is present in the office.

Car Riders

We appreciate your cooperation in picking up your children on time in the afternoon; supervision is not provided for students beyond 3:30 p.m. unless they are attending a pre-approved school activity.

The front driveway is for cars and day care vans **only**. The bus lot is for buses **only**. Car riders will wait inside until their car arrives. Teachers will be stationed at intervals along the drive to assist with loading students in cars. Parents are asked to stay in your car and drive to these stations. Double traffic lines are dangerous; the safety of

all children is much more important than saving a few minutes of time. Students will not be permitted to walk through the parking lot to meet the person picking them up; with numerous cars and driver distractions, pedestrians in parking lots would be at risk of injury.

Bus Riders

Transporting students to and from school is a great responsibility for all of us. Bus drivers have the responsibility for the safety and conduct of all students on their bus. They need our support. Students are to obey the directions given by the driver, and follow bus rules by staying seated, talking quietly, and keeping hands, feet, and all objects to oneself. They are to obey and show respect for the drivers and all staff members who assist with loading and unloading buses. Refer to Rule 7 of the GCS Student Handbook.

General Guidelines

- Students may only ride the bus which they are assigned. Parents may request a change by sending a note or calling the office in advance. Due to space considerations, these requests must be approved through the bus supervisor.
- If you have a concern about behavior of a student on the bus, contact the grade level principal.
- According to NC State Law, parents or other adults may not board the bus under any circumstance. Doing so may result in criminal charges.

Our Philosophy: We believe all students can act appropriately and safely while riding a school bus. We will tolerate no students stopping drivers from doing their jobs or preventing other students from having safe transportation.

- These rules must be followed on the bus:
 - Follow the directions of the driver.
 - Stay in your seat. Keep all body parts and objects inside the bus.
 - No pushing, shoving, or fighting at any time.

- No eating, drinking, loud talking, or other inappropriate behavior on the bus at any time.

BREAKFAST AND LUNCH

Jamestown Middle School offers breakfast and lunch. Breakfast and lunch are offered free of charge for all students this school year. Students may also bring lunches prepared at home. Foods are not to be shared between students.

DISCIPLINE AND BEHAVIOR

At Jamestown Middle, we expect that all students will behave appropriately. We will not tolerate student behavior that hinders the teaching and learning process. Therefore, we clearly define both school wide expectations and individual rules. Broken rules will result in appropriate consequences. We are aware of the basic responsibility and influence of parents to teach manners and appropriate behavior and encourage parents to define those expectations at home.

A Code of Student Conduct has been developed by the Guilford County Schools. This publication describes, in detail, the procedures for parents, students, and schools, to work cooperatively in order to foster positive interpersonal relationships and to maintain a safe, orderly school environment. Refer to the Guilford County Schools Student Handbook for the rules of conduct and consequences for violation of these rules. Teachers are required to discuss the rules with all students assigned to their classes and to allow the students to ask questions. In addition, the principal will conduct assembly programs as often as necessary to discuss rules and consequences. Each teacher has also established an individual class discipline plan. Parents are encouraged to read the sections in the GCS Code of Conduct Handbook concerning behavior and discipline and discuss expectations with student(s). Every effort will be made to help parents and students understand the discipline policy and procedures of the school.

Bullying and Harassment will NOT BE TOLERATED at Jamestown Middle and will

be dealt with immediate and severe consequences. Refer to Board Policy JCDAD-P.

Inappropriate behavior may result in the following consequences:

- Classroom discipline procedures enforced
- Conference with student
- Parent notification
- In-school suspension (ISS)
- After School Detention
- Out of school suspension (OSS)
- Administrative assignment to another classroom
- Long-term suspension with a recommendation for expulsion

Fighting

Physical altercations will result in the parent or guardian being called to the school to take the student home for the remainder of the school day and/or up to ten days of suspension from school. The parent or guardian may be asked to come to the school for a conference before the student returns to the classroom. Students who start fights will be subject to the same consequences as those who are actually involved in a fight. Law enforcement may be called. Refer to Rule 14 of the GCS Student Handbook.

Banned Substances

Students shall not possess, use, sell, transmit, deliver or distribute tobacco, alcohol, drugs or any controlled illegal substance or paraphernalia at any time on school property. There are serious consequences for violations. Refer to Rule 24 of the GCS Student Handbook.

