



# **STUDENTS' RIGHTS AND RESPONSIBILITIES HANDBOOK**

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Jones Middle School  
2018-2019

2100 Arlington Avenue  
Upper Arlington, Ohio 43221

☎ 614-487-5080 .

📠 614-487-5307 .

<http://jones.uaschools.org>

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# Principal Welcome

Dear Jones Middle School Student,

Welcome to the 2018-2019 school year at Jones Middle School. This handbook has been thoughtfully put together as an introduction to the many programs, expectations, and rules that help to foster the special learning community here at Jones. Please take your time in reading it thoroughly.

I want to take a moment to talk with you about building this community together. We have very high expectations for both your academic success and your individual responsibility to others in our school, our neighborhoods and our world. The Jones staff and I will be working together to provide exciting learning opportunities on a daily basis with a commitment to helping you meet and exceed these expectations we have set for you. These challenges may not always be easy to complete, but our staff is dedicated to helping all students to reach their full potential during the school year and beyond. Additionally, we have a very high expectation for our students to continue the longstanding tradition of being nice, polite and respectful students and sportsman-like student athletes. **At Jones, kindness is expected in all learning environments, including digital settings.** We take great pride in our school culture and as a Jones Middle School student you have the responsibility to positively represent our school whether at school, on our fields, or in our community.

Please take time to review this handbook and discuss it with your parents. The information contained will undoubtedly help to clarify questions about daily life at Jones. The faculty and I look forward to learning with you during the school year and would encourage all students and community members to get involved in our many extra-curricular and volunteer opportunities. If you have any questions or concerns regarding this handbook or student life at Jones, do not hesitate to contact me, or any staff member. We look forward to working with each student to become co-builders of our learning community.

Go Bears,

Jason Fine  
Principal, Jones Middle School

## Jones Middle School Expectations

	<b>Be responsible.</b>	<b>Be respectful.</b>	<b>Be safe.</b>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>✓ Be where you are supposed to be.</li> <li>✓ Stay in your seat.</li> <li>✓ Eat a healthy lunch.</li> <li>✓ Clean up your area.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Raise your hand when need to be dismissed.</li> <li>✓ Be kind to everyone.</li> <li>✓ Use an inside voice.</li> </ul>	<ul style="list-style-type: none"> <li>✓ One person per seat.</li> <li>✓ Listen for directions.</li> <li>✓ Walk.</li> <li>✓ Wait patiently to be dismissed.</li> </ul>
<b>Hallways and Stairs</b>	<ul style="list-style-type: none"> <li>✓ Be on time.</li> <li>✓ Be aware of others.</li> <li>✓ Use time between class periods wisely.</li> <li>✓ Clean up your locker area.</li> <li>✓ Keep electronics in locker.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Appreciate hallway displays.</li> <li>✓ Help keep hallways and stairs clean.</li> <li>✓ Use an inside voice.</li> <li>✓ Quietly shut locker.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Walk on the right side.</li> <li>✓ Use correct stairwells and hallways.</li> <li>✓ Keep hands and feet to self.</li> <li>✓ Let others exit before you enter.</li> </ul>
<b>Auditorium</b>	<ul style="list-style-type: none"> <li>✓ Sit in assigned seat/area.</li> <li>✓ Be an active listener.</li> <li>✓ Participate appropriately.</li> <li>✓ Clean up your area.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Show appreciation.</li> <li>✓ Represent our school in a positive way.</li> <li>✓ Stay in your personal space.</li> <li>✓ Keep free of food and drink.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Enter and exit as directed.</li> <li>✓ Walk.</li> <li>✓ Hold the door for the person behind you.</li> <li>✓ Keep feet on floor.</li> </ul>

# JMS Bell Schedules

## Monday - Thursday

	Start	End
Period 1	8:10 AM	8:55 AM
Period 2	8:59 AM	9:43 AM
Period 3	9:47 AM	10:31 AM
Period 4	10:35 AM	11:19 AM
Period 5	11:23 AM	12:07 PM
Period 6	12:11 PM	12:55 PM
Period 7	12:59 PM	1:43 PM
Period 8	1:47 PM	2:31 PM
Period 9	2:35 PM	3:20 PM

## Early Dismissal

Early Dismissal	Start	End
Period 1	8:10 AM	8:38 AM
Period 2	8:42 AM	9:10 AM
Period 3	9:14 AM	9:42 AM
Period 7	9:46 AM	10:14 AM
Period 4	10:18 AM	10:58 AM
Period 5	11:02 AM	11:42 AM
Period 6	11:46 AM	12:26 PM
Period 8	12:30 PM	12:58 PM
Period 9	1:02 PM	1:30 PM

## Friday Advisory

	Start	End
Period 1	8:10 AM	8:52 AM
Period 2	8:56 AM	9:36 AM
Advisory	9:40 AM	10:10 AM
Period 3	10:14 AM	10:54 AM
Period 4	10:58 AM	11:38 AM
Period 5	11:42 AM	12:22 PM
Period 6	12:26 PM	1:06 PM
Period 7	1:10 PM	1:50 PM
Period 8	1:54 PM	2:34 PM
Period 9	2:38 PM	3:20 PM

## Two Hour Delay

	Start	End
Period 1	10:10 AM	10:42 AM
Period 2	10:46 AM	11:17 AM
Period 3	11:21 AM	11:51 AM
Period 4	11:55 AM	12:26 PM
Period 5	12:30 PM	1:01 PM
Period 6	1:05 PM	1:36 PM
Period 7	1:40 PM	2:10 PM
Period 8	2:14 PM	2:44 PM
Period 9	2:48 PM	3:20 PM

## School Personnel and Telephone Numbers

Principal	Jason Fine	487-5075
Assistant Principal	Tammy Yockey	487-5076
6th Grade School Counselor	Nancy Rapport	487-5084
7th Grade School Counselor	Jackie Magill	487-5083
8th Grade School Counselor	Ashley Osinski	487-8085
Attendance/Records Requests/Records Secretary	Denise Pontious	487-5077, x 3500
Nurse	Jane Mead	487-5091
Building Secretary	Melissa Thien	487-5080
Media Specialist	Michelle Lombardi	487-5089
Media Clerk	Nicole Starrett	487-5089
Athletic Director	Logan Erwin	487-5092
Athletic Hotline Information		487-5077, x3722
Jones FAX		487-5307
Transportation	Don Williams	487-6477
English Language Learners	Andrew Hoobler	
Gifted	Kathy Preston	487-5080
School Psychologist	Kate Jordan	487-5077, x 3032
Speech and Language Therapist	Penny Montgomery	487-5077, x 3033

### Contact Information

There are two other sources for contact information beyond this Student Handbook. Please refer to the Upper Arlington City Schools website, <http://www.uaschools.org>, and select Jones from the schools menu. You can access contact information for teachers and administration from this site. Another resource is the PTO's Student Directory that is published in the fall.

