

J.L.M.S.

Student Handbook

2008-2009

John R. Lowrance Middle School
117 N 4th Street
(940) 567-7205 / fax (940) 567-2681

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INTRODUCTION

This handbook has been developed to help the students of John R. Lowrance Middle School to have a better understanding of the operations of the school. Included in the handbook are some of the rules and procedures with which the students should become familiar and have a clear understanding. This handbook does not contain all rules and procedures that students must follow at J.L.M.S. It is a guideline for students' behavior and expectations.

Parents / guardians should feel welcome to visit the school at any time to discuss any problems that may arise. We believe that with cooperation between school personnel and parent's, our students, and your children will be very successful. Please feel free to call the J.L.M.S. office (567-7205) to schedule a conference with your child's teacher and / or Principal if needed. Calling ahead will insure that school personnel will be available to meet at the parents' convenience.

For the protection of our students, all parents and visitors must enter the building through the front doors, and are required to register in the Secretary's office.

MISSION STATEMENT

The mission of the John R. Lowrance Middle School is to provide a safe, positive educational environment in which the needs of each student are met academically and socially. We, the staff of John R. Lowrance Middle School, will guide the students to become independent thinkers and doers as they strive for academic excellence. We, the staff, students, parents, and community are all committed to work together to achieve these goals as the students prepare for further education.

The John R. Lowrance Middle School does not discriminate against any person on the basis of sex, handicap, race, color, or national origin in its educational and vocational programs, activities, or employment as required in Title IX, Section 504 and Title IV.

NOTIFICATION OF RIGHTS TO RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords' parents and students over 18 years of age certain rights with respect to the student's educational records. They are:

- The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
 - If the District decides not to amend the record requested by the parent or eligible student, the District shall notify the parent of the decision and advise them of their right to a hearing regarding the request for the amendment
- The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
 - One exception which permits disclosure of personally identifiable information contained in the student's educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with which the District has contracted to perform a special task; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task.
 - Upon request, the District discloses education records without consent to officials of another school district in which a student seeks to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Complaints Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

J.L.M.S. STUDENT RESPONSIBILITIES

The school district has adopted a set of conduct rules for students. These rules explain the rights and duties and the kinds of action that may be taken when students break the rules. The complete Jacksboro ISD Discipline Management Plan is in the principal's office and is available to parents and students. A Student Code of Conduct may be found on the Jacksboro I.S.D. website (www.jacksboroisd.net) or is available in hard copy at the school office.

The rules do not allow you to:

- Vandalize, damage, or destroy district property.
- Possess weapons, such as knives or guns at school or at school events.
- Assault or attack any student or school employee.
- Possess tobacco products, such as cigarettes or snuff at school or school events.
- Post or handout newspapers or other unofficial publications on school grounds except as allowed by school rules.
- Possess or be under the influence of alcohol, marijuana, or illegal drugs at school or school events.
- Cheat or copy another student's work.
- Use obscene or inappropriate gestures, or engage in verbal abuse, such as name-calling, ethnic or racial insults, or insulting statements toward others.
- Break school conduct rules on school buses.
- Fail to comply with directives given by school personnel.
- Behave in such ways that disrupt class or school activities.
- Fail to follow all other school rules and guidelines.

When you choose to break the rules, you may be required to:

- Conference with your teacher or other person such as the counselor or principal.
- Conference with your teacher, counselor, or principal and your parent or guardian.
- Be assigned to school duties other than class tasks (community service).
- Lose privileges.
- Be subject to corporal punishment.
- Be assigned to morning, noon, or after school detention hall.
- Be assigned to In-School Suspension.
- Be assigned to the Discipline Alternative Education Program.
- Be suspended from school.
- Be expelled from school.

The student handbook contains some of the rules and procedures. It does not contain all of them.

