

**STUDENT/PARENT HANDBOOK
2009-2010**

**JACKSON MIDDLE SCHOOL
A Leonard Bernstein Center
Leadership School**

Jackson Middle School

Leonard Bernstein School of Artful Learning



**10625 SW 35th Avenue
Portland, Oregon 97219**

**Main office - 916-5680
FAX –503- 916-2640
Jackson Web Page- www.jackson.pps.k12.or.us**

**John Ferraro, Principal
Jill Sage, Assistant Principal**

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Jackson Middle School is a Leonard Bernstein Leadership School. The Jackson staff uses the “Artful Learning” model to integrate the arts into all classes. Artful Learning is an arts-based, K-12, comprehensive school reform model inspired by the vision of the great American composer, Leonard Bernstein. Throughout his life as an artist, teacher and scholar, Bernstein was committed to communicating what he learned through his scholarship and artistic work. He observed that the artistic process of creating and experiencing art is a fundamental way of learning, and one transferred to any discipline.

Highlights of the Bernstein “Artful Learning” model:

- Experience & interpret masterworks from multiple disciplines.
 - Inquire- Develop and research significant questions.
- Create- Respond artistically and intellectually to the significant question.
- Reflect- students examine their own creative process with higher level thinking strategies.

Bernstein projects in all academic disciplines created at Jackson are constantly on display in the building and have been displayed at galleries across the region. Students benefit from being involved in a Bernstein school because learning springs from engaging experiences; asking questions triggers interest and motivation; a love of learning happens when students actually create something; and students begin to master subjects when they reflect thoughtfully on what they understand.

Mission Statement

Jackson Middle School *provides* a rich and challenging academic program focused on the unique needs of adolescents. Our school *encourages* and *celebrates* artful expression in an accepting and safe environment. We *value* the diversity of students, staff and the community. We *inspire* every student to become a passionate life-long learner and a responsible global citizen.

JACKSON CURRICULUM / INSTRUCTIONAL PROGRAM



The instructional program at Jackson has been tailored to meet the social, emotional and developmental needs of today's adolescents. We have adopted a team concept where students and teachers are organized into smaller, interdisciplinary grade level groups. Flexible block scheduling will enable us to provide longer blocks of time for science and math instruction, facilitate integrated learning, and reduce the number of teacher contacts for each student, thereby having a less fragmented day. Computer technology is integrated into the core instructional programs using a wide variety of technical applications.

All students can achieve high academic standards when:

- There are clear statements of high academic standards of student performance.
- Assessment practices are clearly linked to the standards.
- Curriculum frameworks are linked to the standards.
- Instructional practices are designed to assist all students in achieving the standards.
- Professional development opportunities are provided to assist staff in implementation of the standards.
- Teacher leadership and initiative are recognized and supported.
- The public is fully engaged in the district's efforts.

An essential step in this process is the development of clear statements of academic standards. For example, what should students know and be able to do? The answer to this question is multi-faceted. The Oregon Department of Education has a set of Common Curriculum Goals, Content Standards and Performance Standards that describe the academic standards for the state in English, Mathematics, Science, Social Science, Fine and Performing Arts, and second languages.

Each student is required to take the following core academic subjects: Literature, Language Arts/Social Studies, Math, Physical Education and Science/Health.

Students may chose from the following electives:

- Band
- Choir
- Drama
- Art
- Spanish
- Design Technology
- Study Hall
- Mural

Additionally, seventh and eighth grade students may elect to be a teacher, library, or office assistant. P.E. is a half-year requirement for all students.

MATH

6th Grade math- will focus on preparing students for Algebra 1 in 7th grade. Students will be exposed to the entire 6th grade connected math program as well as some material designed to support their transition to Algebra.



Placement will be determined based on teacher recommendation and assessment scores.

6th Grade Algebra 1- Students will get a strong background in 7th grade connected math as well as the high school algebra curriculum. This high-school credit course is the first half of the Algebra 1-2 course. In addition to the algebra curriculum, this class also focuses on statistics & probability, geometric reasoning, 3-dimensional surface area and volume, proportional reasoning and scientific notation. High school credit is earned upon successful completion of this course, and proof of mastery of the subject matter through chapter tests and commutative tests.

Pre-Algebra 1- Students will continue to focus on building basic math skills through Connected Math Curriculum with the focus on rational numbers; proportional reasoning; probability; statistics; geometric reasoning; area, perimeter, surface area and volume of 2- and 3-dimensional shapes; and algebraic reasoning.

Pre-Algebra 2- This course builds on and strengthens basic math skills and concepts needed to succeed in Algebra. The main goal in this course is to master fractions, decimals, percents, integers, problem-solving, geometric reasoning, estimations & calculations, statistics & probability, and the early foundations of algebra such as patterns, rules, simple equations, and graphing. It is expected that at the end of this course students will be prepared to take algebra the following year.



