Absences
Parents/guardians need to call 434-975-9320, send in a note, or email jmsattendance@k12albemarle.org when their child is absent from school.

The following information is necessary for our attendance records:
- date of absence
- reason of absence
- parent/guardian signature

Requests for homework can be made through the counseling office when a student has missed three or more consecutive days of school.

Repeated absences will be addressed on an individual basis.

Agendas
Agendas are available to interested students. They serve as the following:
- a place to record homework.
- passes to the library or nurse.
- parent/school communication.

Alcohol, Tobacco, Drugs, and Weapons
Students who violate these guidelines are subject to severe disciplinary action. (See School Board Policy)
- Use, possession, or being under the influence of alcohol, tobacco, E-cigarettes, and/or drugs (including look-alikes) is strictly prohibited within the building, on school property, or while attending any school function.
- Weapons (including look-alikes), knowledge of weapons, possession, and/or use of weapons is strictly prohibited within the building, on school property, or while attending any school function.

Anti-Racism Policy
Please click here for ACPS Anti-Racism Policy.

Backpacks, shoe-bags, or purses will be kept in student lockers.

Boys and Girls Club
- Boys and Girls Club offers a study hall at 7:45 a.m. in the library.
- Boys and Girls Club offers after school activities until 6:30 p.m.
- Forms are located in the main office.

Cafeteria
School lunches are prepared daily and consist of a variety of items:
- Students are expected to remove trays and trash from their tables.
- All food must be consumed in the cafeteria.
- It is against county policy to have food delivered to the premises.

Meal Prices:

<table>
<thead>
<tr>
<th></th>
<th>Regular</th>
<th>Reduced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$1.45</td>
<td>$.30</td>
</tr>
<tr>
<td>Lunch</td>
<td>$2.95</td>
<td>$.40</td>
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Cell Phones and Electronic Devices
ACPS Middle School students will not be permitted to use cell phones during the school day between the hours of 9:00 am - 4:05 pm.

Prior to the tardy bell to start the day, all cell phones, iPods, and other personal electronic devices (excluding personal laptops approved in place of a school laptop) should be turned off and placed in student lockers.

If a member of the family needs to contact students, they should call the main office number at (434) 975-9320 or email the student.

We will review this practice and related procedures with all students in the beginning of the school year. Repeated non-compliance will be treated as defiance on an individual basis.

Clinic/Medication
Students may obtain a pass from their teacher to go to the clinic. The health clinician will determine students’ needs.
- Parents/guardians need to bring any medication to the clinic directly.
These students must have a school medication form signed by their physician and parent/guardian on file in the health clinician’s office prior to taking the medication.

Counseling Office
Jack Jouett provides a counseling program that assists early adolescents in making self-directed, rational, and responsible decisions that affect their lives.
- In order to meet the needs of the emerging adolescent, a variety of techniques are used including classroom guidance, individual and small group counseling, and consultation with appropriate personnel.
- The school counselors are important contacts for students, parents/guardians, and staff and are vital to having a positive middle school experience.
- Information regarding enrollment, withdrawal, and transfer procedures may be obtained from the counseling department.
- If a student would like to see a counselor, he/she should sign up for an appointment between classes.
- Teachers may write a pass for a student who needs to see a counselor immediately.

Dances
Dances are held throughout the school year for Jack Jouett students from 4:05 to 6:00 p.m.
- Students who are absent from school, assigned In-School or Out-of-School suspension on the day of the dance will not be eligible to attend.
- Students are expected to be picked up promptly by a parent/guardian at 6:00 and will not be permitted to walk home unless prior notice has been provided by parent/guardian and approved by an administrator.
- No student may leave a dance early unless accompanied by a parent/guardian.

Dress Code
Students who do not follow the dress code will be asked to change into their P.E. uniform or will stay in In-School-Suspension until a parent/guardian can bring appropriate clothing.
- Shorts and skirts should be no shorter than six inches above the student’s knee cap or the first minor knuckle on the middle finger when arms are straight down.
- Girls’ shirts need to cover their cleavage.
- Shirt straps need to be two fingers in width. Backless tops are not allowed. Shirts should cover bra straps.
- Head coverings (except for religious reasons), hats, visors, sunglasses, wallet chains or spiked jewelry are not permitted.
- Pajamas and bedroom slippers are not permitted.
- Clothing or buttons with words, pictures, or innuendos imprinted that suggest vulgarity, racial slurs, obscenity, and gang symbols or gun/alcohol/drug/ tobacco use are not permitted.
- Low-riding pants are not permitted. Boys may not wear tank tops/sleeveless shirts / UnderArmour™/spandex shirts or shorts.

Early Dismissals/Late Arrivals
Students will need to be signed in and out of school in the main office by a parent or guardian.

Fire Drills, Tornado Drills, and Lockdowns
At regular intervals, drills are required by law and are an important safety precaution.
- Exits for fire drills, tornado drills will be posted in each room, and verbal directions of how students should respond to the fire drill will be given during the first week of school.
- Students are to follow adult directions and move silently and quickly.
- Tampering with an alarm box or reporting a false alarm is a felony.
- We will communicate procedures for tornado drills and lockdowns as those situations occur.

Grading Procedures
Albemarle County Grading Scale:
90-100    A
80-89    B
70-79    C
60-69    D
0-59    F

Report cards are available through Parent Portal or they will be mailed to parents who request a copy through the counseling office.
- Teachers will communicate general classroom grading procedures to students and parents.
- Parents are urged to contact teachers or counselors to request progress reports as needed.

