**Jackson Intermediate School**

# Taraethia Rocker Sullivan, Principal

Merline Rocker , Counselor

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2950 Highway 43 North

Jackson, Alabama 36545

# Alabama Reading Initiative School

**Alabama Math Science Technology Initiative School**

### “Every Child, Every Day, Educating in a Different Way”

**This Handbook Belongs to:**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



Home of The Little Aggies - In-Training

Greetings JIS Families,

The 2020-2021 Parent/Student Handbook is being provided to inform you about specific policies and procedures, and to help you better understand the normal school routine. We hope that you will find it helpful. However, please understand, this handbook provides basic information about the procedures of our school. Therefore, if you have any specific questions about the routine of the school day or need clarification on certain policies, please feel free to contact our Office at 246-1599 or visit our county web site ([www.clarkecountyschools.org](http://www.clarkecountyschools.org)) to view or obtain a copy for our system’s policy. We are here to help in any way we can.

The Jackson Intermediate School Mission Statement has been an integral part of the success we experienced this past school years. Our mission which can be found further down is something in which we believe, and it is something that we model for our students and live ourselves. This year we will emphasize: maintaining a positive character, being accountable in all areas, being polite, courteous, and thoughtful. We believe we have some of the greatest students in the Clarke County School System and this sustaining focus will enhance the admirable qualities embodied in our students and staff.

It is my hope that the this school year will be stimulating and productive for us all. Thank you for entrusting your most precious possessions, your children, to our care. We appreciate your support, and welcome your participation. We look forward to working with you this school year.

In Service, Learning, and Leadership,

**Taraethia Rocker Sullivan**

**Principal**

###### **Notice of Non-Discrimination**

**Clarke County Board of Education**

**Notice of Non-Discrimination**

**The Clarke County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.**

**Inquiries regarding nondiscrimination policies should be directed to:**

**Shannon Odom                                         Angie Jordan**

**Title II & IX Coordinator            Special Education Coordinator & Section 504**

**155 West Cobb Street                              155 West Cobb Street**

**Grove Hill, AL 36451                              Grove Hill, AL 36451**

**251-250-2155                                          251-250-2155**

**sodom@clarkecountyschools.org              ajordan@clarkecountyschools.org**

**Federal and State Protected Classes**

**The regulatory authority for these requirements resides in the following locations:**

* **Title II of the Americans with Disabilities Act (ADA) – 28 CFR Part 35**
* **Title VI of the Civil Rights Act of 1964 – 34 CFR Part 100**
* **Title IX of the Education Amendments of 1972 – 34 CFR Part 106**
* **Section 504 of the Rehabilitation Act of 1973 – 34 CFR Part 104**
* **OCR Guidelines for Eliminating Discrimination in Vocational Education Programs of 1979 – 34 CFR Part 100 Appendix B**
* **Age Discrimination Act of 1975 – 34 CFR Part 110**

**Junta de Educación del condado de Clarke**

**Aviso de No Discriminación**

**La Junta de Educación del Condado de Clarke no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas y actividades, y proporciona un acceso equitativo a los Boy Scouts y otros grupos juveniles designados.**

**Preguntas sobre la política de no discriminación deben ser dirigidas a:**

**Shannon Odom Angie Jordan**

**Título II y IX Coordinador Coordinador de la Sección 504 y la educación especial**

**155 West Cobb Street 155 West Cobb Street**

**Grove Hill, AL 36451 Grove Hill, AL 36451**

**251-250-2155 251-250-2155**

**sodom@clarkecountyschools.org ajordan@clarkecountyschools.org**

**Federal y Clases Protegidas por el Estado**

**La autoridad reguladora para estos requisitos reside en las siguientes ubicaciones:**

* **Título II de la Ley de Americanos con Discapacidades (ADA) - 28 CFR Parte 35**
* **Título VI de la Ley de Derechos Civiles de 1964 a 1934 CFR Parte 100**
* **Título IX de las Enmiendas de Educación de 1972 a 1934 CFR Parte 106**
* **Sección 504 de la Ley de Rehabilitación de 1973 a 1934 CFR Parte 104**
* **Directrices de OCR para eliminar la discriminación en programas de formación profesional de 1979 a 1934 CFR Parte 100 Apéndice B**
* **Ley de Discriminación por Edad de 1975 a 1934 CFR Parte 110**

**Introduction**

**Welcome to Jackson Intermediate School! This parent-student handbook provides important information about our school's philosophy, procedures, policies, curriculum, schedules and general information. It is a guide to the way we operate as a school. Also included in the handbook are behavioral expectations and guidelines for students. There have been some changes since last year, so please read the handbook carefully, and use it as a reference throughout the year.**

**You will be asked to join PTO again this year. Membership dues are $5.00 per family. Please support this group which supports your child’s school! PTO will also be offering a school uniform “spirit wear” package this year at orientation. The cost is $40.00 for three shirts while supplies last. Students may wear these shirts daily this school year as part of the school uniform. However, Aggie spirit shirts, if purchased from the high school can only be worn when there is a home football game. These shirts may not be worn after football season. School shirts purchased last year may not be worn as spirit shirts this school year.**