7th Grade and 8th Grade Algebra 1-2- This high-school credit course is the first of a high-school series called College Preparatory Mathematics. In the first year course in algebra the representation of function is used as a unifying theme. Students are introduced to linear, quadratic, exponential, and polynomial functions through graphical, numerical and symbolic representations. Students learn to solve linear equations, inequalities, systems of equations, and quadratic equations. They deepen their understanding of basic algebraic concepts using hands on activities. TI-84 calculator lessons, and problem solving help develop confidence in their ability to think mathematically as they work both individually and collaboratively. Homework is required in this class. High school credit is earned upon successful completion of this course, and proof of mastery of the subject through an end of the year exam.

7th Grade Algebra 1- This high-school credit course is the first half of the Algebra 1-2 course. In addition to the algebra curriculum, this class also focuses on statistics & probability, geometric reasoning, 3-dimensional surface area and volume, proportional reasoning and scientific notation. High school credit is earned upon successful completion of this course, and proof of mastery of the subject matter through chapter tests and commutative tests.

Algebra 2- This high-school credit course is the second half of the Algebra 1 course from 7th grade. Students must have successfully completed Algebra 1 to be in this class. In addition to the algebra curriculum, this class also focuses on statistics & probability, geometric reasoning, and irrational numbers. High school credit is earned upon successful completion of this course, and proof of mastery of the subject through and end of the year exam.



Geometry- Students completing Algebra 1-2 will study 2 and 3 dimensional shapes and their relationship in plane and space. It is a visual as well as analytical subject, integrating spatial and numerical concepts. Students classify and describe shapes in terms of congruence, similarity and transformations. The course introduces students to different forms of mathematical logic, including inductive and deductive reasoning. Students solve measurement and algebraic problems using properties, proportions, and trigonometric relationships. Algebra 1-2 is reviewed with geometric applications. Students use the software available with the TI-84 calculator and/or Geometer's Sketchpad to deepen their understanding of key ideas. Homework is required in this class. High school credit is earned upon successful completion of this course and proof of mastery of the subject through an end of the year exam.

SCIENCE/HEALTH



Life Science- 6th grade science focuses on life science. A variety of topics are covered in preparation for Outdoor School. Students study environmental science through the exploration of plants and animals, the human body, and ecology. Inquiry based labs bring the topics to life.

Earth Science- 7th grade science is the study of Earth and Space science and is lab based. Students study weathering, erosion, and deposition of sediments with a field trip to the Columbia River Gorge, as well as meteorology and astronomy. Plate tectonics, earthquakes, and volcanoes with a field trip to Mt. St. Helens are covered in the spring. Substance prevention, nutrition, safety, decision-making, puberty and reproduction are covered during health.



Physical Science- A year-long class for 8th graders covering the Oregon State Standards and includes inquiry focused learning of the following subjects: Chemistry: exploring matter, atoms and the periodic table, chemical bonds and reactions. Physics; *Energy*: exploring energy and energy transformations, work and machines. *Forces*: exploring forces and motion, wave energy, exploring the electromagnetic spectrum, light and sound.

Electricity and Magnetism: exploring electromagnetism and circuits. Health for 8th graders includes: nutrition, early childhood development incorporating the "Flour Sack Baby" Project and genetics, drug and alcohol awareness and their affects on the body, sexual health and responsible decision making.

LANGUAGE ARTS AND SOCIAL STUDIES

The Jackson Middle School sixth, seventh, and eighth grade language arts and social studies are taught as an integrated block class. Literature is separate and focuses on both comprehension of text as well as decoding and word meaning within the text.



Sixth grade students study: Ancient Civilizations including the geography, development of civilizations and empires, cultural developments and institutions and their legacies. Specific areas of study include: Ancient Egypt and the Near East, Ancient India, Ancient China, Ancient Greece and Ancient Rome.

In language arts, the writing process is used as a vehicle to demonstrate the ability to communicate. Language Arts focuses on imaginative, narrative and expository modes. Grammar, parts of speech, listening, speaking, researching and study skills are integral to this subject.

Seventh grade students study: World Civilizations 500-1700. Specific areas of study include: Europe after the fall of the Roman Empire, The rise of Islam, Empires and Kingdoms of Africa, Imperial China and Feudal Japan, and Civilizations of the Americas. Language Arts emphasizes the writing process, narrative writing, expository writing, and refining report writing. Grammar, parts of speech, listening, speaking, researching and study skills are integral to this subject



Eighth grade students study: United States history up to the year 1900. Specific areas of study include: Native Americans before European contact, Colonial conquest and settlement, Conflict with England, The American Revolution, U.S. constitution and Bill of Rights, Manifest Destiny and a growing nation, The Civil War, and The Rise of Industrial America. Research projects such as “Peopling the Nation” and persuasive writing are the key emphasis in language arts. The literature curriculum is a combination of short stories, novels, plays, and poetry.