To contact an individual teacher: Contact information for teachers can be found in the Student Directory and on the website. Phones do not ring into classrooms. You may call and leave a voicemail at any time by calling 487-5080 and the extension number of the teacher you are trying to reach. To contact the teacher by e-mail, use the teacher's first initial and last name @uaschools.org.

To contact another student or family: The PTO's Student Directory lists contact numbers of families who wish to be included.

To contact your child during the day: Personal arrangements between parents and children should be made before leaving home. Telephone messages for students are not delivered during the school day unless they are of an essential or emergency nature. Non-emergency messages for your child can be called in to the main office at 614-487-5080. The student will be paged during the afternoon

announcements and given the message when he/she reports to the office at the end of the school day. The office is staffed each school day from 7:30 a.m. – 4:00 p.m.

Contacting you: To update your contact information, please notify the school (487-5082) of all changes of address, telephone numbers including work numbers, and e-mail addresses. It is important that we have information that permits us to contact parents during the school day.

## **Student Rights and Responsibility Handbook**

The Student Rights and Responsibilities Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of January 1, 2018. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site: <http://www.neola.com/uacsd-oh/>

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. This handbook replaces all prior handbooks and other written materials on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's Policies and the School's rules as of January 1, 2018. Revisions to Policies and Administrative Guidelines in response to law or other circumstances prevails. Board Policy and Administrative Guidelines are available from the building Principal and on the District's website: <http://www.neola.com/uacsd-oh/>

## **Equal Education**

This District provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Associate Superintendent  
614-487-5000

Director of Business Services  
614-487-5000



A complaint will be investigated in accordance with the Board policy. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

## **Policy and Procedures**

### **One-to-One Technology Policy**

All students in grades 6-8 will be issued a MacBook Air laptop. It is the responsibility of the student to bring these devices to school each day fully charged. Students are responsible for the use and care of their laptop each day. It is essential that students and their parents review the District Acceptable Use Policy, along with the instructional materials received on the day the laptop is issued.

With the advent of our One to One program, the use of cellphones in classes has greatly diminished. That being said, they are still used for photography, videos, and as electronic response units for our smartboards. Teachers will notify students if they need to bring their cell phones to class. Otherwise, cell phones should be turned off at 8:10AM and must be locked in their school locker. Students may turn their phones back on for use at 3:20pm.

Students are allowed to bring their personal technology (laptops, iPods, iPads or other tablets, etc.) to school only with parent permission. The school is not responsible for damage or loss of these devices. Further, the following guidelines, along with all aspects of the District's acceptable use policy, must be followed:

All devices used at school must be WIFI-enabled and any cellular data access must be disabled. Students may only access the Internet on a WCD through the District's filtered wireless local area network (WLAN). WCDs used in the classroom to access the District's WLAN shall be used for educational purposes only. Whether a WCD may be used in a particular classroom for a specific assignment or project is subject to the discretion of each teacher.

### **Office Phone Policy**

Office telephones are restricted to staff use and incoming calls. If need be, a student should ask the office staff for permission/assistance in placing a call from the main office. The telephone in the main office is not available for use after 4:00 p.m. Students are permitted to use classroom phones only with the permission of the teacher.

### **Athletics**

Parent(s) and athletes are required to attend an Athletic Code Orientation meeting once during their middle-school career in order for the athlete to be eligible to participate in the athletic program. Orientation meetings are held prior to each season. Participation in interscholastic teams requires athletes and their parent(s) to sign the Athletic Code. The Code governs the uses of substances and mood- and build-altering chemicals. Athletes are subject to penalties if they violate this Code.

## **Interscholastic Sports for Seventh and Eighth Graders**

Parent(s) and athletes are required to attend an Athletic Code Orientation meeting once during their middle-school career in order for the athlete to be eligible to participate in the athletic program. Orientation meetings are held prior to each season. Participation on interscholastic teams requires athletes and their parent(s) to sign the Athletic Code. The Code governs the uses of substances and mood- and build-altering chemicals. Athletes are subject to penalties if they violate this Code.

### **Athletic Eligibility**

Participation in interscholastic teams is governed by athletic eligibility guidelines set forth by the Board of Education and the Ohio High School Athletic Association (OHSAA). The Board of Education requires all student athletes to have earned a minimum 2.0 grade point in the grading period immediately preceding their athletic season. The OHSAA requires that student athletes receive passing grades in a minimum of five subjects for which the student received grades in the grading period immediately preceding their sport. There is an athletic participation fee for each sport.

**Please note: A student athlete MUST be present for at least the second half of the school day (11:45 a.m. until 3:20 p.m.) to participate in a practice or contest on that school day.**

Jones, as a member of the Ohio Capital Conference (OCC), abides by the OCC Middle Level Schools Code of Sportsmanship, which states, "We believe that participation is more important than winning. We believe that students should be coached to play to the best of their ability and to understand that to play well is to play honorably. We believe that the ideal of good sportsmanship is or should be synonymous with the American way of life and that the ethic, 'fair play' should be a central part of the educational experience of middle school grades student athletes."

At Jones Middle School, therefore, we expect coaches, athletes, cheerleaders, and spectators to know and to embrace the following fundamentals of sportsmanship:

1. Respect should be demonstrated for an athletic opponent and for their school property at all times. Host schools should treat visiting teams and their supporters as guests and accord them appropriate consideration. Visiting schools should respect the property and the dignity of their host school and its athletic team.
2. Respect should be demonstrated for the officials at all times. Officials must be assumed to be and accepted as impartial arbitrators who are trained to do their job and can be expected to do the job to the best of their ability.
3. Knowledge of and a proper respect for the current rules of the contest should guide the behavior of all participants. Rules are essential for a fair contest, and good sportsmanship suggests the importance of conforming to the spirit as well as to the "letter" of the rules.

4. All participants should strive to maintain self-control at all times. The desire to win should not be accepted as a reason for abandoning rational behavior. All must maintain proper perspective if the potential educational values of athletic competition are to be realized.
5. All participants should learn to recognize and appreciate skill in performance regardless of team affiliation. Recognition of the good performance of an opponent school is an important aspect of good sportsmanship.

Sixth grade students are not allowed to practice or play on interscholastic teams according to OHSAA rules. (Sixth graders are permitted to join Ski Club, however.)