Weapons Policy

Students may not possess, hide, or hold for another person any weapon or object that could cause harm or that is intended to cause bodily injury to another person. This includes misuse of otherwise acceptable objects. The consequence is an automatic out-of-school suspension and up to a long-term suspension with law enforcement

involvement. See Rule 22 of the GCS Student Handbook.

COUNSELING

The counseling program is an integral part of Jamestown Middle's educational program. It is aligned with the North Carolina Standard Course of Study and has three components: academic development, personal and social development, and career development. The school counselor works with parents to create a partnership between the home and the school to support the success of every student and conducts classroom guidance lessons. He/She may also work with students individually or in small groups to support the needs of the child/children. The school counselor can provide references for additional community resources as needed.

DRESS AND GROOMING

The Guilford County Board of Education respects a student's interest in self-expression through his or her appearance. The Board also recognizes the importance of creating an orderly and respectful environment in which to learn. Balancing those interests and other legitimate pedagogical principles governing student learning, every student shall maintain an appearance that is clean and appropriate for the school setting. At JMS, students are expected to wear clothing that is appropriate for the school setting. As such, we will adhere to the following dress code:

- NO tank tops or muscle tops with cut out arms are allowed. This includes spaghetti straps, off the shoulder, and one shoulder tops. Bare midriff and bare backs are not allowed. Necklines of shirts should not be any lower than the top of the underarm and should not show cleavage. Shirts should overlap pants so no skin shows. All pants must be worn at the waist. No sagging or low-riding pants.
- Shorts, skirts, skorts, and dresses must extend below the longest fingertip, when arms are relaxed at the side. Skin or undergarments should not be visible above the fingertip for boys or girls. This

rule includes pants, shorts, or skirts that contain frays or holes.

- Students may not wear hoods or any other headwear that covers the ears.
- Sleepwear should not be worn at school. This includes, but is not limited to, pajama pants, slippers, bonnets, and wave caps.
- NO undergarments may show. See-through, mesh, or sheer clothing must be worn with appropriate garments underneath.
- Shoes must be worn at all times. For safety purposes, all shoes must have a back or back strap. Students should not wear flip flops, athletic slides, sandals with no back, or bedroom shoes.
- All attire must be free of references to alcoholic beverages, tobacco, and illegal drugs. No offensive, vulgar or profane statements or visual advertisements are allowed. Clothing with messages printed across the seat is not permitted. Messages on clothing should not detract from the school environment or disrupt the learning process.
- Bandanas may not be used for any purpose.
- JMS reserves the right to periodically review and update this dress code.

Refer to Board Policy JCDB/JCDB-P. **A student whose appearance or apparel disrupts the educational environment will be required to change his or her attire.**

GRADING AND ASSESSMENT

The report card is a record of student performance and progress. At the end of each

nine-week period, report cards will be sent home to parents/guardians.

Reporting Pupil Progress

Report cards are issued at the end of each nine weeks. Interim progress reports are available upon request. Student progress can be viewed at any time using Parent Portal. Directions for Parent Portal are available in the school office. Parents are requested to review these reports, sign them, and return them as soon as possible. During the first ten weeks of school every parent will be invited to attend a parent conference.

Letter Grades/Point Scale

A	SUPERIOR	90-100
B	GOOD	80-89
C	SATISFACTORY	70-79
D	POOR	60-69
F	FAILING	0-59
I	INCOMPLETE	
NG	NO GRADE	

Testing and Assessments

Testing is used to measure student achievement. It is an integral part of the learning process. Assessments will be determined and announced as determined by Guilford County Schools based on state testing dates and guidelines for the current school year.

HOMEWORK

Homework is directed towards independent inquiry and self-study. Home study will focus primarily on teacher assignments, short and long range projects and daily reading. Successful students set aside time at home for independent study and thought. It is important for students to review what took place in class each day, study notes taken for each class, concentrate on independent reading and writing, or make use of a variety of resources to prepare for an upcoming project, report, or test. Successful students are students who are well organized, listen carefully, take good notes and write down all assignments.