- The three grade levels explore historical, geographical, political, social/cultural, and economic understandings. Current events, speakers, projects, and culminating activities also reinforce and enrich learning.
- Literature at all three grade levels encourages reading as a life-long habit. The middle school literature program focuses on the seven essential reading skills: word meaning, locating information, literal comprehension, inferential comprehension, evaluative comprehension, literary forms, literary elements and devices. Priority is given to the development of higher level thinking skills and developing vocabulary. Language Arts is closely tied to the social studies and literature curriculum.

ENGLISH LANGUAGE DEVELOPMENT

English Language Development is a class offered to all students whose primary language is other than English. The goal is to become proficient in reading, writing, speaking, listening, and understanding English and meet or exceed state benchmarks. Each class offers individualized instruction, assessments, and instruction using computers and a wide variety of materials.

ELECTIVES

Full Year Classes

Band- The groups will read/perform compositions of various styles, chosen to raise the ability of the performer. Opportunity is given to practice and perform solo, duet or trio literature for district contests. There will be at least 2 evening concerts, as well as two or three parades in which we march. (Full Year)



Choir- Choir is a performing class and attendance at all performances is expected. Students will sing a large variety of music in unison, two, and three-part harmony. Some time will be spent learning to read music. Performances include a winter, spring and year-end concert, a middle school choral festival, district solo and ensemble contests. No prior experience is required. (full year)

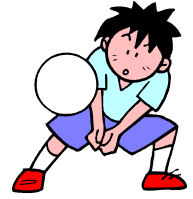
Spanish One/Two - Students should be prepared to work hard to learn a new language and complete homework regularly for this course. Successful completion of this yearlong elective may permit students to be placed in a Spanish 3-4 class when they enter high school. Emphasis is placed on vocabulary proficiency and speaking in short phrases and sentences. Proficiency areas of study will include leisure activities, likes, dislikes, school, daily routines, the home, foods, and classes. Lessons will include dialogues, speaking in small groups, music, games, art, videos, cultural projects, readings, field trips and guest speakers. (Full Year) 1.0 H.S. Credit

Spanish Three/Four- as students continue to learn vocabulary and sentence structure they consolidate their learning of the first year material. Communication takes a more realistic form as students integrate language taught in class. Customs and history are presented through the text, videos, music and other supplementary materials. (full year) 1.0 H.S. Credit



Half Year (Semester) Classes

Physical Education (PE)- A course designed to allow participation in team, dual and individual sports. Emphasis is on information and skills necessary to develop and to participate in physical education activities. Activity units include: dance, soccer, volleyball, football, cardio vascular training, fitness testing, softball, horse shoes, pickle ball, table tennis, ultimate Frisbee, and golf.



Art- Express your creativity while learning the language of art (line, shape, form, color, texture, space). A 7/8-grade blend for both introductory and intermediate skills in drawing, painting, glass, clay and sculpture.

Drama- Sharpen and increase your self-confidence and body awareness by exploring and developing your physical, verbal, and creative powers. Group and individual work on various dramatic techniques such as improvisation, movement, creating characters and environments, voice projection and stage awareness and writing skills.



Design Technology- This class teaches problem solving and reinforces math and science skills through the art of woodworking. Students will design and make various projects. All projects are hands-on and are completed in groups or done alone. Students will have an opportunity to use many tools. Safety is stressed.

Classroom Aide- Duties may include taking attendance, assisting students, tutoring, room maintenance, correcting assignments, organizing supplies and equipment, photocopying, and other duties as assigned.



Library Aide- Library assistants will shelve books, check books in and out, keep shelves in order by author and number, deliver AV materials, run errands, operate equipment such as the photocopy machine, VCR, computers, camcorder, etc.

Student & Main Office Aide- Students learn a variety of general office skills including photocopying and telephone skills. Good academic and behavioral standing, and good reading skills.

GRADES

At the beginning of the school year or semester, teachers explain the learning objectives and grading criteria to students. Jackson is on the district quarter calendar. Report cards indicating how well students met the expectations are mailed home after each quarter or nine weeks. At mid-term (halfway between each nine weeks), reports are mailed to the parents of all students earning a C- or below in any class. These mid-term reports are not final grades but just another way of communicating individual student progress.

Scheduled parent conferences, held after the first quarter, will provide the opportunity for students, parents and teachers to sit down together to discuss school progress. Students are encouraged to talk to teachers about their school progress at any time. The email address of Jackson staff is listed on the Jackson School web page, www.jackson.pps.k12.or.us.

ROLE OF HOMEWORK

Homework consists of out of class tasks assigned as an extension of the classroom experience. Homework assignments reinforce what has been learned in class and promote independent work habits. Jackson students should expect some homework each weeknight. Families should check the student's planner for assignments and plan for as much as 60 minutes of homework each night for 6th grade, 70 minutes for 7th grade and 80 minutes for 8th grade.

