



Student Handbook

2024-2025

Principal:

Mrs. Emily Vallandingham

Assistant Principals:

Mr. Cory Walk (6th Grade)

Mrs. Jennifer Penserum (7th Grade)

Dr. Steve Barnes (8th Grade)

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General School Information

Daily Schedule/Office Hours

Doors open at 8:20 AM, classes begin at 8:50 AM and end at 3:50 PM

Office hours are between: 8:00 AM to 4:30 PM Monday through Thursday and 8:00 AM to 4:00 PM on Fridays when school is in session.

Thomas Jefferson Middle School Website

Please access our school website for school information, updates, the school calendar, and contact information. Access the TJMS website at www.jcschools.us/tjms or by going to the Jefferson City School District website at www.jcschools.us Go to the link for “Our Schools” and to the link for “Thomas Jefferson Middle School.”

Parent/Legal Guardian Portal

Parents and guardians can view their child’s educational records over the Internet. These records include grades, assignments, attendance, tardiness, and immunizations.

To request your account information, email portalhelp@jcschools.us from the email address your child’s school has on file. Once your request is processed you will receive an email with your account information.

Communications (email and text)

Phone numbers and email addresses from our records are used to send information to parents and staff. Parents should contact their schools if they are not receiving messages.

Student Rights and Responsibilities

Each student has the right to:

1. Have the opportunity for a free education in a safe, orderly, and appropriate learning environment.
2. Have the opportunity for freedom of speech and of the press so long as the exercise of those rights is not disruptive to the education process.
3. Be secure in his/her person, papers, and effects against unreasonable searches and seizures and privacy in regard to his/her personal possessions, unless there is reasonable suspicion the student possesses prohibited materials.
4. Expect to be fully informed of school rules and regulations and the right to due process.

Each student has the responsibility to:

- a. Respect the human dignity and worth of every other individual.
- b. Study diligently and maintain the best possible level of academic achievement.
- c. Be present and punctual in the school program.
- d. Dress and groom in a manner which meets reasonable standards of health, cleanliness, modesty, and safety.
- e. Exercise the utmost care while using school facilities.
- f. Know and adhere to reasonable rules and regulations established by the Board of Education and implemented by school administrators, teachers, and staff.

Student Services

Counseling

- 6th Grade Counselor: Cody Hillis

- 7th Grade Counselor: Keven Barger
- 8th Grade Counselor: Cara Duenow

Counselors are available to students and parents/guardians to provide both educational and personal guidance and counseling. Students and parents/guardians are encouraged to take advantage of counseling opportunities to discuss grades and testing information for educational and occupational planning, parent educational programs, or to discuss other topics of interest or concern. To make a phone conference appointment, call 659-3268.

Activities

Covid-19 Procedures- Participation in extra/co-curricular activities is considered voluntary, unlike academics which are considered involuntary. As such, these events and activities may not be governed by the same level of mitigation efforts and may thus pose a greater risk of Covid-19 transmission as these events are optional to attend. However, if a building is closed due to a Covid-19 infection, all school activities will be either canceled or rescheduled. Similarly, such activities may still be canceled or rescheduled even when buildings are open due to community concerns and Cole County Health Department recommendations.

Intramural Sports

We offer a varied range of intramurals open to students at all grade levels throughout the school year. Students must arrange their own transportation. Intramural sports at Thomas Jefferson are intended to encourage participation in athletics. Even though competition is a part of athletics, participation is our main goal. Programs are offered for 6th grade basketball, softball, 6th grade volleyball, and 6th grade track and field. The student body will be notified of all activities and encouraged to participate in the activities of their choosing.

Interscholastic Sports

Some competitive sports are offered for 6th-8th grade students such as football, wrestling, and cross-country. Other competitive sports are offered for 7th and 8th grade only, such as track and field, basketball, volleyball, and cheerleading.

Sports Insurance

Seventh and eighth grade students who participate in intra and/or interscholastic sports are required to purchase secondary implemental insurance. This coverage takes over after the family insurance. A catastrophic insurance policy is also provided for participants in MSHSAA events. Insurance forms are available in the office of the school nurse.

Sports Physical Exam

PER MSHSAA By-Laws the doctor's signature must be dated within 2 years of the start of the sport the student desires to participate in to be valid for the school year.