STUDENT DISCIPLINE

The staff of the middle school feels very strongly that safe and orderly environments are needed to ensure a quality education for our students. As a result, discipline is stressed throughout the school. Disciplinary techniques used at J.L.M.S. include the following:

Detention Hall (D-Hall)

Detention Hall may be assigned for infractions of the school rules. The number of days assigned will be determined by the severity and frequency of the infraction(s).

Detention hall guidelines:

- Detention Hall will be held Monday through Friday from 7:30am – 7:55am. In certain cases, D-hall may be assigned during lunch or after school. Students must be in the room before the D-Hall bell rings at 7:30am. Late arrivals will not be permitted to enter without approval from the principal.
- The student will be given two opportunities to serve the D-Hall. Failure to serve the detention after the first notice will result in additional days of d-hall. Failure to complete the D-Halls after a second notice will result in In-School-Suspension (ISS).
- Travel to D-Hall is the responsibility of the student and parent. Bus students may need to find an alternative form of transportation in order to attend D-hall.
- D-hall will be held in room S2 (Science Lab), unless a different room is designated.
- School dress will be followed.
- Students must bring something to study and remain engaged in work for the entire period.
- Students will not be allowed to leave until the period is complete.
- No food or drink will be allowed.
- Talking will not be permitted.
- Any type of disruptive behavior is prohibited.
- Any student who does not follow the rules for detention hall will be dismissed from the room and extra days of detention or I.S.S. will be assigned.
- The **white copy** of the Detention Notice must be signed and presented to the supervisor before a student will be allowed to enter. If the copy is lost, a note from the parent may be accepted.
- Students who are behind on serving D-Halls may be prohibited from attending any school sponsored activities, and school privileges may be suspended.

In-School Suspension (ISS)

In-School Suspension may be assigned for more flagrant violations of the school rules, continued disruption of classes, disrespect, vulgar language, failure to attend D-Halls, or for a “cooling off” place and time. The number of days of assignment to ISS will be determined by the severity and/or frequency of the action. In-School Suspension should be considered as the last effort before placement in Discipline Alternative Education Program (DAEP), suspension, or expulsion from school.

DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM

Jacksboro ISD has instituted a Discipline Alternative Education Program for those students who choose not to function within the guidelines of the school district. The Student Code of Conduct provides specific examples of reasons that students may be placed in DAEP. The number of days assigned to DAEP will be determined by the severity and/or frequency of the offenses. DAEP will be held in the building across from the Administration Building on Belknap Street.

ACADEMIC DISHONESTY

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and/or disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

ATTENDANCE

Students are required by state law to be in attendance on 90% of the days offered during a semester in order to gain credit for the course(s) offered. Failure to do so will result in loss of credit unless students attend Saturday school to make up the days missed.

TARDIES

A student is considered tardy if he/she is not in his/her seat in the classroom by the time the tardy bell rings. Students who are tardy to class will be sent to the principal's office for a tardy slip before being allowed to enter the classroom. Detention hall will be assigned for excessive tardies.

BREAKS BETWEEN CLASSES

Students are provided a five-minute break between classes. Students should use these breaks for getting drinks of water, going to the restrooms, and getting materials for their next class. It is not a time for visiting. Students who use their time wisely will have adequate time and will not be tardy for their next class. Students must be in their seats and ready to learn when the tardy bell rings. Once the student enters the classroom, they may not leave without the teacher's permission.

LEAVING SCHOOL

The Middle School has a closed campus. **Students are not allowed to leave the school grounds for any reason, without permission from a school official.** Students may not leave the campus at noon unless they leave with their parents and bring a note from their parents. Students will not be allowed to leave the campus at noon with anyone except the parent unless a note, stating the name of the adult who will be picking up the student, is brought to the office before the student leaves. Middle school students will not be allowed to leave with high school students.

When students arrive to school in the morning, either by school buses, by parents, or by walking, they are not allowed to leave the campus without permission from school personnel.

If a student becomes ill, he/she should check with the office staff. If the office staff believes that the student should go home, they will notify the parents.

If a student is leaving school for any reason, other than illness, he/she should bring a note from the parent/guardian or have them call the office to report the reason for the student leaving school.