The types of homework you can expect are:

1. Completion of class work that was not completed in class
2. Reading in conjunction with book reports or class assignments
3. Short-term assignments that support or reinforce work done in class
4. Long-range assignments that require both home and class time
5. Review for tests

Parents can facilitate a positive homework experience by providing a quiet place with table/desk and proper materials.

To improve skills, students should:

1. List homework assigned in their planner
2. Take home necessary books and materials and complete assignments
3. Set a consistent time to study each night
4. If homework is complete read a book for the allotted study time

MAKE UP WORK

Students are expected to turn in classroom assignments on time. The following guidelines have been established to help make up work following an excused absence. If an absence is excused the teacher must allow you the time to make up the work. Please remember that since many class assignments reflect active participation, not all work can be made up.

- Students are responsible for finding out exactly which assignments require make-up and for collecting any worksheets or other material that may be required.
- It is the student's responsibility to return completed make-up work and return it to the teacher on the due date.
- Due to the nature of some classes, there may be work that cannot be made up.
- Late work due to school absence must be made up in the time period designated by the teacher
- Teachers are not required to give credit for assignments missed due to unexcused absences.
- Homework requests may be phoned into the office. **Assignments will be available for pick up after giving the teachers 24-hour notice. Please call for homework only when you expect to be absent longer than two full days.** It is your responsibility to have someone pick up the homework.

Extended Absences

If you are going to be absent for an extended period of time, it must be **prearranged** with the office. If not, it will be considered an unexcused absence and teachers can decide whether to allow you to make up the assigned work.

PROGRAMS THAT SUPPORT STUDENT LEARNING

Jackson is a busy school. A wide variety of activities and programs contribute to the positive spirit and sense of community that we feel prevails at Jackson. The following activities are examples of ways in which students and parents have been and hopefully will get involved.

FIELD TRIPS

The three grade levels have a variety of field trips during the year of a cultural, educational, environmental nature. Students may be requested to help pay for some of the optional field trips that happen during the school year. Written permission slips are sent home prior to the field trip. Students are to return the permission slip with parent/guardian signature before the day of the field trip. No student will be allowed to go on a field trip without written parent permission. No student will be denied a field trip experience due to lack of funds. If there is a problem with funds, the student should tell the teacher or the parent may call the school office.

Behavioral expectations are the same on a field trip as in the building. Students are to stay with chaperones or staff members. Failure to follow this safety procedure will result in consequences. Parent chaperones are needed on all of these grade level or classroom field trips.

MUSIC

Through the instrumental and vocal music programs there are several opportunities for students to become members of performance groups. Jackson's stage band, choir and ensemble groups perform at various competitions and community events. Active parent groups meet regularly to support the band and choir programs.

OPEN HOUSE (BACK TO SCHOOL)

Parents are invited to come to school and attend classes according to their child's schedule. This evening provides an opportunity for parents to meet teachers and receive information about the program. Open houses are done by grade level. Refer to the calendar on the inside cover page of this handbook for the dates in September.

OUTDOOR SCHOOL (Sixth grade)

The key word is OUTDOOR! At Outdoor School sixth graders learn about living together and appreciating the outdoors. Students live cooperatively in small cabin groups consisting of 1 or 2 junior counselors (high school students), and 6 to 10 cabin mates (6th graders from other schools). At the end of the week cabins are awarded special honors for working together, performing daily duties and learning information on the four resources; plants, animals, water, and soil. A Jackson teacher attends outdoor school with each class.

7TH GRADE FIELD TRIPS

Seventh grade students have two science based field trips each school year. During the year there is a field trip to the Columbia River Gorge and an all day trip to Mt. St. Helens. Adult chaperones are needed for this trip.

PARENT CONFERENCES

In November Jackson will conduct parent conferences. Parents are invited to come to school to conference with their child's teachers and to discuss progress. Refer to the calendar on the inside cover page of this handbook for the conference dates. Conferences are held in the Jackson cafeteria, and are held "arena style". Additional information is sent home regarding this style of conferences prior to conference week.

PTA/LSAC

The PTA/LSAC at Jackson is an active organization that enthusiastically supports various parts of our program. There are many opportunities to become involved in volunteering, student tutoring, fund raising and helping at special events. PTA/LSAC meets monthly. **The first meeting of the 2008-09 school year is set for Monday, September 15th at 7:15 pm in the library.** Meeting dates for the remainder of the year will be established at that time. PTA meetings will be announced in monthly newsletters and on the "reader board" located outside in front of the school.

SITE COUNCIL

The purpose of the Site Council is to oversee and monitor Jackson's school improvement plan. A mailbox in Jackson's main office has been set aside for any questions or

comments for the council. (The Site Council meets the second Wednesday of each month at 4:00 pm in the Community Room.)

DANCES/SOCIALS

Jackson students enjoy socials throughout the year. Two dances, with a D.J. and refreshments, are held for 7th and 8th graders during the year. At the end of the year a third dance/activity night is held for all students.