Activities Transportation

Transportation for interscholastic activities is arranged through the offices of the athletic directors. Team members travel as a unit on school district vehicles. Any exceptions to the rule must be approved in writing by BOTH the parent/guardian and the coach.

Definition of Eligibility

Eligibility to participate in the athletic contests between schools is a privilege, which is attained by meeting the standards set for this purpose by member schools of the Missouri State High School Activities Association.

Eligibility Standards

1. Students must be creditable middle school citizens. (See discipline information on the following pages in regard to the impact of ISS/OSS on eligibility for athletics/activities.)
2. Students must be currently enrolled in and regularly attending the normal courses for seventh and eighth grade.
3. Students cannot compete in any sport for more than one season or any but the first two terms they are enrolled in eighth grade, including special education.
4. Non-transfer students must enter school within the first eleven days of the term to be eligible to play for that term. Students may only accept an award for participation in athletic contests or achievements that meets all MSHSAA standards.
5. Eighth grade students who reach their 15th birthday prior to July 1 are ineligible for further competition at the eighth grade level. Seventh grade students who reach their 14th birthday prior to July 1 are ineligible for seventh grade competition. Sixth grade students who have reached their 13th birthday prior to July 1 are ineligible for sixth grade competition. Students may participate with the next higher grade team if they no longer meet the age limit for their grade. NOTE: Check with your school principal or athletic director for options available to you if you are ineligible for your grade level because of age.
6. During the sports season, a student represents his or her school by competing in an interscholastic athletic contest. He or she cannot compete as a member of a non-school team or as an individual participant in organized non-school competition in the same sport, except for MSHSAA by-law 3.13.2.
7. Students may not practice or compete in a non-school competition on the same date he or she practices or competes for the school without prior permission from the school.
8. If a student transfers schools, he/she is ineligible for 365 days from the date of transfer unless there is a corresponding change of residence of the parents or unless he/she meets other exceptions to this rule.
9. A student who transfers schools under conditions that do not meet the terms of the transfer standards may be eligible to participate.
10. A student may lose eligibility if he/she commits an act that might be interpreted as unsportsmanlike conduct while playing or attending a school activity.
11. A student must not fail more than one class to remain eligible the next term or make satisfactory progress in special education.
12. Transferring from one school to another solely because of athletics or activities will make the student ineligible for one full year.
13. This is only a partial list of standards. Ask your coach for any standards in special cases.

Behavior Guidelines When Attending Athletic Events

1. Behavior expectations at after-school activities are the same as during school hours.
2. Cheering for your team is always encouraged as team spirit.
3. Respect the calls and judgments of the game officials. Do not question an official's call. We have never seen an official change their mind about a call based on the displeasure of the crowd. Being a good sport leaves a positive impression on people and many times the only impression some people will have is what they see at an athletic event.
4. While the game is in progress, you are expected to remain seated in the stands. Remember, the main reason you are at an athletic event is to watch your team. Everyone around you appreciates you remaining seated so they may watch and enjoy the game also.
5. Stomping on the bleachers is not allowed. This is a ruling from the Missouri State High School Athletic Association.

6. Please make appropriate arrangements to get picked up from the event as soon as it is over.
7. If students are not picked up in a timely manner, they may lose the ability to attend future events.
8. Students who fail to meet behavior guidelines may be asked to leave and may be not allowed to attend events in the future.

Clubs and Organizations

Numerous clubs and organizations exist at Thomas Jefferson to encourage students to be active in a wide variety of interests. To participate in Club Activities, one must meet the Club's guidelines that are determined by the Club Sponsor. Process to form new clubs:

- Obtain permission from the administration.
- Agreement with a faculty member(s) to act as the club sponsor.
- Written guidelines of purpose.
- Written constitution.
- Approval of Administration of all written guidelines and constitution.

Student Council STUCO

Student council is a representation of the student body that encourages fellow students to be involved in their school and helps create a positive school climate. The Student Council is made up of four officers: president, vice-president, secretary, treasurer, who are elected by the entire student body. These are the voting members of Student Council. Members at large may join through an application process.