STREET CROSSINGS

Students attending classes across Belknap Street must cross at the light. Students crossing Fourth Street to go to the gym must cross at designated crosswalks. Students should stop, look both ways, and walk when crossing any street around the school.

DRILLS: FIRE, TORNADO, AND OTHER EMERGENCIES

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Fire Drill Bells

3 bells	leave the building
2 bells	return to the room

Tornado Drill Bells

1 continuous bell	move quietly but quickly to the designated locations
2 bells	return to the classroom

CAFETERIA

All J.I.S.D. students are provided breakfast free of charge. Full-priced student lunches are \$2.25. Snack bar items are also available to J.L.M.S. students. Parents may apply for free or reduced lunches for their students. Forms are available in the school office or cafeteria. Students who bring their lunches to school must eat them in the cafeteria. **No food is allowed to be taken out of the cafeteria.** Parents bringing lunch to the students should make arrangements to meet the students in front of the middle school or to leave the lunches in the office. Lunches are not allowed to be delivered to the cafeteria or put in the student's locker. If students will be buying lunches in the cafeteria, arrangements should be made in the cafeteria to pre-pay for the lunches. Snack bar is pre-pay only. Students must have enough money to pay for their items or they will lose snack bar privileges. Students are encouraged to eat in the cafeteria; however, if parents bring meals at lunch it must be for their child only.

HALL PASSES

All students outside of the classroom during a scheduled class period must possess a hall pass.

ACADEMIC ENRICHMENT PERIOD

An academic enrichment period has been included in the daily schedule. This period will be utilized for tutorials, TAKS remediation, study hall, and other activities.

BUYING, SELLING, TRADING, AND DISTRIBUTION OF MATERIALS

Authorization from the office must be obtained before:

- Any objects are bought, sold, or traded at school.
- Materials such as invitations, fliers, etc. are posted or distributed to students.

HOMEWORK

Homework is an essential part of a student's education. Failure to complete homework is usually the primary cause of academic failure. Homework reinforces lessons and concepts that are taught in the classroom and helps prepare students for tests.

Students are held responsible for doing homework when it is assigned. If the homework is not completed in the specified time, the student must be ready to provide a valid reason for not completing their work. The teacher may give extra time if a valid reason exists. Students may be assigned to tutorials, before school, noon, or after school study halls if homework is not completed on time. Grade reductions may be given for late work.

MAKE-UP WORK

It is the responsibility of the student to contact the teacher about any work missed because of an absence. A student has the number of days that they were absent plus one to complete any make-up work in the case of excused absences. For example, if a student has been absent two days, they will have three days to complete their make-up work, unless other arrangements have been made with the teacher. Students may not be allowed to make up work missed due to unexcused absences.

If a student will be missing class for school activities, fairs, etc. he/she must contact the teacher **prior** to the absence. All assignments must be complete upon the student's return to class unless prior arrangements have been made with the teacher.

If parents wish to pick up work when a student is absent, they must notify the school at 567-7205 before 10:00 a.m. The assignments will be collected and parents may pick them up between 3:15-3:30 p.m.

GRADING SYSTEM

Middle school students receive number grades on their report cards. Report cards will be sent home at the end of each six-weeks period. The Thursday after the end of the six-weeks is usually the day that the students receive their report cards. The report card must be signed and returned to the teacher.

A grade of 70 is the lowest passing grade. Any grade below 70 is considered failing. Six-weeks averages are determined by the following formula: **Daily grades 50%, Test grades 25%, and Six Weeks Test grades 25%**. If there is no six weeks test, daily grades will comprise 50% of the grade and Test grades will comprise 50%.

Semester test will be given at the end of the third and sixth six-weeks periods. The semester average will be based on the semester test counting one-seventh and each of the three six-weeks averages counting two-sevenths.

HONOR ROLL

Students are recognized for making the “A” honor roll and the “A-B” honor roll for each six-weeks. Only academic classes are considered for the honor rolls.