### **Seventh and Eighth Grade Interscholastic Sports by Season**

Fall		
Girls	Boys	Coed
Golf Soccer Volleyball Field Hockey Tennis	Football Soccer Golf	Cross Country Cheerleading
Winter		
Girls	Boys	Coed
Basketball	Basketball Wrestling	Cheerleading
Spring		
Girls	Boys	Coed
Softball Lacrosse	Baseball Lacrosse Tennis	Track and Field

### **Intramural Activities**

All students in grades six, seven, and eight may participate in intramural activities during half of their lunch period. Supervised activities include open gym and seasonal sports.

### **Attendance**

The Board of Education requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The District's educational program is predicated upon the presence of the student, requires continuity of instruction, and active participation of the student in the learning process.

## Compulsory Attendance

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian or other person having charge of any child of compulsory school age (6-18) must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session. Such attendance must begin within the first week of the school term or within one week of the school term or within one week of the date on which the child begins to reside in the district. The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence. No parent or guardian has the right to excuse his/her child or anyone else's child from school for any other reason than those stated.

Chronic absenteeism, as defined by the Every Student Succeeds Act, is missing 10 percent or more of the school year for any reason.

Habitual truancy, as defined by Ohio Revised Code, is defined as “any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for thirty or more consecutive hours, forty-two or more hours in one school month, or seventy-two or more hours in one school year.”

Excessive absences, as defined by Ohio Revised Code, is defined as a “student of compulsory school age who is absent with or without a legitimate excuse from the public school the child is supposed to attend for thirty-eight or more hours in one school month, or sixty-five or more hours in one school year.”

Ohio schools must track time missed from school by **hours and minutes** as opposed to days missed. All absences will fall into some category of **partial or full day missed**.

	Consecutive Hours	Hours in a School Month	Hours in a School Year
Habitual Truancy	30+ hours <b>unexcused</b> (About 5 days)	42+ hours <b>unexcused</b> (About 7 days)	72+ hours <b>unexcused</b> (About 12 days)
Excessive Absences		38+ hours <b>excused or unexcused</b> (About 6.5 days)	65+ hours <b>excused or unexcused</b> (About 11 days)

The Ohio Revised Code classifies absence from school as excused or unexcused. The Board has identified excusable reasons for absences from school. The following conditions constitute reasons for excused absence from school:

Excusable reasons as stated in Board Policy 5200 and state law:

- A. personal illness (a written physician's statement verifying the illness may be required)

- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity
- H. such good cause as may be acceptable to the Superintendent
- I. medically necessary leave for a pregnant student in accordance with Policy 5751 Parental Status of Students
- J. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725 Students as Precinct Election Officials.

Upper Arlington recognizes that regular attendance correlates with success in school. To be proactive in providing two-way communication and intervention, each school has established a team to systematically evaluate and monitor individual student attendance and building-wide trends.

## **Tardiness**

Students must be in advisory by 8:10 a.m. When a student is late for school in the morning or upon returning from their lunch period, he/she is required to obtain a pass from the Attendance Office. If the student is late because a staff member detained him/her, the student should come to class with a hall pass signed by that staff member. A student will be considered chronic on the 4th unexcused tardy. At that time, the student will be assigned detention(s) and/or points.

## **Notification of Absence**

A parent or guardian must notify the Attendance Office (487-5077, x3500) prior to 9:00 a.m. on a day that the student is absent due to illness or death in the family. If a student becomes ill during the day and needs to go home, the student needs to have authorization from the nurse or office staff and must tell the Attendance Office that he/she is leaving. Students will not be permitted to leave school during the school day unless accompanied by a parent or designated person. **Students who are absent more than half a day or who go home ill may not participate in co- or extra-curricular or athletic activities that day.**

If a student is absent from school and the parent has not notified the Attendance Office, the Attendance Office personnel are required to determine why the student is absent. Parents will be contacted. Emergency contacts may be contacted if necessary.

Parents are asked to notify the school of change of address, telephone numbers, and emergency contact information. Special attention should be given to such information when parents are out of town.

## **Excuses**

Section 3321.04 of the Ohio Revised Code requires a written or verbal explanation of a student's absence. If a parent notifies the Attendance Office by phone, a written explanation is not necessary.

If a student returns from an absence during the school day, the signed excuse should be taken to the Attendance Office.

## **Students Leaving School During School Day**

No staff member shall permit or cause any student to leave the school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.

When an appointment must be scheduled during the school day, the student needs to bring a written note from the parent to the Attendance office the morning of the appointment. The note must be given to the Attendance Office, before going to advisory. When the student leaves and upon return, he/she must check out/in at the Attendance Office.

No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

## **Making Up Schoolwork**

### **Work missed due to an excused absence**

Satisfactory excuses for absences permit students to make up work. Students are allowed two school days for each day missed due to illness to make up missed work. To obtain assignments while absent, students and parents should utilize Schoology where teachers will post daily assignments. Students are then encouraged to email their teachers should they have further questions regarding their homework.

If a student becomes ill and needs to go home any time during the day, he/she must check out with the nurse, secretary or administrator and sign out in the office. Parent contact and permission for the student to leave school will be documented. Failure to follow this procedure may result in disciplinary action. Concern for the student's safety and the responsibility for knowing the exact whereabouts of the student may necessitate an immediate phone call to the parent.

### **Work missed due to a planned absence**

Upon return to school, the student is responsible for completing all missed class assignments and examinations. The days allowed for completion of missed assignments will be equal to the number of

days absent with the following exception. If an assignment was made ten or more days prior to the planned absence (e.g., long-term projects, papers, presentations, etc.) the student must turn in the assignment or arrange for presentation within two days of returning to school.

Failure to meet any of the required conditions for a planned absence will mean the absence is unexcused, resulting in a “zero” for all work missed. A complete copy of the Board of Education Policy JEDA-R, Planned Absence, is available in the Main Office.

Work missed due to a medical appointment: Work missed during an absence for a medical appointment must be completed within 24 hours.

## Planned Absence

The Board believes that regular attendance, for the number of days prescribed by State law, is essential if the students are to receive the maximum benefit from the education program of the District.

Absences are assumed to serve as a deterrent to expected academic performance. Excessive absenteeism interferes with the valuable teacher-student contact in the classroom. For these reasons, parents/guardians and students are strongly urged to arrange planned absence only when it is an utmost necessity. Parents/Guardians have the responsibility for making sound decisions regarding their child’s capability of missing valuable classroom time.