**School uniforms are the same this year as in the past with a change in school purchased “spirt wear tops”. Students are still required to wear green or white polo collar shirts if spirt t-shirts were not purchased. A copy of the uniform policy is located in the Parent/Student handbook. Belts must be worn with pants that have belt loops. Jackets and sweatshirts may be hunter green or white. The hunter green sweatshirts are preferred. Heavy jackets that are not uniform color may be worn to school, but must be taken off inside the building.**

## IMPORTANT INFORMATION

* **Your help is needed and appreciated. Please do the following to ensure your child has a successful school year.**
	+ - **Students should not be dropped off before 7:20 a.m. (There will be no one to supervise students before this time)**
		- **Make sure your child comes to school on time, students are tardy after (7:50.a m. homeroom)**
		- **Please keep in mind that early dismissals and tardiness are closely monitored and recorded for attendance purposes.**
		- **Car riders are dismissed at 2:45 p.m. (for the safety of your child, please try to avoid checkouts between the hours of 2:00-2:45) due to cars lining up for pick-up at this time, safety is a priority.**
		- **Keep up-to date on your child’s academic progress, homework assignments, and daily class work etc. schedule conferences with your child’s teacher as concerns arise. (Refer to Parent School Compacts)**
		- **Participate in school events and activities. Together as partners our school will be the best in the state. We welcome your input and encourage your involvement.**
		- **Encourage your child to work hard, be responsible, respectful, and do their best.**
		- **Please inform us of any changes in addresses or phone numbers (this information is very essential for contact purposes.)**

**We value your concerns and feedback at Jackson Intermediate School and encourage parents to communicate often with the staff, administrators, and counselor whenever issues, questions or concerns arise. Please call the school to schedule a conference.**

**It is our desire to provide our students with a positive learning environment that fosters life-long learning skills. JIS has a great deal to offer you both in traditional and innovative educational programs. We encourage parents to take part in all of our programs and offer suggestions where we might improve opportunities for students; so please pay special attention to the parental involvement section of our JIS Parent/ Student handbook. Effective schools can only function well when parents are personally and actively involved in the learning process.**

**We have attempted to cover all necessary areas and discuss the consequences of not following school or board policies. Even though unusual situations may not be addressed; we strive to exercise fairness and impartiality in every situation.**

***Mission Statement***

**At Jackson Intermediate School will provide students with a high quality education in a nurturing environment where all students should become respectful, caring, and responsible citizens with a strong sense of responsibility for themselves.**

**School Hours**

**School will formally begin at 7:50 a.m. each day. Bus and car riders should not begin to arrive at school until 7:20 a.m. this is a matter of safety for students as well as the school policy. Teachers are not on duty prior to 7:10. The first bus load will pick up at approximately 2:50 p.m. Car riders should be picked up beginning at 2:45 p.m.**

**Parental Involvement/Volunteer Program Information Page!**

**Research shows that parental involvement can make a significant impact in student achievement, school atmosphere, and a child’s overall attitude toward education. There are many opportunities for parents and family members to share their time, skills, talents, and resources to support the Jackson Intermediate School community.**

**Here are some of the ways for you to get involved:**

* **Volunteer in the classroom**
* **Join a PTO committee**
* **Serve as a school beautification member**
* **Attend and participate in events**
* **Supervise lunch for periodic duty free lunch incentives for teacher**
* **Volunteer for classroom field trips**
* **Collect Box Tops from boxes such as General Mills cereal**
* **Recycle ink cartridges and cell phones**
* **Assist in the main office to answer the phone when necessary**
* **Take digital pictures of classroom activities or special events to share in the newsletter or website**
* **Call volunteers to assist them with events (Spring Fling)**
* **Organize a class to do something special for Teacher Appreciation Day**
* **Volunteer to work the book fair**
* **Translate the newsletter in Chinese, Spanish or Vietnamese**
* **After school tutoring**

##### TRAFFIC PATTERNS

**Car riders will be unloaded and loaded at the front of the school. If a student is a car rider, afternoon pick-up times must be respected throughout the year (2:45). Please do not begin lining up before school is dismissed. This causes a traffic problem on the highway. Parents should always exit north from the front of the school then left or right during morning drop-off and afternoon pick-up. Cars should ALWAYS YIELD to buses at the bottom of the hill when buses are exiting the school. In the afternoons, please do not block the exiting buses. This procedure must be strictly followed in order for the buses to operate within scheduled timeframes at all four schools. Faculty and staff members will be on hand to assist bus and car loading and unloading. Please respect their requests when picking up your student. They are there for the safety of your child and others.**

**We will follow a safe and orderly method of pick-up in the afternoons. We will have large colored “stop signs” hanging in a designated area in front of the school. The person on duty will motion for cars to pull up into the designated area. They will call out the students and the color of the sign for the child to go to. When all cars are loaded, they will pull off in a line. Please do not pull up in line and signal for your child to come to you. All students must follow the directions of the staff in charge. When all cars are loaded, the staff will signal for pull off in a line. We ask that you do not pass or pull out of line immediately when your child has loaded. These procedures are important and if violated could result in a traffic violation.**