HONOR STUDENTS

Honor students, those who have a 90 average for all academic subjects, are recognized at the awards assembly at the end of the year. A student must have attended the John R. Lowrance Middle School for three six-weeks to be considered as an Honor Student. Only the five basic academic courses are considered in determining Honor Students.

AWARDS

Athletic awards will be presented to the students at the Athletic Banquet in the spring of the year, and music awards will be presented at the Spring Concert. UIL Literary District Awards, Spelling Bee Awards, Accelerated Reader Awards, etc. will be presented at the Spring Awards Assembly. Perfect Attendance awards and Honor Student awards will be presented on the last day of school at the Promotion and Awards Assembly.

PROMOTION

For middle school students to be promoted to the next grade level, they must attain an overall average of 70 or above in all courses taken and an average of 70 or above in at least 3 of the following subjects: Language Arts (English and Reading), Math, Science, and Social Studies.

SUMMER SCHOOL

Summer school may be scheduled as needed for students who have not met requirements for promotion from one grade level to the next. JLMS students who are not promoted at the end of the regular school year may be required to take **all** subjects offered during the summer session in order to be promoted to the next grade level. **All students will be required to pay a tuition fee in order to attend summer school.**

SUMMER TAKS REMEDIATION

Summer TAKS remediation courses may be required for students who do not meet passing standards on any portion of the Texas Assessment of Academic Knowledge and Skills. If students are assigned summer TAKS remediation and do not attend, they may be required to take a TAKS remediation course during the following school year in lieu of an elective course.

CITIZENSHIP

Citizenship grades will be given each six-weeks. Letter grades will be used for citizenship with S indicating satisfactory and U indicating unsatisfactory citizenship.

TUTORIALS

Tutorials will be held during the academic enrichment period as well as before and after school. Tutorials may be mandatory or voluntary. Students are strongly encouraged to attend voluntary tutorial sessions. Students scoring below expectations on the math and/or reading parts of the TAKS or who are having difficulty in the classroom may be assigned to tutorials. Students are strongly encouraged to attend tutorials if any of the following apply to the student.

- The student is having any academic problems in class.
- The student needs extra explanation or help in any subject area.

Students are required to attend tutorials if any of the following conditions apply.

- The student receives a Notice of Concern at the end of the three-week reporting period.
- The student receives a failing grade in any subject on the report card.

Students may be required to attend tutorials if assigned by the teacher or principal for any reason.

FINES AND CHARGES

Students who owe charges or fines are expected to be responsible for these charges and to pay them when they are due. All fines and charges must be paid by the end of each six-weeks period.

LOCKERS

Each student will be assigned a locker when they register for school. Students are to use only the locker they were assigned. Empty lockers are not to be used for trash or storing gym bags, etc. Locks are permitted on lockers with permission from the principal.

Lockers are to be kept neat and clean and are subject to periodic inspection. No food or drinks are to be kept in the lockers unless they are part of a student's lunch. Students are not to put anything on the front of the lockers. If the locker is not kept neat or is abused, the locker may be taken away and the student will have to carry all of his/her materials with them.

For eighth grade students, the top of the lockers are not to be used to store bags, horns, or other materials.

Students are not allowed to open or enter another student's locker. Do not leave money, jewelry, or other valuables in the lockers.

CELL PHONES

JLMS students are not allowed to use, display, or have in operational mode a cellular phone at school during the school day. If a cell phone is seen or heard during the school day (upon arrival on school grounds until completely out of the buildings at the end of the school day), it will be taken up, with all of its original contents (battery, SIM card, etc.) and taken to the office. Failure to release a cell phone to a school employee will result in further disciplinary action. Violation of this policy will result in: 1st offense—the cell phone will be taken to the principal's office and the student's parents must come to school to pick up the phone. 2nd offense—the cell phone will be taken to the principal's office, the student's parents must come to school to pick up the phone and a \$15 fine will be assessed before the phone is released to the parent/guardian. 3rd offense—the cell phone will be taken to the principal's office where it will be kept until the end of the current school year. SIM cards will not be released under any circumstances. On the 3rd offense, the student will be issued a disciplinary referral and assigned to a minimum of 3 morning or 3 after school detentions.