The Board has determined reasons for which students may request planned absences that would be excusable following the absence:

- A. an emergency for which it is possible to give prior notice to the principal that was, in the principal’s judgment, good and sufficient cause for absence from school;
- B. vacation authorized by parents or guardians;
- C. college visitations;
- D. non-school sponsored educational activities;
- E. circumstances other than (A), (B), (C), and (D) above that in the judgment of the Superintendent or the principal as the Superintendent’s designee, constitute a good and sufficient cause for absence from school.

An absence planned in advance for one of the reasons stated above, to become an excused, absence must meet the following guidelines:

- A. The parent/guardian must notify the principal regarding the planned absence by phone or in person in advance of the planned absence. (A ten (10) day notification is desirable, if possible).

- B. The parent/guardian must sign a form (see Form 5200 F1) in advance of the absence stating the reason for the absence, assuring the accuracy of the request for planned absence, stipulating that all conditions will be met, and indicating that the parent/guardian assumes full responsibility for the student's absence.
- C. Failure to comply with condition in (A) or (B) will result in an unexcused absence for those classes missed. In case of an unexcused absence the following will occur:
  - 1. The student will receive a grade of zero (0) for all assigned work missed during the absence.
  - 2. The parent/guardian will be notified of the unexcused absence.
  - 3. Appeal may be made to the building principal.

At the high school and middle schools, guidance counselors will be informed by the principal regarding student planned absence requests for their review and possible contact with parents. At the elementary schools, this same procedure will be followed with the classroom teachers.

Although teachers will assist the student who misses school because of a planned absence, parents/guardians should realize that teachers must place a higher priority on conducting class activities that benefit those students who remain in school during periods of high student absenteeism than on preparing make-up or supplemental assignments for absent students.

- A. The teachers will be expected to continue to teach the adopted curriculum regardless of the number students absent.
- B. The teachers will give assignments for work missed upon the student's **return** to school

The ultimate responsibility for completing assignments as prescribed by the adopted curriculum rests with the student.

- A. The student will be responsible for obtaining the missed assignments from the teacher.
- B. The student will be responsible for obtaining notes, etc. as needed from students who attended class lectures, movies, and demonstrations.
- C. The student is responsible for completing all class assignments and examinations.
  - 1. The days allotted for completion of assignments will be equal to the number of days absent.
  - 2. The exception to the above rule will be assignments given ten (10) or more days prior to the planned absence (i.e. long-term projects, papers, presentations, etc.). Such assignments will be due or arranged for presentation within two (2) days of the student's return to school.
  - 3. Student requests for extensions of the allotted time must be approved by the building principal.
- D. If a student cannot complete the assignment or examination before the end of the grading period, then an "incomplete" will be given.



# **Safety and Security**

## **Fire Drills**

Periodically throughout the school year all occupants of the building must participate in fire drills. Drills conducted for procedures in the event of a fire require that all persons leave the building. Specific directions for every room in the school have been described and are communicated to the occupants verbally and through postings on the wall.

## **Tornado Drills**

Drills conducted for procedures in the event of a tornado or other severe weather condition require that all persons be sheltered in a safe area within the building. Current procedures place everyone in interior first floor rooms and corridors. For safety reasons, the basement and tunnels under Jones Middle School are off limits to all students. In the event of Tornado Watch, lookout posts will be staffed, local TV and radio stations will be monitored, and students will be advised to remain indoors and under immediate supervision. In the event of Tornado Warning conditions, notice will be transmitted throughout the building by the most direct and feasible means. Students will report to those areas of maximum safety previously identified through the assistance of the Upper Arlington Fire Department. The staff will assist in monitoring these areas until an all-clear has been sounded. Parents may pick up their child(ren) at school in the event of school is equipped with emergency lighting and medical supplies, and is a very substantial building.

## **Lockdown/Safety Drills**

- A. Drills are conducted periodically for procedures in the event of a situation requiring a shelter in place or lockdown or evacuation. A lockdown situation occurs when there is trouble in the building or neighborhood, and the safest thing to do is to stay right where you are, make your area inaccessible to outsiders, and make yourself as hidden as possible. A PA announcement will be made for either a lockdown or evacuation. In a successful lockdown, a person walking down the halls would see and hear no one, and every door that had students or teachers behind it would be locked. The teachers will give assignments for work missed upon the student's return to school.

## **School Store**

J-Mart, the school store, is operated by the Jones PTO and is located in the cafeteria. The store is open during lunch periods. The store sells many school supplies and items with the Jones logo.

## **Cafeteria and Lunch Procedures**

Our Food Services Department offers an a la carte menu from which students may select food options. During the lunch period, in addition to eating, students will have recess and intramural options.

### **Lunchtime Procedures:**

1. Students should go to their lockers at the close of their last morning class. Books should not be brought to the cafeteria unless it is necessary.
2. All students must be out of the academic hallways by the time the tardy bell rings. Restrooms are available next to the cafeteria for use during the students' lunch period.
3. When students enter the cafeteria, they should be seated before being dismissed, by table, to move to the food service lines.
4. Students who bring their lunches may buy additional items.
5. When finished eating, students should dispose of trash, trays, and cans at the designated areas. Students must wait to be dismissed by the lunchroom supervisors before leaving the cafeteria during lunch.
6. A student must have a pass to go to the Media Center or a classroom during lunch prior to coming to the Cafeteria.
7. Students are expected to comply with all supervisor requests and to demonstrate appropriate behavior.

Students who chronically or seriously misbehave at lunch may, as a consequence, be sent to the lunch detention room for 20 minutes of the lunch period. Students will only be assigned detention, from the cafeteria by the teachers who are supervising the cafeteria that period. The assigning teacher will call the detention room to notify the detention teacher that a student is on his/her way. The student will have 2 minutes to get there. The teacher in the detention room will keep written documentation of which students are sent, for detention, from the cafeteria and by whom.

## **Cafeteria Debit Program**

Students can purchase lunch from the cafeteria using the cafeteria debit program. The student is issued a unique pin number, which when used, calls up his/her picture to eliminate the possibility of someone else using the account. Money can be added to the account, using a credit card, by accessing the district "EZ Pay" service located on the HMS website and selecting "Meals Plus," or by check. Checks should be made payable to Upper Arlington Food Services and should be dropped off in the main office. While cash is still accepted in the cafeteria line, debit account payment is preferred. If cash is used, any change resulting from the purchase will be deposited directly into the student's lunch account. Menu website: [uaschools.nutrislice.com](http://uaschools.nutrislice.com)

## School Counselors - Student Support Services

The counseling department is comprised of one counselor at each grade level. The counselors follow their students during their three years at Jones, which allows them to develop a meaningful and personal relationship with students and their families. Most important, the counselors are patient, confidential listeners. Every student and parent is urged to take full advantage of the counselors' regular services and special counseling programs announced in the monthly newsletter and email.