CHROMEBOOKS

Chromebooks will be provided to each student to use during the instructional day. These devices may travel to and from home and school each day. In that case, students are expected to charge their Chromebook each night so that it comes to school each day with a full battery/charge. Specific policies related to Chromebook care and usage will be distributed when the devices are issued. Students who misuse, mistreat, or disregard school and teacher directions with regards to technology may face disciplinary actions including loss of privileges or other disciplinary actions. The wide variety of technology makes it challenging to monitor and control in a school environment. A student who violates any portion of the Acceptable Use Policy may immediately lose the privilege to use their school issued device at school for a length of time commensurate with the nature of the violation.

HEALTH POLICY

Each child's health is a major concern to the faculty and staff at JMS. In order to maintain a healthy school environment for all children, we want to make you aware of our student health guidelines. Exceptions from the guidelines may require a doctor's note. It is recommended that a student not return to school until the following illnesses no longer exist for a period of 24 hours: fever of 100 degrees or greater, vomiting, two or more loose watery stools (diarrhea), rashes that increase in severity, open skin sores, persistent green mucus discharge from nose, acute symptoms associated with chronic-health problems, lice (no nits). Your cooperation with these guidelines will help us create a healthier school environment for all children and for our staff as well.

Medicines and Emergencies

School personnel may not administer medication of any kind without written consent signed by a doctor and parent/ guardian. Consent forms are available in the school office. Do not send ANY medication(s) to school by your child as children often misplace items that could be picked up

and/or harmful to another student. Refer to Board Policy JGCD/JGCD-P.

PERSONAL PROPERTY

Per GCS policy, the following are prohibited: bandanas, beepers, playing cards, electronic devices, explosive devices and incendiary devices (including but not limited to firecrackers, matches and lighters), laser lights and pointers, and weapons of any kind including look-alike weapons such as toys.

CELL PHONES are permitted but shall not be used or displayed during regular school hours. If any electronic devices or cell phones are confiscated, parents must come to the school to retrieve the item(s). **JMS WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN PERSONAL PROPERTY SUCH AS CELL PHONES, TOYS, SCHOOL SUPPLIES, OR ELECTRONIC DEVICES.**

VISITORS AND CONFERENCES

All school visitors must report to the school office to get a visitor's badge. This is for the safety and protection of our students. If it is absolutely necessary to contact your child during the school day, please come to the office. We will call the student to the office for you. We ask that you limit contact during the school day as classroom disruptions are detrimental to the learning process. All visitors must wear a visitor's badge in a prominent location when visiting the classroom for a conference with the teacher, eating lunch with a child, attending classroom and school functions, or volunteering in the classroom.

Parents are always welcome to visit the school for the purpose of observation. Any classroom visits during the school day should be for that purpose only and should be limited to 15 minutes unless prearranged with the teacher and approved by administration. Conferences and visits must be planned with a minimum of one-days' notice. Teachers and students work on a planned schedule and program, and unexpected

interruptions consume time and interfere with the teaching and learning process.

If it is necessary to check your child out during the school day, please report to the office. Office personnel will call your child to the office. No student will be permitted to leave the building with a parent or visitor unless they have been checked out with office personnel.

Between 8:00-8:20 a.m. supervision by our staff will be provided on an ongoing basis to ensure the safety of each child. Therefore, we ask parents to allow students to walk to class independently.

At 8:20 a.m. all doors are locked from the outside, and all parents and visitors are expected to report to the office. Our school halls and all entrances are monitored and recorded by a video monitor system. All parents and visitors are welcome at Jamestown Middle; but once again, the SAFETY of all of our students is of ultimate importance.

VOLUNTEERS

Parents who wish to volunteer, chaperone a field trip, or visit a classroom for an extended period

of time, will also need to register as a volunteer at www.gcsvolunteers.com. This is a simple process and allows us to ensure an extra level of security for our students. Should you require assistance with this process, anyone in the office can help.

CLASS PARTIES/CELEBRATIONS

At Jamestown Middle School, we believe in creating an environment that places a priority on learning. We also believe that it is healthy for students to celebrate on occasion. As such, classes will, on occasion, celebrate various events. Birthdays should not be celebrated individually in each classroom. Parents may send **commercially prepared refreshments (items prepared in a facility inspected by federal health officials)** to the school which may be used as part of a planned celebration if communicated with and approved by the classroom teacher. Please contact your child's teacher with any questions and to make arrangements in advance.

Balloons/flowers, etc. delivered to students at school will not be given to students during the instructional day. Students may not take these items home on the bus.