BACKPACKS

Students bringing backpacks to school should empty them, fold them up, and leave them in their lockers. Backpacks will not be allowed in the classrooms.

COURTESY

Courtesy, manners, and respect for the staff and other students will be stressed throughout the year. Students are expected to behave in a manner that is courteous and respectful to all individuals. Failure to do so may result in disciplinary action.

LOST AND FOUND

Articles, which are lost or found may be picked up or turned in to the table located in the hallway by the restrooms. This is not a place to leave your materials when you go to lunch. Students who have lost articles should check the table daily. If you find valuable items such as jewelry or money, please turn it in to the office. If you have lost money or jewelry, please check in the office to see if it has been found. **The student's name needs to be written on all coats, bags, shoes, PE clothes, etc.**

STEALING

Stealing is unethical and illegal. Stealing is a serious offense and will be dealt with in a serious manner with serious consequences. Stealing involves taking something that does not belong to you or finding an item that does not belong to you and keeping it for yourself without attempting to locate the rightful owner.

INTERNET PRINTING

Students are allowed to access the internet to gather information. Internet access is allowable only under the supervision of school personnel. **Printing directly off the Internet and turning the work in as your own is not acceptable.** Using the information and putting it into your own words is the same as looking information up in an encyclopedia. This is acceptable. **Do not print anything from the Internet without prior approval from your teacher.**

PLAYGROUND

The middle school playground is located on the south side of the middle school building. Students are not allowed to play in front of the elementary or in between the middle school and elementary buildings.

Students may be required to stay in certain areas of the playground by grade level. A picnic table is provided for each grade level. The area around the table is expected to be kept clean and neat. Failure to do so may result in the loss of playground privileges.

Because of the limited space and safety factor, there are a few rules that must be obeyed.

- Balls of any type are not allowed on the playground.
- Students must stay in their area of the playground. 6th, 7th, and 8th grade students will be separated
- No rough play of any kind. Rough play leads to disagreements and fights.
- No throwing trash on the playground. Trashcans are provided.

When students violate the playground rules, they may be taken off the playground, be assigned to clean up the playground, or receive D-Hall, I.S.S., or D.A.E.P.

SNACK MACHINES

Snack machines are located in the main hallway. According to the Texas Department of Agriculture, students are not allowed to purchase snacks from 30 minutes before to 30 minutes after meal periods. Students are also not allowed to buy items between classes unless a teacher comes with them to supervise them. The machines are to be used only during the academic enrichment period and after school. Students should bring change with them if they want to use the machines. The office will not keep change for the drink and snack machines.

RESTROOMS

Students are not allowed to re-enter the building during lunch to use the restrooms unless there is an emergency. Students should use the restroom before leaving the building during the academic enrichment period and lunch.

SCHOOL PHONE

The school phone is to be used for school business. Students should not ask to use the phone except in cases of emergencies. Students will not be called out of class to talk on the phone unless it is an emergency situation.

COUNSELOR'S OFFICE

The middle school has a counselor who will help the students with any problems that may arise. Students should notify the counselor if they want to talk to her. She will provide a time as soon as possible. Students must always report to their teacher before missing class to go to the counselor's office.

GIFTED AND TALENTED

Students who are currently identified as GT students must enroll in at least one of the Pre AP classes in the four-core academic areas in order to remain in the GT Program. The GT students will be involved in other GT activities throughout the year.

PRE ADVANCED PLACEMENT CLASSES

Pre AP classes are more demanding than regular academic classes. The work is more in-depth and requires students to use advanced critical thinking skills. Students in Pre AP classes may be required to do more reading, have more homework, and have additional requirements placed upon them than if they are enrolled in a regular academic class. The Pre AP classes will move students along hopefully to enter the Pre AP and AP classes in high school.