 **If a child is not out at car riders on time and the others are ready to pull off you will be directed to pull up beyond the loading area to wait so that others can be loading. Students will load from the right side of the car. When all are loaded the first car will be signaled to pull off. Cars behind the first car will follow. We will still continue to line up in double lines in front of the school, down the hill to the exit street. Cars will be directed to pull up to the loading area, with each side taking turns. This is a very simple, organized way of loading cars and should easily be implemented if everyone will cooperate.**

***Attendance is very important, students who are picked up before 2:45 will be counted as missing a ½ day of school. Also, please do not check your child out early to avoid the car rider line. School will be in session until 2:45 p.m. and students are required to remain in school until that time. When one parent begins early checkout, others will likely follow. It has been a problem in the past and we do not wish to “monitor” check-outs. Also, please do not park behind the school and walk to the front to check out students. If remaining in the car rider line is not a good option, please consider transportation by bus.***

*TRANSPORTATION CHANGES*

**If there is a change in transportation, please notify your child’s teacher in writing, in advance. If written notification is not received, your child will follow his/her regular method of transportation home. *We cannot accept the child’s word or parent request by phone on a transportation change.* Students cannot give us changes verbally. Please be sure that your child knows where to go every day before leaving home. Phone messages *will not be taken* except in cases of extreme emergency. You will need to come by the school and notify the office or the teacher in writing**

***ATTENDANCE***

**Regular attendance is important to student success in school. Absenteeism is discouraged for any reasons other than illness or death in the immediate family. Students must bring a written excuse from home for each absence on the first day he/she returns to school. Jackson Intermediate School’s attendance procedures are established based on the Clarke County Board of Education Policy. Every child between the ages of 7 and 17 shall be required to enroll and attend for the entire length of the school year or the length which complies with or meets system/state requirements. A student in grades K-8 who accumulates more than 20 absences during the school year may be denied promotion.**

**Notification of excessive absences is warranted after an accumulation of five (5) and seven (7) absences, a letter may be sent home or families may be contacted by phone. Parents may be called in for a conference if excessive absences become a problem and may include a referral with a juvenile court counselor if the absenteeism cannot be resolved. If absences due to illness are excessive the school can request doctor’s verification to excuse the student. If there is no doctor verification to excuse illness, the absences can be listed as unverified/unexcused. Should a student accumulate excessive tardies, he/she may be referred to the principal to begin the truancy process. Depending on circumstances, a conference with parents and staff may be requested. Our attendance policy and implementation of it are guided by State of Alabama. (Please refer to our Board Policy for more specific details on attendance)**

***If a child has been absent with a PARENT EXCUSE more than 7 times within the school year, the school/system rule is that he/she will need to begin to bring a doctor’s excuse each time they are absent following the 7th absence. If a child is absent after the tenth (10th) time, the absences may be reported to the D.A.’s office.***

***School begins at 7:50 A.M. with an attendance verification, collection of monies, and other early morning activities. A student is tardy after 7:50 A.M. unless the bus they are riding is late. It is very important that students be at school on time because instruction begins promptly at 8:00 A.M.* Instruction is a priority at JIS and we will protect it as best as possible.Therefore, tardiness will interrupt instruction causing the learning of all other students to be delayed.**

**The following is the policy of the Clarke County Board of Education regarding absences:**

**These policies comply with the Code of Alabama, Chapter 28 on School Attendance. These policies will supersede previous policies and rules on school attendance (disseminated from the state).**

**ATTENDANCES CONTINUE:**

**Every child between the ages of 7 and 17 shall be required to enroll and attend for the entire length of the school year or the length which compiles or meets system/state requirements.**

1. **ABSENCE FROM SCHOOL**

**All student absences shall be designated as either excused or unexcused. The following reasons shall be accepted in classifying excused absences:**

* 1. **Student too ill to attend school with an increased temperature.**
	2. **Inclement weather which would be dangerous to the life and health of a student if he attended school.**
	3. **Legal quarantine.**
	4. **Death in the immediate family.**
	5. **Emergency conditions as determined by the principal.**
	6. **Absences from school with permission of principal and consent of parent/guardian.**
1. **MAKE-UP WORK**

**Students absent for any excused reason shall be allowed to make up work and examinations missed. The responsibility for make-up work rests with the student. Make-up work shall be arranged within five school days after returning to school.**

1. **EXCESSIVE EXCUSED ABSENCES**
	1. **A student in grades K-8 who accumulates *more than 20 absences* during the school year *may be denied promotion*.**

***Exception: Official verification (Doctor’s statement, etc), subject to the approval of the principal. Official verification must be in writing.***

1. **UNEXCUSED ABSENCES**

**The student whose absence is unexcused is not entitled to make up instructional work or tests except when the unexcused period covers a nine weeks. An example of this situation will take place when a term test places a student in danger of failing, or being promoted to the next highest grade. A student on external suspension will have absences treated as unexcused.**

**The following procedure will be used for unexcused absences, excluding unexcused absences due to out of school suspension.**