TUTORING PROGRAM

SUN school provides tutoring for students after school and may be arranged for students who need help with their academic work. After the school year begins, parents and/or students may sign up for this support by registering for Homework Club through the SUN registration packet available in the main office. If you are interested in supporting the learning of all students by tutoring a student please contact Ariel Nadel, our Student Management Specialist.

GENERAL INFORMATION A – Z

****ACADEMIC PROBATION**** *(8th grade Parents Please READ)*

Eighth grade students receiving more than one D and one F as a final grade for second quarter will be placed on academic probation for promotion. Students will need to improve their academic standing in order to participate in the promotion ceremony and after party. If a student is receiving more than one D and one F in **any class** at the end of fourth quarter they will be excluded from promotion. Students on academic probation will receive a letter at the end of second quarter outlining the policy and support times to work with teachers to improve their standing.

ACADEMIC RESPONSIBILITY

Students are expected to act in an honest and responsible manner. Copying other students' work, representing any other person's work as one's own, cheating on tests, taking or using instructional materials inappropriately is subject to disciplinary action.

ADMIT SLIPS

Students returning to school from an absence must report to the main office before classes begin for the day to get an admit slip. Students must either bring a written excuse or their parents/guardians must have left a message excusing their absence. Students without an excuse will receive a yellow slip and will have 24 hours to bring in an excuse. Students who do not bring excuses or do not get admit slips upon returning may receive disciplinary action.

ATTENDANCE

Regular and prompt attendance is very important to school success. Regular school hours are 9:15 AM to 3:45 PM. It is also the responsibility of the students to be on time to each class and activity. Students with excessive absences will be placed on a contract by the

counselor and then possibly to the Juvenile Court. Families are encouraged to plan vacation and appointments at times that do not require students to miss valuable classroom instruction. **Students must be in school for at least ½ of the day in order to participate in after school/extra curricular activities.**

When a student is absent, he or she must present a written excuse to the office for an admit slip upon returning to school. If the student arrives late to school, he/she is to report to the main office. **A written excuse from parents is necessary when arriving late.** Parents who walk students in without a written excuse may write an excuse while in the office. Students arriving late without an excuse will be given noon **detention**. A late bus stamp will be used when necessary and will excuse tardiness. Tardy slips will not be issued between classes. A teacher may issue a detained slip if appropriate.

Students will only be dismissed from school or class early with written permission from their parents. Students must take the note to the main office upon arriving at school in the morning. An Emergency slip will be issued that will be their pass out of class to meet the parent/guardian in the main office. **Parents must come into the office to sign-out their child when leaving for an appointment. Students are not permitted to wait outside.**

BICYCLES

Care must be taken while riding bikes to school. Jackson is located on a heavily traveled street, making traffic a serious concern. Bikes may be locked to the bike rack in front of the school. The school district is not responsible for damage to or theft of bikes. It is state law that students wear helmets at all times when riding bikes and skateboards.

BUSES

A student being transported is under the authority of the bus driver.

A student must have written permission from their parent/guardian to ride a different bus. **The student must have the note signed by a school administrator and present it to the bus driver when boarding the bus.**

Listed below are the rules governing students riding the bus. Rules are also posted on the front of each bus. Familiarize yourself with these rules so that riding the bus can be a pleasant experience for everyone.

1. Fighting, wrestling, or boisterous activity is prohibited on the bus.
2. Students shall use the emergency door in case of emergency only.
3. Students shall be on time for the bus both morning and afternoon.
4. Students shall not bring firearms, weapons, or other potential hazardous material on the bus. Animals are not allowed except approved assistance guide animals.
5. Students shall remain seated while the bus is in motion.
6. The bus driver may assign students seats.
7. When necessary to cross the street, students shall cross in front of the bus or as instructed by the driver.
8. Students shall not extend their hands, arms, or heads through the bus windows.

9. Students shall have written permission to leave the bus at a destination other than home or school.
10. Students shall converse in normal tones; loud or vulgar language is prohibited.
11. Students shall not open or close windows without permission of the bus driver.
12. Students shall keep the bus clean and refrain from damaging it.
13. Students shall be courteous to the driver, to fellow students and people they pass.

CAFETERIA

The breakfast and lunch program is on a computerized system. All Students are assigned an account number. Students may bring cash or checks to deposit into their accounts which should be done in the morning to avoid long lunch lines. Checks for the cafeteria should be made payable to Portland Public Schools. Free and reduced breakfasts and lunches are available upon approval of completed application forms. Neither the office nor the cafeteria has money to loan for breakfasts.

The cost for breakfast is Full price = \$1.00, Reduced price = 30 cents.

The cost for lunch is Full price = \$2.45, Reduced price = 40 cents

Full price and reduced price lunches purchased in lots of 20 lunches receive a free bonus lunch.

Students are expected to wait patiently in the line (no cutting), choose a seat and remain in that seat until they are ready to go to a recess area, clean up their table after eating, and use inside voices. Students failing to comply with these standards will be assigned detention or lunch duty.