Media Center

The Media Center is located on the first floor and is open from 8:20 AM to 4:20 PM daily. Books may be checked out for two-three weeks. Once a student is issued his picture ID card, it must be presented at the circulation desk in order to check out materials. Lost and/or damaged books shall be the responsibility of the student checking out the book.

Student ID

Each student is issued a picture ID card. This card should be carried at all times with the picture and name visible. The card is necessary for checking out materials from the media center and lunch. A replacement ID may be purchased in the counseling office for \$5.00.

Student Messages and Telephone Policy

There is a courtesy phone located in the office, which may be used before and after school. Please feel free to contact the main office for assistance in emergencies. Messages received before 3:00 PM will be delivered to students. We will not be able to deliver messages received after 3:00 PM. Please refrain from texting your student during the course of the day. This could lead to classroom interruptions and the possibility of technology misuse per school policies.

Lockers (Including PE Lockers)

Students will not be using lockers for the school year. Students are allowed to carry their bags with them to each class period throughout the day.

Student Health and Safety

Health Forms

Health forms and specific health related information can be viewed and downloaded on our district website at <https://www.jcschools.us/Page/9042>

General Health Information

See The JC Schools Secondary Student Handbook.

Medicine Policy, Board Policy: JHCD

See The JC Schools Secondary Student Handbook.

Student Illness

A student who becomes ill during the school day is to request a pass from the teacher to the nurse's office. If the illness warrants that the student be dismissed from school, the nurse, or her designee, will telephone a parent/guardian to make the necessary arrangements. Any student who goes home without the permission of the main office could be subject to disciplinary action.

*Reason to exclude student from school are the following: fever, vomiting, pink eye, rash, and other symptoms considered possibly contagious.

*A physician excuse is requested if a student will be missing more than 1 day of PE. Students unable to participate in PE may not participate in athletic activities.

Influenza Health Information, Board Policy: EBB, JCH

See The JC Schools Secondary Student Handbook.

School Resource Officer (SRO)

It is the policy of the Jefferson City Police Department to provide the School Resource Officer(s) to the Jefferson City School District to assist school officials in creating a safe learning environment, make presentations, advise and counsel, and serve as a resource to the students in the Jefferson City School District. The primary focus of this program is directed toward education rather than enforcement. You may contact the School Resource Officer, at (573)659-2372.

Visitors

Any individual visiting the school, for any reason, must enter through the main West doors and provide a state issued ID. If it is necessary for a visitor to speak with a student or teacher directly, office personnel will make the proper arrangements. Students not enrolled at Thomas Jefferson Middle School are not permitted to visit in classrooms or to attend social functions. All visitors going to any area other than the main office must obtain and wear a visitor's badge. This badge must be returned to the main office before the visitor departs.

Emergency Procedures

The staff has been trained on how to deal with crises that could arise during school hours. Students are responsible to keep these rules in mind:

- Stay calm.
- Find the nearest teacher if not in class.
- ALWAYS stay with a teacher until told to do otherwise.
- Remain quiet and follow teachers' instructions.
- Know your assigned check-in area and report there in the event of a dismissal.

Crisis Management

The Jefferson City School District has developed a crisis management plan to deal with a crisis in or

around a school building. Although not every crisis can be foreseen the appropriate management of any crisis is important in a school setting. Thomas Jefferson Middle School has adapted this plan for the requirements of our building. It is important that students, parents, teachers, and staff are aware of this plan and what to do in case of a crisis at our school. Students will learn appropriate responses to crisis. Parents should plan to listen to local radio and TV to learn of what they should do if a crisis at our school should occur.

Change of Address, Workplace, or Phone Number

It is very important for emergency and administrative reasons that every student maintains an up-to-date address record at the school office. Notify the school immediately if you have a change of address, home phone number, or work phone number during the school year. Infinite Campus Parent Portal has a feature that allows parents/guardians to view, add, and update certain student and household information from the Portal. Address changes require proof of residency to be submitted to the school office.

Food Services

Lunch/Breakfast Program

Breakfast will not be served in the cafeteria. When students arrive, they will go to their homeroom; if they desire breakfast, they will retrieve their breakfast at the entrance of the wing where it will be served. They will then eat in their homeroom class.