**In grade K-5:**

 **5 days absent – Student/Parent/ Principal or Counselor Conference**

 **7 days absent – Referred to Attendance Officer/Committee**

 **Above 7 days – Complaint filed with Juvenile Court of Clarke**

 **County for students under the age of 17.**

1. **ABSENCE TO ACCOMPANY PARENTS ON A TRIP**

**A student’s absence from school to accompany his/her parents on a trip is not an excused absence, except in cases of extreme emergencies as determined by the principal.**

1. **ABSENCE DUE TO MEDICAL OR DENTAL APPOINTMENTS**

**Every effort should be made to schedule medical or dental appointments outside school hours; however, if an exception is necessary, the student must report back to school with a statement from the doctor or dentist indicating the time spent in his/her office.**

1. **PARENT EXCUSE COVERING ABSENCES**

**State law requires parents or guardians of students to explain the cause of any absence of students under their control or supervision. Every student returning to school after being absent shall present to the designated school official (usually the teacher) a written excuse signed by a parent or guardian within three school days of the absence. In accord with State Law and Board Policy, the determination of whether an absence is “excused” or “unexcused” shall be made by the principal. *Student absences are considered “unexcused” until a written excuse is presented. Any absences not excused shall be considered unexcused.***

1. **TARDINESS**

**Students are required to report to their individual schools at the beginning of school day (7:50 a.m.). Also, students are required to be on time for each class. Students who receive 3 tardies in class or to school will be referred for appointment disciplinary action. Disciplinary action will include the following:**

* **Student Conference**
* **Parent Contact(s) Conference(s)**
* **Assignment to In-School Suspension**

**Ten or more unexcused tardies to school will result in a referral to the district’s attendance office/committee. For students in grades 9-12, three unexcused tardies to the same class constitutes one unexcused absence for that class.**

**Source: Clarke County Board of Education, Grove Hill, AL**

**Adopted: August 25, 1988**

**Revised: August 8, 2002**

**Revised: March 17, 2005**

**Revised: May 20, 2010**

# *EARLY DISMISSAL/CHECKOUTS*

**Early dismissals are discouraged for students because they interrupt the instructional day. *Any students checked out before 11:30 a.m. will be counted absent for the entire day. If a student checks in after 11:30 a.m., they are also counted absent for the day.* Since we have changed our reading instruction schedule, students will be receiving instruction until 2:30 p.m. each day. *Any student who is checked out early more than 3 times, but has been in attendance every day will not be awarded a “Perfect Attendance” certificate at the end of the school year.***

VISITORS

***Students are not permitted to bring visitors to school.* Please check in through the office when you come to school. The procedure is necessary for the safety of all children. This will prevent unauthorized personnel from wandering at will throughout the school building. Visitors will use a Kid-Check software to check-in through the front office. A current and active driver’s license will be required for scanning. After completing these steps, visitors will be issued a badge to visit other locations of the school. Check-out is required by stopping by the front office. Teachers will ask if you have checked by the office when you come to the classroom if a badge is not visible. We recommend scheduling a conference to talk with your child’s teacher. Reading for 5th grade runs from 8:00 until 9:30 a.m. and 9:00 until 10:30 for 3rd and 4th grades every morning. This is our Reading Initiative time. As a school procedure, math blocks are also protected 3rd and 4th grade math block runs from 8:00 until 9:00. Fifth grade being departmentalized has a more flexible schedule with math. We are trying very hard to avoid any interruptions to instruction.**

**DISCIPLINE**

**Proper discipline must be taught at home and enforced at school. It is encouraged that parents teach their children good behavior traits at home and expect their children to behave well at school. It is necessary for any school to have rules for student behavior if it is to operate in an orderly, safe and effective manner. Students are responsible for their behavior and actions. The main goal in this school is education; therefore, anyone who distracts or prevents others from reaching this goal will be disciplined.**

**Some of the most important rules at Jackson Intermediate School are listed below. Parents are asked to read and discuss each rule with their child/children to prevent future discipline problems.**

1. **Follow all directions the first time they are given**
2. **Respect authority**
3. **No weapons of any kind (knife, fingernail file, guns – toy or otherwise, etc.)**
4. **No cheating**
5. **No name calling, teasing, or verbal threats**
6. **Keep hands and feet to yourself**
7. **The following behaviors will not be tolerated:**
8. **Bullying**
9. **Fighting**
* **Stealing**
* **Threats – verbal or physical**
* **Leaving campus without permission**
* **Bringing sexually explicit materials to school or sexually harassing anyone**
* **Any form of gambling or extortion (making another student pay for something by force or threat)**

**These infractions will result in suspension. Any “U” or “N” earned in conduct is a recommendation for home/parent interaction.**

**Teachers will establish classroom rules that are to be respected by each student. Rules will have consequences when they are not followed. Rules and consequences will be posted in each classroom. Students will be rewarded for good behavior at the discretion of the teacher. When classroom rules are broken repeatedly, discipline forms will be sent home. Parents should sign the form, or the letters attached to the form, and return it to the school so the teacher will know the form has been received.**