Students must maintain a 75 average in the Pre-AP class in order to stay in the AP class. If the student receives a grade of below 75 for any six weeks, they will be placed on probation. If their grade does not improve to 75 or higher, they will be removed from the AP class.
(After a student is removed from an AP class they must meet the original guidelines before being considered again for placement in that AP class.)

EXTRACURRICULAR ACTIVITIES

Being involved in extra curricular activities is considered a privilege. This privilege may be removed from a student if that student's actions are not those that would bring positive recognition for John Lowrance Middle School.

STUDENT COUNCIL

The John Lowrance Middle School Student Council is a service organization that is made up of elected officers, class representatives, and associate members. In order to serve as an elected officer or representative, a student must have an over-all average of 80 in academic subjects at the time of election, which are held in May. They must also obtain a score of at least 14 points on an 18 point rating scale which is given to teachers by the sponsors after a student has filed for office. A student must obtain 25 signatures from John Lowrance Middle School students that will support him/her for office, and he/she must have parent permission to seek office.

CHEERLEADERS

To be eligible to be a cheerleader, a student must meet the same eligibility requirements for other extra-curricular activities with the exception that the student must have an overall average of 80 at the time of tryouts. Other requirements for being a cheerleader will be addressed by the cheerleader sponsor at the time of spring try-outs.

Eighth grade students who plan to try out in the spring for high school cheerleader must start planning early in their eighth grade year. To try out for high school cheerleader, the average for the semester preceding tryouts will be considered. If you are considering trying out for cheerleader for your freshman year, **it is your responsibility** to discuss and understand the requirements with the cheerleader sponsor within the first six-weeks of your eighth grade year.

BAND

Band is offered to students in all grade levels of the middle school. The band is divided into a Sixth Grade Band, a Seventh Grade Band, and we allow Eighth Grade students to participate in the High School Band. To be eligible for band contests, students must meet eligibility requirements for extra-curricular activities. Students will be allowed to withdraw from band only within the first three weeks of the semester, or at the semester break.

ATHLETICS

Students in the seventh and eighth grades may participate in the athletic program in the middle school. Sports include football, basketball, volleyball, track, and cross-country.

Eligibility requirements for extra-curricular activities.

1. Age
 - A seventh grade student may not participate in seventh grade sports if he/she is fourteen (14) years old or older on or before the first of September of their seventh grade year.
 - An eighth grade student may not participate in eighth grade sports if he/she is fifteen (15) years old or older on or before the first of September of their eighth grade year.
2. Physical
 - Each student participating in the athletic program must have on file a physical examination form completed by a physician and a release form signed by the parent or guardian. These must be on file before a student may participate in any game or organized practice.

3. Students must be in attendance at school on the day of a contest in order to participate.
 - Absences due to prior-made appointments may not apply. Classes missed due to personal illness will prevent a student from participating in after school activities.
4. Scholastic Requirements
 - A student in the seventh or eighth grade may participate in after school practices and games at the beginning of the school year only if the student was regularly promoted from the previous grade.
 - In order to be eligible to participate in an extra-curricular activity for a period following the initial six-weeks period of a school year, a student must not have a recorded failing grade average lower than 70 in any course for a preceding six-weeks. If a grade below 70 is recorded, the student is ineligible for a period of three weeks. If after the three-week period the student is passing all courses, he/she may resume play.

END OF THE YEAR FIELD TRIPS

Field Trips may be planned at the end of the school year to reward students for their efforts throughout the year. To be eligible to participate, students must meet the following guidelines.

- No In-School Suspension (ISS) **assigned during the school year.**
- No Discipline Alternative Education Program (DAEP) **assigned during the school year.**
- All assigned d-halls must be served before attending the field trip.
- Students must have been in attendance on at least 90% of the school days preceding the trip unless extenuation circumstances exist or days have been made up by attending Saturday school.