Counselors provide the following services:

- Orientation to the school and its activities.
- Confidential help with individual concerns (academic, motivation, organization skills; study skills; issues with friends, family, school, etc.)
- Group counseling when several students present a shared concern.
- Help with decisions: course selection, activity load, etc.
- Classroom activities that assist teachers.
- Coordination of special education eligibility and placements.
- Career information and exploration activities.
- Consultation on parenting.
- Assistance in parent-teacher conferences.
- Standardized tests and their interpretation.
- Specific assistance for families with planning for high school years.
- Counseling for respective grade levels as "class advisors." This includes assistance in planning class parties.

Students are strongly encouraged to access these services. The counselors keep families up to date on grade level activities through monthly newsletters and email. If you should have any questions or concerns, feel free to contact your child's grade level counselor:

6th Grade	7th Grade	8th Grade
Nancy Rapport 487-5084	Ashley Osinski 487-5085	Jackie Magill 487-5083

## Deliveries to Students

Please note: for the safety and security of students, visitors to our school must use the buzzer in the foyer to gain admission. Parents delivering forgotten homework, lunch money/lunch, musical instruments, physical education clothing, etc. should bring the item(s), with the student's name clearly marked, to the Main Office counter. Students may stop by the office to collect these items. If the student is unaware the item has been delivered, effort will be made to inform the student. Lunch money is to be in a sealed envelope with name and grade on the front and placed in the designated container.

## **Dress Code**

The Board of Education believes that the primary responsibility for dress, grooming, and overall appearance of students, rests with the parents of the individual students and with the students themselves. The Students' Rights and Responsibilities Handbook lists specific examples of "unacceptable dress for school or school events". (Events including: class parties, awards ceremonies and Recognition Day.) They include: Tube tops, bare midriiffs, bare or uncovered backs, and see through mesh shirts.

The code goes on to say that "extremely distracting types of clothing"... "dress promoting and/or advertising alcohol, tobacco, drugs, or dress that is sexually explicit shall be prohibited".

To these lists, we have added hats, sleepwear, swimwear, and clothing that allows undergarments to be visible. Shoes must be worn at all times.

In instances where inappropriate apparel, is worn by students, parents may be called, and in all cases, the student will be expected to change into school appropriate clothing. We appreciate your attention and support of this dress code as we maintain an educationally appropriate environment for all students.

### **Athletic Team Dress Code**

- Teams will not purchase uniforms or spirit wear without design approval by the athletic director.
- Uniforms must be worn in conjunction with the school dress code. If attire designed for athletic participation does not meet dress code, students may choose to wear spirit wear instead of their uniforms.

## **Drug-Free School Regulations**

The aim of Jones Middle School is to be free of alcohol, tobacco, and other drug use. A clear no-use message for students is promoted through curricula, activities, and programs. In keeping with the Board of Education policy, students are not permitted to possess, transmit, use, or be under the influence of any mind-altering chemical at school, on school property, or at school functions.

## **Educational Programs**

### **House Subjects Grades 6, 7, and 8**

Language Arts  
Mathematics  
Science  
Social Studies  
Reading/Global Language (grade 6)  
Reading or Global Language (grades 7 and 8)

### **Related Courses and Services Grades 6, 7, and 8**

Art  
Life Skills  
Technology and Engineering  
Health Education  
Physical Education  
Music (Band, Choir, General Music, or Orchestra)

<b>Available Services (Qualification Required)</b>	<b>Additional Services and Programs</b>
Adapted Physical Education (APE)	Enrichment Program
Gifted Education	Career Development including Service Learning
Specific Learning Disability Resource Room	Counseling Services
Collaborative Services Instruction	Health Services
Occupational Therapy	Media Center Services
Psychological Services	6th Grade Mentoring Program
Speech/Language Therapy	Ambassador Program
Response to Intervention (RTI) Team	
English as a Second Language (ESL)	

## **Grades and Grade Reporting**

Report cards are available to students approximately one week after the end of Quarters I, II, III, and IV. Interim Progress Reports (IPRs) are posted in PowerSchool mid-way through each quarter.

If a student earns an “Incomplete” grade in any subject, he/she will have ten school days into the following quarter to complete the work and turn it in for a letter grade. If the work is not turned in by that time, the “I” will convert into a failing grade for the assignment. If there are unusual circumstances or illness that prohibit compliance with the “ten-day rule,” please contact your child’s guidance counselor to discuss alternative arrangements.

### **PowerGrade**

Your child’s grades may be accessed at any time through the Parent Portal to PowerGrade. Teachers post grades at various times; using PowerGrade allows parents and students to see any grades that have been posted and the student’s grade to date in all classes. Parents and students receive login information and a password so that they may monitor the student’s progress throughout the year. If you forget or lose the password, you must call the main office at 487-5080.

## Honor Roll/Eligibility

Honor Roll is determined for each nine-week grading period. A student achieves Honor Roll status by earning an average of a 3.5 GPA (no rounding) or higher. All classes count toward Honor Roll. Honor Roll is computed using the table below. To calculate the GPA divide the total points by the total weight factor, 23. Honors classes for high school credit will be calculated at 1.1 times the weight.

<u>Subject</u>	<u>Points</u>	<u>X</u>	<u>Weight Factor</u>	<u>Total</u>
English	_____	x	4	_____
Mathematics	_____	x	4	_____
Science	_____	x	4	_____
Social Studies	_____	x	4	_____
6 <sup>th</sup> Grade Global Language	_____	x	2	_____
6 <sup>th</sup> Grade Reading	_____	x	2	_____
7 <sup>th</sup> or 8 <sup>th</sup> Grade Global Language or Reading	_____	x	4	_____
Physical Education	_____	x	1	_____
Exploratory Arts	_____	x	1	_____
Band or Orchestra or Choir or General Music	_____	x	1	_____
Total Points				_____

Grade	Value	Percentage
A+	4.0	97 – 100%
A	4.0	93 – 96%
A-	3.7	90 – 92%
B+	3.3	87 – 89%
B	3.0	83 – 86%
B-	2.7	80 – 82%
C+	2.3	77 – 79%
C	2.0	73 – 76%
C-	1.7	70 – 72%
D+	1.3	67 – 69%
D	1.0	63 – 66%
D-	0.7	60 – 62%
E	0.0	0 – 59%

## Hallway Lockers

Each student is assigned a hall locker on the first day of school. Locks are built-in on all lockers, and it is expected that lockers will be kept locked at all times. Students should make certain they keep their combination confidential. Students may go to their lockers after the 8:00 a.m. bell, between classes, or with teacher permission at other times. Students are not to place paper, erasers, pencils or any other foreign object in the lock mechanism to keep the lock from locking.