**When a student’s behavior becomes unmanageable and the parent has been notified, the teacher may find it necessary to call the parent to come to JIS *immediately* and assist with the problem. When a student must be brought to the office for discipline, parents will generally be notified either by written notice or phone call. In- School Suspension may become an option for consideration.**

**BULLYING**

**Jackson Intermediate School recognizes that bullying is disruptive, damaging and sometimes violent, and has a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Every student has the right to learn and achieve high academic standards in a safe and civil school environment. Jackson Intermediate School will not tolerate any acts of bullying of students on school grounds, in school transportation or at any school-sponsored function. Bullying is a form of aggression, which involves one or more students verbally, physically, and/or psychologically harassing, teasing or taunting another student repeatedly over a period of time. We recognize that bullying is repeated, deliberate behavior that is directed towards another person with the intent of causing harm. Bullying can be physical, verbal, psychological, social in nature, or a combination of all four. Some examples of bullying are:**

* **Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings, blocking or impeding student movement, or unwelcome physical contact.**
* **Verbal – taunting, malicious teasing, insulting, name calling, making threats.**
* **Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, and social media postings. Bullying behaviors can make another person feel hurt, afraid, or uncomfortable. When bullying-type behaviors continue on several different occasions over a period of time, it is bullying. Please encourage your child to report any form of harassment to his/her teacher or the administrators. We will be working with students throughout the school year to ensure that have a clear understanding of this topic.**

**Parent, we ask your support in helping us keep these bullying type behaviors out of our school.**

**Expectations for Student Conduct**

**Jackson Intermediate School holds high expectations for appropriate student behavior at all times. It is our firm belief that students have the right to learn and teachers have the right to teach.**

**The school operates under one basic set of rules at all times (classroom, hallways, cafeteria, playground, and bus loading and unloading areas.)**

**• Obey all school adults respectfully and promptly.**

**• Do nothing that could cause injury to yourself or others.**

**• Do nothing to disrupt the learning of others.**

**• Show respect for school and personal property.**

**We are all responsible for discipline. The best procedure is in place when the adult deals with the problem immediately.**

**The classroom discipline process we follow is:**

**• STEP 1: Teacher-Student**

**• STEP 2: Teacher-Student-Parent-Counselor**

**• STEP 3: Teacher-Student-Parent-Counselor-Administrator**

**When a child is sent to the counselor and/or administration for action, the following process will be utilized:**

**1. The student/s will be questioned to tell their side of the story. The story will be checked with the adult/s involved.**

**2. The administrator evaluating the situation will take appropriate action, depending on the severity of the problem:**

**􀂃 Counsel the student(s)**

**􀂃 Document the incident using INOW Data base system, contacting the parent when necessary (by telephone or written documentation).**

**In cases of extreme and continued unacceptable behavior, such as receiving three discipline referrals within a 30-day period, a student may be denied the privilege of attending school until the parents; child, principal, and school counselor come to an agreement on a behavior plan to prevent further unacceptable behaviors. *Effective discipline is a three-way responsibility: Parents + Students + School. When we contact parents about behavior, we are seeking their support and follow-up in helping their child realize that certain actions or attitudes aren’t appropriate in school. Children rapidly adopt socially acceptable behavior when they realize that the home and the school share the same standards.***

**IN- SCHOOL SUSPENSION**

**When a student continues to exhibit disruptive or inappropriate behaviors and other attempts at correction have failed, that student may be placed on In-School Suspension or suspended.**

**Suspensions are as follows:**

 **1st offense – 3 days**

 **2nd offense – 5 days**

 **3rd offense – automatic suspension**

 **Verbal or Physical Threat – up to 10 days**

**Beyond the 3rd offense a student will be referred to the Clarke County Board of Education for suspension or expulsion. These actions will depend upon the severity or nature of the continued infraction**.

**CORPORAL PUNISHMENT**

**In order to establish and maintain an educational climate conducive to learning, the Board permits reasonable corporal punishment of students in this School System. If such punishment is required, the principal or other designated certified personnel (which include the classroom teacher) should administer it with care, tact and caution. In all cases, corporal punishment shall be administered in accordance with the following guidelines:**