CAMPUS

Jackson is a closed campus. Once students arrive at school, they are not to leave. Students are not allowed to go to stores or restaurants in the area during school hours unless under the supervision of a Jackson staff member.

CARS

Parents are asked **NOT** to drive cars in the “turn-around” in front of the school during bus arrival (8:45-9:15 a.m.) or departure (3:30-4:00 p.m.) time. We have experienced some very dangerous situations there. Please drop off and pick up students on the sidewalk of 35th Street or in the upper parking lot.

CELL PHONES

Cell phones must remain off and in lockers at all times. Students may store their phones in the main office if they are concerned about their locker security. **Cell phones that are seen or heard will be confiscated and sent to the main office. Students are subject to disciplinary action for repeated offenses of the cell phone policy, including suspension for disruptive conduct.** Cell phones distract from participation and learning in the classroom and cause unnecessary conflict. Lost cell phones are not the responsibility of school personnel and may not be investigated.

COMMUNICATIONS: SCHOOL/HOME

It is important that the school and home maintain open lines of communication. When a question or concern about school arises, please call the school or email for more information. Participation in the PTA is a way to be involved and to have input into the decision-making process. Staff email lists are available on the Jackson web page at www.jackson.pps.k12.or.us. A school newsletter and calendar of events are posted monthly to the Jackson web page.

Parents are encouraged to contact teachers when problems or questions arise. Teachers will return calls as soon as their schedules allow. When a need to meet a staff member arises, parents are asked to make appointments to insure teacher availability. Staff members generally are not available with less than 24-hour notice.

COMMUNITY INVOLVEMENT / SERVICE

The Jackson community is an important and positive part of the middle school experience. To help promote this relationship, students need to respect the rights and property of others as they travel to and from school. In the course of the year, students are encouraged to participate in community service projects that benefit our community. In some classes, community service is integrated into the curriculum.

COMMUNITY SCHOOL: SCHOOLS UNITING COMMUNITIES-SUN

The Jackson SUN Community, an extended day program, has a fun engaging line-up of enrichment classes for the fall, winter and spring. SUN's mission is to improve the lives of children, their families and the community through partnering with local school communities to extend the school day and develop schools as "community centers" in their neighborhoods. SUN provides a homework club that meets Monday through Thursday and provides a quiet, structured place to get started on homework.

COUNSELOR and STUDENT MANAGEMENT

A school counselor is available to talk with students about any problems or situations they may experience. Students can request an appointment with the Counselor by checking in with their teacher coming down to the student office. Students may also see the Counselor informally in the hall, during lunch or before or after school.

We believe that students are best able to solve conflicts by talking things over with each other. However, sometimes they need the assistance of another person. **The Student Management Specialist or Counselor are available to help resolve conflicts, whether they are between students and staff or between students.**

DRESS CODE

Dress and grooming are a primary responsibility of students and parents. However, students are expected to wear clean and appropriate clothing to school. Please review the following guidelines.

- Sagging pants are not permitted. The beltline needs to be at the waist.
- All clothing needs to be free of alcohol, drug or tobacco references and sexually suggestive or derogatory messages.
- **Hats, headwear, coats, backpacks and purses must be kept in lockers at all times.**
- **Shorts, skirts and dresses need to be mid-thigh length; this includes any slits in skirts or dresses.**
- Boys may not wear sleeveless shirts with wide armholes.
- Girls' tops need to have shoulder straps that are at least 2 inches wide. Bare midriffs are not permitted.
- Slippers or pajama wear is not permitted.

EARLY DISMISSAL

In the event that an emergency makes it necessary to close school early, parents need a clear understanding of the district's operating procedures. An early closure may result from severe weather conditions, loss of power, and loss of heat, fire or other emergency conditions. If it becomes necessary to close school before the regular dismissal time (one school, a few schools or all schools), local radio and television stations will be notified, and other reasonable efforts will be made to notify parents.

These steps will be followed:

- For students who ride the bus, transportation will be provided at the earliest possible moment, and the school will assume supervision of students until transportation arrives.
- The school office will remain open for a reasonable period of time after the departure of students to assure that all children reach home safely.

In the event of an early dismissal, parents should assume the responsibilities:

- Prepare a family plan for emergencies early in the school year.
- Make sure that children understand the emergency plan.
- When severe weather conditions or other emergency situations occur that could result in an early school dismissal, we would appreciate your listening to the radio or TV stations for information, rather than calling the school. In such an event, school personnel and phones are very busy preparing for school dismissal. Please monitor the district web page www.pps.k12.or.us, or www.pdxinfo.net. Information is usually posted on these sites immediately after a decision is made by the district.

EMERGENCY INFORMATION

It is essential that we have current phone numbers and emergency information. If a student becomes ill or has an accident, we must have up-to-date and accurate phone numbers of people we may contact to authorize emergency care. If you move, or your phone number changes, please be sure that the school office is notified.