Normal procedures-The cafeteria will open at 8:20 AM for students to obtain breakfast and/or milk. When students are dismissed from class for lunch, they are to enter the cafeteria with their teacher.

Nutritional hot lunches may be purchased daily, weekly, or monthly. The appropriate forms for free/reduced lunch rates may be picked up from the cafeteria or main office.

Students must use their identification number located on their ID card and are encouraged to bring their ID card to lunch each day for faster processing or pay cash each day to the cashier. Students may bring their lunch to school and purchase milk in the cafeteria. No glass containers are allowed in the cafeteria.

Cafeteria Expectations/Rules:

- Students are to remain seated
- Students are to raise their hand and ask permission to use the restroom, water fountain, or be excused from the cafeteria.
- Students are expected to remain in their designated seating area.
- The cafeteria is to be kept clean.
- If not eating breakfast, students should not be in the breakfast area.
- Food or drinks are not to be taken from cafeteria

Transportation

Student Transportation of America

Jc Schools contracts busing through STA.

573-402-1624

321 Norman Dr. JCMO 65109

Bus Referrals

All persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this procedure, and students who violate these rules may be denied access to school transportation for a specified period of time in relation to the severity of the violation. Video cameras may be in operation on the school buses.

1. Bus riders shall be at the designated loading point before the bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Permission to open windows must be obtained from the driver.
11. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
12. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and courteously.
13. If a passenger is unruly and the driver decides that he or she cannot safely transport the other students aboard the bus, the driver may:
 - ▶ Issue conduct reports to the school principal.
 - ▶ Request assistance of law enforcement officials.
 - ▶ Release the child to any school administrator.
14. When students do not observe rules and regulations, the bus driver will complete a conduct report at the bus garage office. A copy of the report is sent to the parents & two copies to the principals of the schools whose pupils were riding the bus. When the principal has determined who was at fault for the problems that occurred, it will be his or her duty to determine what action is necessary, and whether school bus transportation privilege is to be suspended. He or she will notify the parents or guardians of the student of the decision. Suspension from riding the bus does not excuse the pupil from attending school.

If a student rides multiple buses, any bus suspension applies to all buses the student may ride.

1. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
2. Students shall not throw objects about the vehicle nor out the windows.
3. Students shall keep feet off the seats.
4. The student discipline code will apply to students using school transportation services. This includes conduct occurring at or in the close vicinity of a bus stop while students are waiting for the bus, or immediately after the students have disembarked.

In the event of a discrepancy between an administrative procedure and a Board policy, the Board policy will take precedence.

Permission to Ride Other Buses

All students are assigned to a specific bus and stop. Students are not permitted to ride other buses or get on or off at other stops.

Transportation by Car

Students must be dropped off on the **North side** of the building when arriving before 8:50 AM. ***All parents must use the connecting road from Edgewood Drive and may no longer enter the parking lot from Fairgrounds Road.*** Students leaving between 3:50 and 4:10 PM must be picked up on the **North side** of the building. Students whose parents are late picking them up will remain at the North entrance of the building to await being picked up. The front of the building is reserved for bus traffic only before 8:50 AM and between 3:00 and 4:10 PM. Parents dropping off or picking up students between the hours of 8:50 AM and 3:00 PM may use the front entrance of the building. **Parking near the bus loading area after 3:30 may result in cars being temporarily blocked by buses.**

Student Attendance Accountability:

Opening and Closing the Building, Board Policy: JEDB

The school doors will open at 8:20 AM each day. Before school care is available through the YMCA Club on site from 7:00 - 8:00 AM daily at cost. Call 573-761-0716 or 573-761-3196 for more information. Students will enter the building and report directly to their homeroom. Students who eat breakfast will be served their breakfast at the entrance to their wing. All students are to remain on school grounds after their arrival.

It is expected that students will depart from school grounds within 20 minutes after classes are dismissed each day. After school care is available off site through The Boy's and Girl's Club, which may be reached at 573-634-2582. Exceptions to this may be those students involved in activities or completing make-up work under the direct supervision of a sponsor or teacher. Students may not remain at school or arrive early without a supervisor/sponsor.