"Lockers and those other closed areas are the property of the Board of Education, and they and their contents are subject to random search at any time by the principal, assistant principal, or principal's designee . . ."

## **Jones Website**

To access the Jones website please visit [www.uaschools.org](http://www.uaschools.org) and select “Jones” from the pull down menu under “Schools”. The Jones website contains a great deal of useful information for students and parents. The news link includes current updates to announcements and information. The athletic page has tryout information, coaches’ names and contact information, game schedules, and maps to other schools. The parent information page includes PTO and parent links. The activities page has information including clubs, service opportunities, Ski Club information, and academic competitions. The search tools page has useful information for writing papers and doing research.

## **Health Services**

Jones Middle School has a full time school nurse. The following are some services provided: health assessment, case management; assessment and care of sick and injured; communicable disease investigation; health promotion; referrals, emergency care plan management; medication administration.

Illness during the school day—If a student does not feel well, he or she may report to the clinic only after obtaining a pass from his/her teacher (if in between periods – a pass from the next period). If the nurse is not in the clinic, the student will report to the main office. If necessary, the nurse or office personnel will make arrangements for the student to be sent home. No student is permitted to leave the building until these arrangements have been made.

Taking Medication during the school day—with approval from parent/guardian, medication, such as Tylenol or Ibuprofen/Advil is available for administration in the clinic (for headaches, cramps, etc.).

Prescription medication administration requires a Prescribed Medication Authorization form that has been signed by the student’s parent and physician. If necessary a student is permitted to carry a one day’s supply of nonprescription medication only after the parent has provided a signed Authorization for Nonprescription Medication form.

### **Health Screenings**

- Height, Weight, BMI for age percentile for new students and referrals\*
- Blood Pressure\*
- Vision & Hearing for all new students and referrals \*
- Vision Screening for all 7th grade students
- Scoliosis Screening for all 6th, 7th & 8th grade students

\*Referrals—requests for screenings by teachers, parents of students

## Homework Expectations

The Upper Arlington City Schools are committed to an individualized process of education. Homework is a purposeful extension of the school day; providing opportunities that further the district's educational goals for the student. Each school provides opportunities for supervised study or independent study during the school day. Students can greatly reduce their homework time by using every opportunity for in-school study.

## Lost and Found Items

Lost and Found items are placed in a bin in the cafeteria. Expensive items such as watches, wallets, and jewelry are kept in the office. Unclaimed items are donated to a local charity at the end of each semester. Identification labels in coats, sweaters, athletic shoes, etc. make it easier to return items to rightful owners. **Students are discouraged from bringing valuable personal possessions to school.** When a student feels an item has been stolen a report should be made to the teacher who is in charge and to the Assistant Principal. Although it is usually extremely difficult to identify the perpetrators, patterns of such problems can sometimes lead to solutions. Also, stolen items often turn up in the lost and found. Identification labels located in an inconspicuous place on the stolen or lost article make it easier to determine correct ownership.

## Media Center

The Learning Center is a space designed to extend learning experiences for the 21<sup>st</sup> century student. The Learning Center is open from 8:00 a.m. to 3:30 p.m. daily. A certified library media specialist is available throughout the school day to assist students in the selection of materials and to provide information literacy instruction. Individual students may work in the Learning Center during most FLEX periods. A large table area is available for individual student research and also for small group collaboration on class projects assigned by teachers. Students who come to the Learning Center, without the supervision of a teacher, should sign in with the Library Media Clerk at the Library Circulation Desk before using the resources in the Learning Center. Students are also responsible for signing out before they leave the Learning Center area.

## Physical Education

Physical Education classes are an integral part of the curriculum at Jones Middle School. A medical excuse signed by a physician is required for a student to be excused from participation in a class. The girls must purchase their own locks to secure their street clothes and personal belongings while participating in physical education class. The boys' locks are built-in to their lockers. Boys must also share lockers. **Students are responsible for the security of their personal belongings during these classes.**



Appropriate dress – shorts, tops, and gym shoes – must be worn for physical education classes. Additionally, sweats of any color may be worn over the required P.E. attire. All clothing worn in P.E. must meet the school dress code. Jones-logo shirts and shorts are available for purchase at J-Mart, the school store.

## **PTO - Parent Teacher Organization**

The PTO is an active volunteer organization and a valued asset of the Jones community, which supports the educational development of the students of Jones Middle School. It is a vital link between the home and the school. The PTO Executive Board meetings are scheduled regularly throughout the school year. Funds raised by the PTO are spent locally in service to the youth of Jones. Further information about the PTO may be obtained from the 2018-2019 President, Michelle Koffel at 614.581.3681. The PTO also has their own website: [JonesPTO.org](http://JonesPTO.org). Check it out!

## **Student Activities**

Participation in extra- and co-curricular activities is an important aspect of a student's social development. A number of clubs and school activities are open to all students, grades six, seven, and eight. Information about how to become involved will be provided in advisory and flex. Activities are promoted in both scrolling and public address announcements.

Note: Students who participate in extra-curricular activities are required to abide by the General Code and conditions outlined in the Extra-curricular Code adopted by the Board of Education in 1998. In addition, when students choose to participate in any of the school's extra- and co-curricular club activities, they are expected to remain at school for the duration of the event. Adherence to this policy is intended to maximize student supervision and safety.

## **Service Activities**

Volunteerism is an exciting and increasingly vital factor in our society. To encourage this idea while building on young people's desire and need to be of service to others, Jones Middle School expects each student to give time to a worthy endeavor without pay. Donating time in a community setting qualifies for such activity. Within the school year: ALL students are required to perform five (5) hours of service. These hours will be recorded online through the x2VOL website. All 5 hours must be completed and logged by individual deadlines for class parties and trips.

## Student Council

Student leadership opportunities include participating as an elected representative from Advisory; each advisory group selects a representative to help with communicating information to classmates. Each grade elects class officers who are involved in student leadership opportunities to contribute to the vision, mission, and goals of Jones.