FIELD TRIPS

Written permission slips are sent home prior to the field trip. Students are to return the permission slip with a parent/guardian signature before the day of the field trip. No student will be allowed to go on a field trip without written parent permission. No student will be denied an approved field trip that involves the entire grade level due to lack of funds. If assistance is needed, tell the teacher or notify the main office in writing. Behavioral expectations are the same while on field trips as in the building. Students are to stay with chaperones or staff members. Failure to follow this safety procedure will result in consequences.

FOOD

All food must be eaten in the cafeteria. The only exception will be for special classroom activities. Food eaten in the hallway will be confiscated.

FREEDOM OF EXPRESSION

The Principal and district must approve all posters, notices or surveys of any type, which are to be displayed or distributed on school property.

Holding hands, hugging, kissing and other expressions of affection negatively impact the atmosphere of learning that is desired at school and school functions.

GRADES

Each teacher will explain the learning objectives to the students. At mid-term, students not meeting objectives will receive a report indicating their academic progress. Report cards are mailed home quarterly. Scheduled parent conferences, held after the first quarter, will provide the opportunity for students, parents and teachers, to sit down and discuss school progress. Students are encouraged to talk to teachers about their progress at any time.

GUM AND CANDY

Gum chewing and eating candy are NOT permitted at school or on the bus. They contribute to an untidy school building or bus and excessive custodial work. Repeat offenders will be subject to school disciplinary procedures as insubordination.

HALL PASSES

Students are required to have hall passes to be in the hall during class time or lunchtime. It is the student's responsibility to make sure they have a pass when leaving the classroom, not the teacher or adult in charge. Students in the hall without passes may be assigned detention.

HEALTH SERVICES

Healthy children learn better. Portland Public Schools provides health services with help from the Multnomah Education Service District (MESD). The registered nurse (RN) is also a person that promotes student safety and well-being.

No appointments or special permission is needed by students to see the nurse. **Students visiting the nurse during class time must have permission from their teacher.**

The nurse may need information to help meet student's needs and may:

- Talk with parents, students, school staff, and health care professionals
- Use questionnaires
- Look at health records
- Check out a body area (examples: listen to the heart, feel the skin, look in the ears.)
- Parents may call the school to meet with the nurse. The hours of the nurse may vary during the week.

HEPATITIS ALERT

The county hepatitis alert is still in effect. Please help everyone at Jackson keep healthy by encouraging hand washing when appropriate and to not trade food or drinks. Food for parties of classroom events must **not** be prepared in private homes. It must be purchased from the school cafeteria or, bought from a store individually wrapped.

HOMEWORK

Homework consists of tasks assigned as an extension of the classroom experience. Homework assignments reinforce what has been learned in class and promote independent work habits. Jackson students should expect some homework each weeknight. Students should plan for as much as 90 minutes of homework each night. Assignments should be written in the planner so that parents can monitor completion of assignments.

Students are expected to turn in classroom assignments and homework on time.

The types of homework students may expect:

1. Completion of class work.
2. Reading in conjunction with book reports or class assignments.
3. Short-term assignments that support or reinforce work done in class.
4. Long-range assignments that support or reinforce work done in class.
5. Review for tests.

To improve skills, students should:

- List homework assigned in their planner.
- Take home necessary books and materials and complete assignments.
- Establish a consistent time to study each night.
- If assigned homework is complete read a book.
- Have a study partner for each class in the case of absence.

The following guidelines have been established to help make up work following an excused absence. If an absence is excused the teacher will allow you the time to make up the work. Please remember that since many class assignments reflect active class participation, not all work can be made up.

- Students are responsible for finding out exactly which assignments need to be completed.
- It is the student's responsibility to turn in completed work in the time period designated by the teacher.
- Due to the nature of some classes, there may be work that cannot be made up.
- **Homework requests may be phoned into the office by a parent or guardian. Assignments will be available for pick up after giving the teacher 24 – Hour notice. Please call for homework only when the student will be absent longer than two full days. It is the parent's responsibility to pick it up in the main office.**

INCLEMENT WEATHER

Internet access is the most accurate and current source for information about weather related school closures. The Portland Public Schools web page www.ppsk12.or.us will post its decision about school openings/closures immediately and directly to its web page. Click on “weather & emergency closures”. Also check www.pdxinfo.net. Television and radio stations get their information regarding closures directly from that source and broadcast it at their convenience.

The department of student transportation will send home information about alternate emergency snow routes, with all bus riders. Please read this information and be familiar with the alternate snow bus routes.

On late openings days, school begins two hours late. Television news stations, radio and the internet will announce whether buses will be on snow routes. School buses on a snow route in the morning will stay on the snow route in the afternoon, even if the weather has cleared up by that time.