Homework
Homework may be assigned at the discretion of the teachers and shall be in accordance with the needs of the class and the ACPS Homework Policy.
- Homework will be a review and/or enrichment of the material taught in class.
- If a pattern of missed homework or classwork emerges, students will be assigned to academic probation during lunch, complete work before or after school, or on Saturdays.

I.C.A.
Intramurals, Clubs, and Activities are scheduled enrichment activity times for students.
- The purpose is to allow students to participate in an activity of their choice and to allow students and school personnel to interact in a relaxed setting.
- Participation in these activities is a privilege.

Inclement Weather
The School Delay/Closing Hotline is 434-296-5886.

Library/Media Center
- The library is open to students each school day.
- Books in the library circulate for three weeks and may be renewed.
- Reference books and newspapers are available online. Back issues of magazines are available for checkout.
- Checkout privileges are dependent upon returning library materials on time. Students with overdue materials still have access to a limited number of resources.
- It is expected that students will pay or replace lost or damaged books. See librarian to make arrangements for taking care of this responsibility.

Lockers
Lockers are intended for the storage of an individual’s books and clothing.
- If a student has difficulty with a locker, he/she should report the problem to the counseling office.
- Students may not share lockers with another student.
- Each student is responsible for the care of his/her locker.
- Locker combinations should be kept private.
- The locker remains the property of Jack Jouett Middle School and may be opened and inspected by school officials at any time.

Lost And Found
The lost and found is located in the cafeteria.
- We will donate unclaimed items to charity twice a year.

Physical Education
Attire for Physical Education:
- Tennis/athletic shoes are required for physical education.
- A change of clothing for PE class is required daily.
- School gym uniforms may be purchased at Jouett.
- Clothing should be clearly marked with the student’s name.
- If students do not purchase a school gym uniform, students must provide their own clothing for PE (shorts/ sweatpants and a T-shirt).
- It is recommended to have dark color shorts (blue, or black) and a light color T-shirt.
- Clothing must be loose fitting, clean and neat in appearance. Shirts will still be tucked in.
- Clothing must still follow the school dress code.
- Unacceptable clothing includes:
  - Exposed underwear
  - Shirts that expose the stomach
  - Tight fitted “Under Armor” shirts
- Students who do not have the proper attire will not be permitted to participate in Physical Education classes.
- Jewelry and facial piercings that are not studs are not permitted during class for the student’s safety.

Physical Education Excused Absence
- To be excused from participating, a student must have a legitimate excuse and a note signed by a parent/guardian.
- If the student will not be participating for three consecutive days, a physician’s excuse is necessary.

Physical Education – Grading Policy
Participation Grade
- 1st Non-Dress: Student will sit out from class for that block. Loss of 5 participation points.
- 2nd Non-Dress: Student will be sent to A11 for that block. Loss of 10 participation points. PE teacher will call home.
- 3rd Non-Dress: Student will meet with an administrator. Loss of 10 participation points. The student will be assigned morning/afternoon detention.

Sport Skill Grade
Students will also receive a Sport Skill grade based upon their performance.

Physical Education – Bathroom / Water Policy
Students will have an opportunity to use the restroom and get water during the following times:
- while changing for gym in the locker room.
- after completing the Do-Now warm-up.
- after completing the conditioning.

S.C.A.
The Student Council Association is an organization that sponsors a variety of activities throughout the year.
- At the beginning of each school year, a president, vice-president, secretary, and treasurer are elected as well as class representatives.

School Hours
School hours - 9:00 a.m. - 4:05 p.m.
- Families are asked not to drop their kids off before 8:45 a.m. unless they are attending the Boys and Girls Club study hall or have arranged an early morning session with a teacher.
- If a student is dropped off before 8:45, they must come into the Boys and Girls Club study hall. If this is a normal routine, it is necessary to sign up for the club.

School-Wide Expectations
- Be respectful
- Be responsible
- Be safe

School Bus
Riding the bus is a privilege.
- Students are expected to follow all school rules while on the bus.
- Failure to do this will result in the loss of the privilege to ride the bus.
- Permission to ride a bus other than the one that you are assigned must be submitted by a parent/guardian in writing to the main office.
- If an alternate bus stop is needed during the school year, an Alternate Bus Stop Request Form may be obtained from the main office.

Tardies (per 9-weeks)
Late to class with no pass
- 1st – Warning
- 2nd – Lunch detention
- 3rd – Before or After School Detention

Technology
As stated in the Albemarle County Public Schools’ Acceptable Use of Technology Policy, each student is responsible for using the school’s computer technology and Internet access in an ethical, responsible, and legal manner for school-related use only.
- Violation of the acceptable use of technology policy will result in disciplinary action up to and including suspension or expulsion.
- Lost or Damaged chargers must be replaced at a cost to the student/parent of $43.00.

Telephone Use
Students are allowed to use the office phone before and after school or during lunch.
- Students must have a pass from a teacher or an administrator to use the phone at any other time.

Ten-Minute Rule
Students will not be dismissed during the first or last 10 minutes of class.
- If a student needs to return to his/her locker for class preparation, he/she will be marked tardy.

Time-Out Referrals
- 1st – Time-out coordinator calls parent / guardian
- 2nd – Time-out coordinator and teacher calls parent / guardian
- 3rd – Time-out coordinator and an administrator calls parent / guardian. This will result in an after/before school detention or lunch detention.

Unprepared (per nine weeks)
You forgot a book, binder, interactive notebook, calculator, instrument, or charger, or your laptop is uncharged and you do not have your charger with you to plug it in.
No sharing of chargers will be allowed in school.
- 1st – Warning
- 2nd – Lunch detention
- 3rd – Before or After School Detention