## Mentoring Program

This is a welcoming orientation program for incoming 6<sup>th</sup> graders. Seventh and eighth grade students go through an application process to become mentors. Once selected, mentors participate in training and commit to helping incoming 6<sup>th</sup> grade students navigate their worst fears: getting **lost**, opening **lockers**, and dealing with **lunch**, while introducing them to middle school life. Mentors meet with their small groups throughout the school year.

## Student Code of Conduct

Student self-discipline underlies the entire educational structure at Jones. The philosophy and management of student behavior are consistent with Board of Education Policy, which is outlined in the Students' Rights and Responsibilities Handbook. This document specifically states policy and administrative guidelines for discipline in the school, including (a) definition of major and minor infractions, (b) penalties/corrective action, and (c) due process procedures.

According to the Middle School Discipline Plan, the administration may assign points for disciplinary infractions when a student is referred to the office for disciplinary action. Students generally are not referred to administration until a series of strategies have been tried including (1) classroom-administered consequences, (2) school counselor contact, and (3) parent contact. These strategies would be bypassed when a major infraction occurs, such as fighting or disrupting school. Major infractions are defined in the Students' Rights and Responsibilities Handbook.

Students with discipline points will be required to earn merit points (see below). Merit points may not be accumulated in advance of a disciplinary action. Discipline points accumulate during a school year (and do not disappear once service is completed); students assigned more than 12 points in a given school year are no longer eligible to participate in co-curricular and extra-curricular activities (e.g. Ski Club, Class Parties, etc.). Additionally students are not eligible to participate in these same activities until all points have been worked off.

Seventh grade students must have NO remaining discipline points in order to participate in the Fall trip to Pittsburgh. Students who have demonstrated a pattern of poor school citizenship can be removed from the trip at the discretion of the school administrators.

Eighth grade students may have NO remaining discipline points in order to participate in the trip to

Washington DC in May. Deadlines for the elimination of discipline points will be announced in informational materials related to the DC trip. Students who earn more than 12 discipline points during their 8th grade year will not be eligible to take the Washington DC trip.

Discipline points will be recorded by the administration when students are referred for disciplinary action. Teachers will submit a “Disciplinary Referral Form” to the administration, which describes the incident and lists actions taken by the teacher prior to the referral.

Discipline Points are assigned according to the “School Discipline Point System Guide” that is included in this handbook. This guide is a building implementation of the discipline policies contained in the Students’ Rights and Responsibilities Handbook.

### **Merit Points**

Students may earn merit points by providing services to the school. One hour of service is required for every 2 discipline points assigned. Upon completion of the performed service, the student should bring the signed points form to the assistant principal. Point forms will be given to students assigned discipline points.

Participation in co- and extra-curricular activities may be curtailed for students with a balance of 6 or more points.

### **Discipline Point System Guide**

The following is a guide for the implementation of discipline policies in the Students’ Rights and Responsibilities Handbook. Examples of discipline infractions and consequences are outlined on the next page.

Infraction Type	Examples of Infraction	Range of Consequences
Type A (Minor) (0-4 points)	Bus, class, hall disruptions Disrespect for others or their property; testing limits Chronic tardiness Failure to earn Merit Points by assigned deadline Failure to follow class/school lunch rules Failure to follow teacher directions Failure to serve detention Making, using, selling, possessing inappropriate items at school, including phones and other electronics Poor behavior during assemblies or emergency drills Pushing, shoving, spitting, kicking, hitting, etc. Shooting paper wads, rubber bands, other objects; throwing objects Repeated tardiness-4 or more tardies in one semester Dress code violation Public displays of affection Chewing gum or eating candy	1st Offense: a. Reprimand/Warning b. Parent contact c. Referral to counselor  Subsequent offense(s): a. 0-4 points assigned b. Detention
Type B (Major) 4-5 Points	Abuse/damage to computer hardware and/or software Cheating, plagiarizing, copying work, deception Damage to property/vandalism Disrespect to a staff member Fighting; physical contact of a negative nature Forgery and false information; lying, including interference with an investigation Gambling Harassment; hazing; creating an intimidating, hostile, or offensive educational environment (includes sexual misconduct, libel or slander) Insubordination Profanity, obscene language, gestures, or possession of obscene materials Repeated minor (type A) offenses Theft and/or possession of stolen property Truancy - leaving school without permission; unexcused absence; out of assigned area Possession of lighters, matches, laser pointers, stink bombs, or other hazardous objects Disruptive behavior for Substitute/Student Teacher Loitering, trespassing or unauthorized entry Lunch: problems of a serious nature Lunch: failure to follow closed lunch procedures Emergency Drills/Assemblies—problems of a serious nature	Loss of Privileges Detention Points Assigned Saturday School Suspension Curtailment of co and extra curricular activities
Type C (Major) 12 Points	Disruption of school False reporting of emergencies Physical harm to another person Physical harm to property Possession of weapons, dangerous objects, fireworks Smoking or possession/distribution of tobacco products or look alike products Substance violation (alcohol and other drugs) Threatening a person Violations of a city, state, or federal law Repeating suspendable offenses	Curtailment of co and extra curricular activities Suspension Expulsion

## **Due Process**

If a student or parent objects to a punishment imposed by a teacher or administrator, or wishes to seek redress to a situation which has resulted from an alleged lack of compliance or misapplication of written rules, laws, policies or regulations, the required course of action is specified in the Upper Arlington Schools Students' Rights and Responsibilities Handbook.

## **Prohibited/Restricted Items and No Conceal/Carry in School**

No person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone, except for authorized personnel.  
O.R.C. 2923.122.2923.1212

## **Backpacks/Inappropriate Items**

Backpacks are not permitted in the classrooms unless written as part of a student IEP or 504 plan.  
Rationale: Student backpacks have become dangerous obstacles in classrooms and hallways.

Items such as cigarette lighters, adult books, stink bombs, laser pointer, or items that resemble a weapon or cause disruption are considered inappropriate for school. Possession of such items will result in disciplinary action.

## **Saturday School**

Saturday School is a work- and study-oriented program that serves as an alternative to out-of-school suspension. This alternative allows corrective measures to be established while not interfering with the academic progress of the student. Saturday School meets from 8:00 a.m. to 12:00 noon on assigned Saturdays under the direction of a staff member.

## **Classroom/Teacher Detention**

Before school, after school, and lunch (teacher) detentions may be assigned by classroom teachers for failure to observe room rules, complete homework or other assignments, etc. In the interest of student safety, either a day's notice will be given or the parents will be contacted by telephone regarding after school detentions. These detentions may vary in length, but the student will usually be dismissed by 4:00 p.m. Parents with questions concerning this type of detention should contact the teacher directly.