Attending After-School Activities

Any student returning to the school for activities after regular school hours is expected to arrive just before the scheduled time for the activity and depart from the premises immediately following the conclusion of the activity. Any student who twice fails to make previous arrangements to depart from an activity within 30 minutes of the scheduled time will only be allowed to attend future activities when accompanied by his/her parent/guardian.

Tardy Policy/Truancy, Board Policy: JEDA

At the beginning of class, students are expected to be in their seats and prepared to work; otherwise, they are considered tardy. Students may not enter class late without a pass. Excessive tardiness will result in disciplinary action.

Off-Limits Area (Truancy):

Presence in an area restricted by grade level, schedule, or other reasons. Students in off-limits areas are subject to disciplinary actions. **Skipping Class (Truancy):** Students who have an unauthorized absence from class or classes are considered skipping. Students who skip classes are subject to disciplinary actions.

Attendance, Board Policy: JEA

See The JC Schools Secondary Student Handbook.

Students Arriving Late

Students arriving late to school are to report directly to the attendance secretary's window with their parent/guardian or written notification from the student's parent/guardian stating the reason for the tardiness and the date. The attendance secretary will make the necessary arrangements to admit the student to class.

Student Dismissal

Bus Rider Dismissal Procedure

At 3:50, all classroom teachers will display a spreadsheet that shows which buses have arrived at TJ to take students home. When a student's bus number is displayed, he or she will exit the classroom and walk through the front doors to load the bus. Bus riders will remain in their classroom until their bus number is displayed on the spreadsheet or until 4:10. At 4:10, any students who have not had their bus arrive at TJMS will be walked to the cafeteria by their teacher. From there supervisors will stay with students who are awaiting their late bus.

Car Rider Dismissal Procedures

At 3:50, students who are car riders will report to the gymnasium and line up by team. Teachers who are working outside in the car rider line will be entering the names of students into a spreadsheet who have cars in line waiting to pick them up. Teachers who are with car rider students in the gym will read the names of students who are on the list to dismiss those students to their cars.

Walker Dismissal Procedures

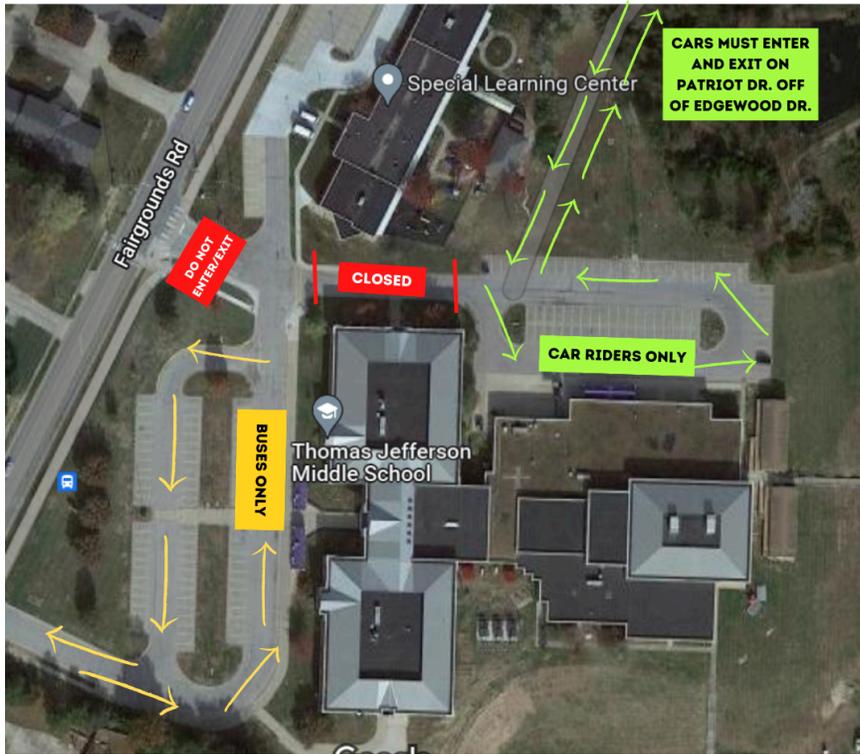
At 3:50, any student who is a walker will be dismissed out the front doors of TJ to walk home.