* **In cases where a student maintains innocence of the offense, a brief but adequate statement of the reasons and supporting evidence shall be given orally to the student with an opportunity for the student to explain his/her side of the situation. Based upon all facts, if the situation warrants it, corporal punishment may be administered without delay.**
* **The use of corporal punishment should follow specific failures of other corrective measures to improve student behavior. Teachers should be prepared to provide information concerning alternate corrective measures used.**
* **A teacher or an administrator may punish corporally only in the presence of a teacher or administrator, who should be informed beforehand of the reasons for the punishment.**
* **The instrument used in corporal punishment should be wisely selected**
* **Corporal punishment should not include more than three (3) licks administered to the buttocks. Other forms of corporal punishment are not permitted in the schools.**
* **During this activity, caution, tact and judgment shall be exercised. All cases of corporal punishment shall be documented by both the person administering the punishment and the witness. This document will be delivered to the principal/assistant principal no later than the day that the incident occurs.**
* **School teachers or administrators who have administered corporal punishment shall provide the student’s parents/guardians, upon request, a written explanation of the reasons why the punishment occurred along with the name of the witness.**
* **Corporal punishment shall be administered in the office or in a designated place.**
* **Corporal punishment shall not be administered in the visual presence of other students.**
* **Those administering corporal punishment shall consider the age, size, sex, and overall physical condition of the student.**
* **Corporal punishment shall not be administered in anger or with malice.**
* **Provided a special education student (except gifted or speech impaired) warrants corporal punishment, said student’s IEP committee shall be reviewed to determine if the offense is related to the handicap; if not, the student may be corporally punished as any other student.**
* **Special parental problems concerning corporal punishment shall be dealt with by the principal/assistant principal.**
* **Unless a parent has already given written permission to administer corporal punishment every attempt will be made to contact the parent by phone.**
* **If you do not want your child corporally punished (paddled), please put your request in writing and give it to his/her teacher. A copy of that request will be filed in their cumulative folder.**

**BUS RIDERS**

**Students are expected to behave themselves on the school bus. Riding a school bus is a privilege. Students are expected to follow the same behavioral standards while riding the school buses and attending school. If a student or parent has a problem with regard to the school bus, they should talk with the bus driver and designated administrator. The driver will report disorderly students to the office. Parents who are having serious, reoccurring bus problems are encouraged to contact the Transportation Supervisor at 275-3362.**

**School bus rules and regulations and the consequences of violating them are as follows:**

* **Fighting on the bus - 3 Days/5 Days/ 15 Days/Rest of the school year off the bus**
* **Eating on the school bus – 3 or more Days off the bus**
* **Throwing objects on the bus or out of the windows – 3 or more Days off the bus**
* **Hanging out the windows – 3 or more Days off the bus**
* **Out of seat – 3 or more Days off the bus**
* **Making loud noises – 3 or more Days off the bus**
* **Showing a lack of respect for others – 3 or more Days off the bus**
* **Refusing to obey or showing a lack of respect to the bus driver – 3 or more Days off the bus**
* **Damaging/ tampering with bus equipment - Restitution/5 Days off the bus**

**Remember *bus riding is a privilege that may be revoked. Parents are urged to appreciate disciplinary action taken by the school authorities in order to ensure bus safety for everyone.* Students who do not follow these regulations may have their bus privileges suspended.  If bus privileges are suspended, the responsibility of transporting the student to and from school becomes that of the parent. An absence because of bus suspension will not be excused.  The days noted above for suspension is subject to increase when students continue to disobey school bus safety rules or disrespect the school bus driver.**

### **Emergency Closing Procedures**

### **Occasionally an unforeseen emergency arises which makes it necessary to close school before the usual time. Such emergency situations can include icy roads, snow, a severe storm, etc.  When this occurs, the following procedures will be followed:**

### **Call alert through our new School Cast Call System**

### **Radio and TV stations will inform you of school closing.**

### **Buses will transport students to their usual home station.**

### **Parents who normally pick up their children need to come to school immediately after the emergency announcement.**

### **Please observe the following safety regulations:**

### **Remain calm.**

###  **When possible, make every effort to be at the bus stop to meet your child.**

### **Arrangements should be made so that your child will know where to go in the event of an emergency.**

**FLOWER AND BALLOON ARRANGEMENTS**

**Flower and balloon arrangements delivered on children’s birthdays and Valentine’s Day cause problems in the school setting. These items are a disruption to classroom instruction, a distraction within the room and a danger on the bus. *Please do not have arrangements or balloons sent to the school.***

**ELECTRONIC DEVICES**

**The Clarke County School System prohibits the use of all electronic communication devices, including cellular telephones and pagers/beepers, cameras, and IPODS (unless provided by the school for educational purposes) at all schools during the school day. This is to include using cellular telephones to make voice calls, to take photos, and/or to send/receive text messages. Students shall be allowed to possess such electronic devices; however, such devices must be turned off upon entering the school building at the beginning of the school day and remain turned off until the end of the school day. Devices are not to be visible during the school day. Electronic communication devices must not be in operation at any time while students are being transported to and from school on the school bus. The possession of a digital device (including, but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated. If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student’s test will be invalidated. JIS will make all students, parents, and/or guardians aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and other regularly used modes of communication. Student use of cellular telephones/electronic communication devices for field trips, sporting events, extracurricular activities, etc. during school hours or before or after school hours will be at the discretion of the principal and sponsor/coach The school/school system will not be responsible for the loss, damage or theft of any electronic device brought to school or a school event.**

HOMEWORK

**Your child’s teacher will assign age appropriate homework. This homework is basically for practice. The teacher introduces and explains new material and the student gets additional practice from homework assignments. Achievement and age levels have much to do with the type and amount of homework. Children should have a regular time and place at home to complete their homework.**

**Assignments in the area of reading and math should take no longer than 20 – 30 minutes. Teachers have been asked to assign no more than 10 math problems per night. At least 2 of these ten problems should be opened ended questions. These questions require a written answer from the student. Parents can help a great deal by checking to see that the homework assignments are completed and returned to school on time.**