## Office Detention

Lunch Detention will serve as Office Detention for the first 20 minutes of each lunch period. A student who has been assigned office detention will report at the beginning of the period. Following lunch detention, the student will report to the cafeteria and must remain to purchase food and to eat. He/she will not be permitted to leave the cafeteria for the remainder of the period. Teachers in charge of office detention will maintain detention records and will call parents if the student does not report to detention. This call will serve to notify that the student did not report for detention and that he/she will be required to serve additional detention(s) as a consequence. The teacher will document all calls. Students may only be assigned office detention by the office.

1. Detentions are assigned by the principal or assistant principal for rule infractions in the lunch room and hallways, unexcused tardiness, failure to turn in absence notes, truancy, failure to serve teacher detentions, and other reasons.
2. When a student accumulates six (6) or more office detentions, Saturday School is assigned and the detentions are reduced to zero.
3. Constant abuse of detention rules or failure to serve detentions may also result alternate consequences.

## Student Fees

There is a \$25 instructional fee for 7th and 8th grade and \$30 instructional fee for 6th grade. The money is used to purchase educational materials for student use. Students may be required to purchase materials used for individual projects in such areas as exploratory arts classes. Students will be informed as to specific materials and/or costs. The additional charge to 6th graders includes a partial payment for scholastic magazines. Parents now have the ability to pay fees on-line by accessing "EZ Pay" on the HMS website. Parents will receive a notification of fees from the District. Information on a technology fee will be forthcoming.

A class fee is assessed for each student to cover the expenses of parties and other class activities per year. Each 6th grade student pays \$15.00; 7th grade student pays \$17.00; 8th grade student pays \$20.00. Students, class advisors, and PTO members plan several events, per grade level, during the year. **Class fees can be paid on EZPay.** *Students cannot attend class parties with discipline points that have not been worked off.*

## Textbooks

All textbooks are furnished by the Board of Education. Textbooks generally will be distributed during the first days of school. Fines are assessed for lost and damaged books at the end of the school year. If a student loses a book during the school year, the replacement cost must be paid before a new text can be issued to the student. Note: Parents who wish to purchase a second set of textbooks should contact the grade-level counselor for more information.

## **Transportation**

### **Bicycles, Mopeds, Skateboards and Rollerblades**

Students who ride bicycles, mopeds, skateboards, or rollerblades to school are urged to be extremely careful and to observe all traffic rules. Students are asked to walk their bikes while on the Jones campus and adjacent sidewalks. Racks are provided for bicycles and mopeds adjacent to the parking lot. Bicycles and mopeds are not to be used during the school day and should be locked at all times and licensed as required by city ordinance. Use of skateboards and rollerblades is not permitted on school grounds. Students are expected to abide by City ordinances regarding the use of bicycles, mopeds, skateboards, and rollerblades.

## **Student Drop Off and Pick Up**

To ensure the safety of all of our students, parents who drop off and pick up their children are asked to use the school parking lot. Signs indicating drop-off points are posted in the lot.

NOTE: Parents should not stop or park in the yellow-curbed areas or zones marked for bus loading/unloading. The Upper Arlington Police may issue tickets to drivers who drop off students in these areas.

### **Early Arrival**

For safety reasons, all students who enter the building before the 8:00 a.m. bell must go directly to the cafeteria doors closest to the cafeteria. Students will be supervised in the cafeteria. After the 8:00 a.m. bell, students may go to their lockers.

## **School Bus Services and Conduct**

Bus schedules are published in The Upper Arlington News and are available on the district website, <http://www.uaschools.org/>, beginning in August. Any questions regarding school bus transportation are to be directed to the Transportation Department (487-6477).

When on the bus:

- Riders shall remain in their seats while the bus is in motion. Should no seat be available, all standees shall stand in the aisle to the rear of the driver.
- Noise on the bus shall be kept to a minimum at all times. No loud, boisterous talking, foul language or swearing is permitted.
- There must be absolute quiet at railroad crossings and other places of danger as specified by the driver.
- Riders shall not put objects, hands, arms, or any part of their body outside of the bus window.
- No food shall be eaten on the bus.
- Nothing shall be thrown into, or out of, within, or at, the bus. Nothing shall be thrown at any bus occupants.
- No one is to tamper with bus parts or damage the bus in any way.

- No smoking is allowed on the bus.  
Matches, guns, knives, and other potentially dangerous objects as well as large instruments, boxes, large objects or animals are not permitted on the bus.
- Riders shall keep their hands off the person and property of other riders.
- Students are to ride their assigned bus unless their parents and/or custodian have secured special permission, from the principal, and supervisor of transportation.

The bus driver is responsible for exercising common sense and good judgment in maintaining safe and reasonable student control. Students who persist in violating the above procedures will be subject to the following disciplinary actions:

- The bus driver will report the name of the student to the building principal or assistant principal. The student officially will be put on notice that further misbehavior will result in a suspension of riding privileges. Parents will be notified of the student having been put on notice.
- A second offense will result in a suspension from riding the bus. If a student is suspended from riding the bus, the suspension will be effective starting the morning of the next school day. Second and subsequent offenses will result in four Discipline Points being assigned by the school administration.
- Third offenses and beyond will result in suspension of riding privileges for a period of time ranging from ten days to the remainder of the school year.



## **Visitors to the Building**

All visitors to the building, including parents, must register in the main office and be issued a visitor's badge before entering the building. Former students in the area who request to "shadow" friends for the day are permitted to join their former classmates for lunch rather than spend the day in classes with their friends. Advance notice is required through the current student's grade-level counselor.

## **UPPER ARLINGTON SCHOOL DISTRICT**

### **Non-Discrimination and Access to Equal Educational Opportunity Notice Statement**

It is the policy of the Upper Arlington School District not to discriminate, in violation of federal or state law, on the basis of race, color, national origin, ancestry, religion, age, sex or disability in admission to, access to, treatment in or employment in, any service, program, or activity sponsored by the Upper Arlington City Schools.

Inquiries or complaints regarding compliance with this policy on the non-discrimination requirements of the Americans with Disabilities Act or Section 504 of The Rehabilitation Act of 1973, should be directed to the Director of Educational Service, 1950 North Mallway, Upper Arlington, Ohio 43221 (phone: 487-5000). Title IX inquiries, including, but not limited to, prohibition or harassment, should be directed to The Title IX Coordinator, 1950 North Mallway, Upper Arlington, Ohio 43221 (phone: 487-5000). Title IX inquiries may also be referred to The Assistant Secretary for Civil Rights for the U.S. Department of Education.