Dismissal Traffic Flow

Buses enter and exit the front lot of TJMS. Cars should enter and exit the back parking lot using Patriot Drive off of Edgewood. We close down the road connecting the front and back lot to ensure safety for our walkers. See the map below.



Drop-Off and Pick-Up Locations



Early Dismissal

Students will be called to the office upon the parent/guardian's arrival to pick up the student. A parent/guardian's photo ID and signature is required in the office for a student to leave the building. The student is to check out with the attendance secretary when leaving the building and check in upon his/her return. Students may not leave the building or school grounds before the close of school unless approval is granted from the office.

Students shall not be excused into any person's custody without the direct prior approval and knowledge of the building principal or designee. Each building principal will establish procedures to validate requests for early dismissal to assure that students are released only for proper reasons and only to authorized persons.

Procedures must adhere to the following rules:

1. Students will only be released to the parent, guardian or designee of the parent or guardian or to other individuals or agencies as permitted or required by law.
2. The district will release a student to either parent unless the district has a valid court order directing otherwise or unless the parent requesting release is only entitled to supervised visitation. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to verifying custody orders, contacting the other parent or contacting appropriate authorities.
3. Students who are 17 years old and living independently and students 18 or older must validate their own attendance and dismissal.
4. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
5. Any person requesting release of a student must present proper identification or be positively identified as the student's parent or guardian.

If an activity occurs immediately after school, the district will follow the same procedures used for dismissing students from the regular school day. Otherwise, students are expected to return from activities with the student’s parents or the same person(s) who transported them to the activity. If the district provides the student transportation to an activity, the student is expected to return using district transportation. However, district administrators may develop procedures for releasing students from a school activity to parents or other authorized persons, keeping the safety of students in mind.

Student Academic Accountability

Homework and Classwork Policy

In order to create a successful transition from elementary school to high school, each teacher will establish a homework policy to encourage student accountability.

Each student is responsible for his or her academic success. Teachers will provide coaching, assistance, encouragement, and correction. Student Handbook, parent conferences, team emails, progress reports, etc. can assist students in achieving their potential.

Homework and Classwork for Excused Absences

Students must take the responsibility for requesting work missed after an excused absence. This should be done at a time that does not disrupt class, such as before or after school. Students who are gone for an extracurricular event or field trip must see teachers for missing work BEFORE the activity and will turn it in as assigned.

Student Grades

Mid-Term grades are sent home with students after four weeks and term grades are mailed every nine weeks. Term grades are the students’ final grade each grading period. Parents may access parent portal at any time to access student progress and assignments

Textbooks/Chromebooks

Textbooks and/or Chromebooks are issued to students in proper working order on a loan basis. Textbook and/or Chromebook numbers are recorded when issued. Each student is responsible for the care of the book and/or Chromebook checked out to him/her. A fine will be assessed for any lost or damaged book or Chromebook.

Chromebook insurance is now required for all middle school students to help protect against loss and/or damages. If a student does not purchase insurance, they will be fully charged for damages to the device while it was assigned to them. Students with insurance will only be responsible for the deductible associated with the insurance plan when damages are assessed on a Chromebook. To purchase Chromebook insurance, parents may go to the following web page: <https://www.one2onerisk.com/>

TJMS Grading Table

Thomas Jefferson Middle School has one grading table for assessment of student progress. The same grading table is used for all classes, be they core or encore classes. Parents are also encouraged to contact their child’s teachers during the school year to find out more about student evaluation.

Grading Table:

A	92.5 - 100%	C	72.5 - 76%
A-	89.5 - 92%	C-	69.5 - 72%
B+	86.5 - 89%	D+	66.5 - 69%

B	82.5 - 86%	D	62.5 - 66%		
B-	79.5 - 82%	D-	59.5 - 62%		
C+	76.5 - 79%	F	below 59%	INC	incomplete

Grading Categories for TJMS*:

- Assessment 60% (quizzes and test)
- Coursework 40% (assignments, projects, homework, activities, participation, bell ringers, etc.)

*Some classes may need to switch categories and percent values, such as coursework being 60% and assessments being 40%.