###  **Conferences with Teachers**

**COMMUNICATION: We encourage you to keep in touch with your child’s teacher about his/her progress and classroom happenings. There are several ways to have effective communication between home and school. These include the standard written notes, email, and by phone. Please telephone the school for appointments (246-1599).  We ask that you please respect the privacy of our teachers and not call them at home unless you have established that type relationship with the teacher. You should expect staff members to respond to emails and other written communication within 24 hours. Teachers are not available to have unscheduled conferences or to answer extended questions either first thing in the morning or at any time during the school day without prior scheduling. If you need to speak to your child’s teacher about more involved concerns or questions, please schedule a conference. When you have questions or concerns about your child’s progress, behavior, grading practices, peer issues, and/or other classroom issues, you should first contact your child’s teacher with your concerns/questions. Please telephone the school for appointments (246-1599).**

### **Conferences are scheduled at times convenient for both teachers and parents.  They should never be conducted while a class is in session.**

### **Silent Lunch**

### **When a student exhibits inappropriate behavior, teachers may assign a "silent lunch" as a consequence.**

**Lunch with Child**

**Parents are encouraged to visit and have lunch with their child. However, in an effort to support the changes in the Child Nutrition Program and encourage healthy eating, you will not be allowed to bring food in from fast food restaurants. We encourage that you eat the lunch that is prepared by our Child Nutrition Staff. If you choose to bring a lunch from home, it must be for you and your child only.**

### **Visitors' Passes**

### **All visitors must check-in with the office and obtain a visitor's pass before visiting classrooms or talking with teachers or students.  Visitors are asked to wear their visitors' passes while in the building. Personal identification must be presented at check-in time.**

ILLNESS/MEDICATION

**If a student becomes ill or injured, his teacher will take him/her to the school nurse or the office. An attempt will be made to notify parents in cases of serious illness or injury. If necessary, when parents cannot be reached, injured students may be taken to the doctor, please be sure we have a correct phone number on file where you can be reached if your child becomes ill or injured.**

**In the event a student must bring medication to school, parents must notify the school nurse in writing. Any student who has in his/her possession other than specified daily dosage and furnishes, gives away, or sells medication may be subject to suspension, probation, or expulsion. Medical administration forms are available from the nurse. First aid supplies for minor injuries are kept in the nurse’s office. Teachers do not give any kind of medication, including aspirin, to ill students.**

SCHOOL UNIFORMS

**Students attending *Jackson Intermediate School* are required to adhere to the following uniform dress code each day:**

* **Khaki pants or shorts - No cargo, capri, cut-offs, leggings, bell bottoms or baggies, or overalls. Shorts, skorts, jumpers, dresses or skirts should be the proper length, no shorter than 3 or 4 inches above the knee and loose fitting.**
* **Brown belts - must be worn if clothing has belt loops**
* **Shoes – *Any color tennis shoe.* No open toes or heels. Shoes with heels, Clog type sandals or open toes or heels are not acceptable. Students will use the regular uniform shoe for P.E.**
* **Polo style shirts, colors – hunter/forest green or white (only solid white T-shirts may be worn under polos) JIS “Spirit Wear” shirts for the current school year may be worn daily in place of the uniform polo shirt.**
* **White, Black, Khaki socks and tights should be worn.**
* **Hunter green sweaters or hunter green light jackets if worn inside**
* **Sweatshirts-Hunter/Forest green or white (must wear polo underneath)**
* **Heavy jackets or coats may be worn to school, but must be taken off inside the building. Hooded sweatshirts are not allowed.**
* **Book bags should be regular, shoulder strap, book bags. Rolling book bags will not be allowed.**

**PLEASE PUT YOUR CHILD’S NAME IN ALL JACKETS, SWEATERS, ETC. SO THAT THEY CAN BE TAKEN OFF DURING THE DAY. We have a large number of these items every year in the lost & found.**

**Consequences for not following dress code are as follows:**

* **1st & 2nd violation –Parents will be called to bring proper dress**
* **3rd violation – Parents & student will conference with an administrator. In- school suspension will be considered for repeated violations.**
* **Beyond that, a student will be referred to the Clarke County Board of Education.**
* **As principal deems necessary and appropriate**

### **School Website and Email**

### **We highly encourage parents to frequently check our school website.  Information such as newsletters, announcements, and other important information will be posted on the website (clarkecounty.jis.schoolinsite.com**). **Parents are also encourage to like and follow our school on social media.**

# PARENT TEACHERS Organization (PTO)

**All parents and teachers are encouraged to join the PTO. The PTO accomplishes a great deal. This organization provides a means of communication and cooperation between the home and school. Many long, hard hours of volunteer work go into making the PTO a success. Dues are $5.00 per person or family. PLEASE JOIN!!!!!!!!!!!!!!!!!!!**

**PTO dates will be announced.**

**VOLUNTEERS IN PUBLIC SCHOOLS (VIPS)**

**Jackson Intermediate School has organized a VIPS program. Parents, grandparents, and all interested citizens of the community are welcomed to become a volunteer. Please call the school for more details.**

PROGRESS REPORTS

**Teachers will notify parents in writing or by phone if their child is failing. After the first progress report, if a student is not showing progress, a parent conference will be required. After nine weeks the student will be referred to a support team called Response to Instruction for intervention strategies. If the student does not show progress and continues to fail, the PST will require a meeting with the parent for further support planning.**

**REPORT CARDS**

**Report cards are sent home every nine weeks. The purpose of the report card is to report, as accurately as possible, the status and progress of your child. Since complete communication is not always possible with a report card, parents are urged to request a conference with their child’s teacher whenever necessary. Please sign the report card and return it to the school.**

***GRADING/CONDUCT CLARIFICATIONS***

**90-100 A Excellent E**

**80-89 B Satisfactory S**

**70-79 C Needs Improvement NI**

**60-69 D Unsatisfactory U**

**Below 59 F**

#### RETENTION

**Students being considered for retention will go before the Multiple Systems of Support Team. This is a consideration because there are many factors that may influence retention. The Multiple Systems of Support Team will make a collective decision about these impactful factors.**

**The Child Study Team members are as follows:**

* **The school counselor**
* **Special Education representative when appropriate**
* **The principal**
* **Assistant principal**
* **Referring teacher**
* **School nurse**
* **A general education teacher representative**

**Students who are having difficulties are brought before the Multiple Systems of Support Team for suggestions and decisions regarding recommendations about a child’s educational progress.**

**Clarke County Gifted Education Services**

 **Gifted students are those who perform or who have demonstrated the potential to perform at a high level in academic or creative fields when compared to others of their age, experience or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata and in all areas of human endeavor.**

 **Teachers, counselors, administrators, parents or guardians, peers, student or any other individuals with knowledge of the student’s abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals. A checklist of gifted behavior characteristics, provided by the Alabama State Department of Education, is completed by the Second Grade Classroom teachers along with work samples, generated by the gifted specialist. This accumulated information is then used to determine which second grade students will be referred for the gifted program.**

 **For each student referred, information is gathered in the areas of Aptitude, Characteristics and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.**

 **To make a referral, please contact our gifted education teacher at Jackson Intermediate. You may call 251-246-1599 and leave a message to speak with her personally or to obtain her e-mail address.**

**JACKSON INTERMEDIATE SCHOOL**

## **2950 Hwy 43**

**Jackson, AL 36545**

**Child Find**

**CHILD FIND**

**What is Child Find?**

**Child Find is a statewide effort by the Alabama State Department of Education and the Department of Rehabilitation Services to locate, identify, and evaluate children with disabilities from birth to age 21.**

**How Does Child Find Work?**

**Early Intervention and Special Education Services work closely with community service agencies, parents, and local school systems to locate children with disabilities.**

**Why Child Is Find Important?**

**It helps the child, the family, and the provider to plan appropriate services and link families to services for students meeting eligibility requirements in the following disability areas:**

* **Hearing Impaired**
* **Deaf-Blindness**
* **Intellectual Disability**
* **Multiple Disabilities**
* **Orthopedic Impairment**
* **Other Health Impairment**
* **Emotional Disability**
* **Speech and Language Impairment**
* **Visual Impairment**
* **Specific Learning Disabilities**
* **Autism**
* **Traumatic Brain Injury**
* **Developmental Delay**

**If you know of any children with disabilities or suspected disabilities, you may contact any special education teacher or Angie Jordan at 155 West Cobb Street, Grove Hill, AL 36451 or 251-250-2155.**

**NOTICE TO PARENTS**

**The purpose of the parent/student handbook is to provide parents and students with the necessary information regarding some of the practices, rules, and expectations of Jackson intermediate School. The information found in this handbook will answer most of your question. Please read over this handbook with your child or children and discuss our rules. When you have read it over with them, please sign the acknowledgements at the bottom and have your child sign, also. Return the lower portion along with the Internet Acceptable Use and Safety Policy (found on the next page) to the school immediately so that it can be filed in your child’s permanent record. Thank you for your continued support in our efforts to make Jackson Intermediate School a great place to learn!**

**My child and I have read the JACKSON INTERMEDIATE SCHOOL Parent/Student Handbook. I have discussed all of the information with my child. We understand the rules, policies and procedures outlined in this handbook. I will support the school in its effort to foster a safe, orderly climate for**

 **my child.**

**\_\_\_\_\_\_I give the administration/teacher permission to use corporal punishment when and if necessary on my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, following the Clarke County Board of Education policy. I understand that I will be notified by phone or through written documentation should this occur.**

**\_\_\_\_\_\_I Do Not give the administration/teacher permission to use corporal punishment when and if necessary on my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I agree that I will come to the**

**school for a parent conference. Conferences of this type are held after 7:30 a.m. on a scheduled**

 **basis only.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent or Guardian Signature Student Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date**

**\*\*\*\*The School has permission to video tape my child in a classroom setting or activity setting for educational or instructional learning opportunities and use pictures of my child to be displayed in the media (newspaper, social media, etc.) for school promotion.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent or Guardian Signature Student Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date**