Required State Assessments -Middle School

Test Name	Grade	Length	Testing Window	Results Distribution
English Language Arts MAP	6, & 7 8	1.5-3 Hours 3-4.5 Hours	April-May	Fall of the following year
Math MAP	6-8	1.5-2.5 Hours	April-May	
Science MAP	8	2-2.5 Hours	April-May	
Algebra I EOC	8	Session 1: 90-110 Minutes Session 2: 90-110 Minutes	April-May	
ELA, Math, & Science MAP-Alternate (for students with cognitive disabilities)	6-8 8	Embedded in Instruction	Sept-Dec Feb-May	

President's Award for Educational Excellence

Students must have attained an 85% or higher on a nationally-normed achievement test taken during middle school and must have at least a 93.5% grade average of the 6th and 7th grade years, and terms 1 and 2 of their 8th grade year.

Patriot Praise

Students are routinely recognized for behavior that improves our school community. Teachers may write a Patriot Praise form detailing the positive behavior of the student. In this case, their parents/guardians may be called and told the good news, in addition their picture may be taken and put on our school's Facebook page after they meet with the assistant principal and are encouraged for their good work.

Student Behavior Accountability

Personal Appearance, Board Policy JFCA

See The JC Schools Secondary Student Handbook..

Behavior Expectations

Each teacher as Standard Operating Procedures (SOPs) that they use for behavior expectations. In addition, we have building-wide SOPs for hallway behavior, assembly behavior, cafeteria behavior, bathroom behavior, etc. Students are expected to maintain proper noise level, keep hands and feet to themselves, use school-appropriate language, take care of school property, etc.

Pass Policy

Students must have a pass to be in the hallways at times other than routine passing times. Students are required to sign out and sign in to the classroom using the digital hall pass system.

Success Plan

Success Plans are used to assist students to meet specific behavior goals set by the individual student and team of teachers. A success plan is a tool to help students independently redirect their behavior in order to successfully meet the expectations of a classroom. Students on success plans ask each of their teachers to rank their performance in relation to each goal. Students who fail to have their success plan signed may be assigned to Team Focus. Students on success plans can be released from goals, if the teachers agree that goals have been met for a substantial period of time.

Team Focus

Team Focus is another tool used to assist students to meet specific behavior goals set by the individual student and team of teachers. During team focus the student will be assigned to a teacher for the day. While in team focus the student will receive daily assignments from all their classes and strive to meet expectations set forth from their success plan. Team focus is used when a student did not meet their daily goals from their success plan or when a student needs an alternative option during difficult transitions.

Inappropriate Behavior Requiring Teacher Intervention

Students are expected to follow school and class procedures while in attendance at Thomas Jefferson Middle School. At times, certain students may have difficulty following these procedures and a teacher will be required to intervene. Teachers may impose consequences for violating these procedures or more severe violations may be referred to the student's administrator. Examples of inappropriate behaviors and possible teacher interventions and consequences follow:

Inappropriate Behaviors:

1. Public displays of affection.
2. Failure to pay attention or to participate appropriately in class.
3. Failure to bring necessary materials to class.
4. Interrupting and interfering with the work of others.
5. Failure to do class work, assignments, etc.
6. Making rude or disrespectful comments to other students.
7. Failure to return forms, notes to parents or teachers, etc.
8. Uncooperative behavior towards teachers.
9. Spreading hurtful rumors.
10. Engaging in any other disruptive behavior that is relatively minor in nature.
11. Recording physical confrontations with cell phones.

Possible Consequences:

1. Private conference with the student.
2. Team conference with the student.
3. Change in seating or setting.
4. Apology is offered and accepted.
5. Assignment of a reflection paper regarding the incident.
6. Involvement of parents and/or guidance counselor.
7. Home assignments monitored by the parents.
8. Loss of privileges for a specific period of time.
9. Assignment of a written plan of action or a behavior contract.
10. Quiet lunch or before or after school detention with teacher.

11. Confiscation of inappropriate items.
12. Referral to office for disciplinary action.

Inappropriate Behavior Requiring Administrator Intervention

When student behavior escalates to the level of requiring administrator intervention, principals will conduct an investigation and determine consequences following board policy.

Jefferson City School District Secondary Student Handbook

More information can be found in the JC Schools Secondary Student Handbook linked on the Secondary Education webpage: <https://www.jcschools.us/Page/69>.