LIBRARY

There are some basic rules to be observed when using the library. Students are asked to talk quietly and clean up their area before they leave. All items borrowed are due approximately 4 weeks later. Please return all materials on time so that others may use them. You may renew items unless someone has reserved it. Overdue notices are sent to block teachers every week. If a book is lost or damaged, the student is expected to pay for the item. Consequences for failure to return or pay for lost items may include withholding report cards, denial of school activities or obtaining a yearbook.

LOCKERS

Lockers are assigned by Reg. Teachers. 6th and 7th grade students share lockers. 8th grade students are assigned their own lockers. Lockers are school property and are subject to inspection as deemed necessary by school personnel. The security of school lockers is not guaranteed.

The school may also search a student or a locker, or assigned storage area, if the school has a reasonable suspicion that a prohibited item will be found. (See handbook on Student Responsibilities, Rights and Discipline.) Items brought to school, or stored in

lockers are not insured for reimbursement by the School District and are kept in lockers at the student's own risk. All combinations have been changed from the previous year. **The combination for a student's locker is the student's responsibility. Do not give locker combinations to others or allow friends to store belongings in your locker. Locker combinations will not be changed if a student has given it out to friends and later decides he/she does not want the friend to have it.**

LOST AND FOUND

Lost or misplaced items may be found in the community room adjacent to the main office. Items not claimed will be donated to the PTA Clothing Center at the end of each quarter.

MEDICATION

Prescription medication must be brought to and picked up from school by a parent only.

All medications: prescriptions and non-prescription must be kept in the nurse's office.

Students who are required to take prescription medication at school must provide the office with the medication in its original container from the pharmacy, accompanied by a written and signed doctor's form. Medication should be labeled by the pharmacy with the child's name, the name of the drug, dosage, and how long medication should be given. Parents must also sign a release form for the medication to be administered at school. The nurse or a staff member, as designated by the principal, will dispense medication. All medication is kept in the nurse's office, located in the main office.

Over the counter medications (non prescription) such as aspirin, decongestants, cough drops, etc. also need to be administered by the nurse or a designated staff member.

These medications must arrive at school in their original containers. Parents must sign a release form and leave it in the school office with medication. Students may not share any medication because of possible allergic reactions.

NOONTIME

During lunch recess students may choose one of several supervised activities: the gym, library for quiet games, or study, or outside. Outside play is confined to the track and outside patio area. Students must always be within sight of duty staff. Students may also remain in the cafeteria, or in a teacher's classroom with permission of the teacher. **Once the student selects an activity, the student must remain there for the remainder of the period. Students may not leave the cafeteria the last five minutes of the period.**

PARKING

Limited parking spaces are available for parking in front of the building's main entrance. Students should be dropped off in the large lot to the right of the school. The turnaround area directly in front of the school is restricted to buses only during drop off and pick up times.

PERSONAL ITEMS

Possession of personal items should never interfere with learning environment. **If personal items such as: cell phones, music players, sunglasses, skateboards, playing cards,**

purses, toys and similar items are brought to school, they must be stored in the locker. They are not permitted in class. If they are brought to class or are used in hallways, they become subject to confiscation. They will remain in the office until a parent can pick it up. Personal items that are lost or stolen are the responsibility of the student, not the school. We have limited resources to pursue these cases. Skateboards must not be used on school grounds.

PHYSICAL EDUCATION CLOTHES

Students are required to change clothes for P.E. A t-shirt and shorts or sweatpants are appropriate. Students must have gym shoes.

STUDENT SUPPORT

Students will go through a variety of highs and lows throughout their time in middle school. Parents concerned about their students' academic, social, or emotional progress are encouraged to discuss their concerns with their students' teachers, our Counselor and/or our Student Management Specialist. We have a variety of programs and interventions to address these concerns. For example, tracking sheets, after school tutoring, referral to outside agencies, referral to Special Education to name a few.

SUPPLIES

All students are expected to bring necessary materials to each class (3 ring notebook, pen, pencil, books, etc.) Teachers will give students a list of any additional materials needed on the first day of school. All students will be required to purchase a school planner at a cost of \$7.00. Scholarships for planners are available.

TEACHER REQUESTS FOR STUDENTS TO STAY AFTER SCHOOL

Students may be kept after school for 30 minutes or longer with parent/guardian permission to make up work or as a consequence for misbehavior. Any student kept will be given the opportunity to call home if requested to stay after school.

TELEPHONE

Students are allowed to use the telephone in the main office only with the written permission from a teacher and must be limited for emergencies only. Students cannot be called out of class to talk on the telephone. If it is really important, the office staff will take the message. After school plans need to be arranged before school.

TEXTBOOKS

In many classes, a numbered textbook is assigned to students. Students are responsible to keep the textbook in good condition. If a book is lost or it is damaged, students will be charged for replacement. Book prices vary. Report cards or their yearbook may be held until a student has paid or worked off the cost of the textbook or library book.

TRANSFERRING TO ANOTHER SCHOOL

Transfer forms are available in the main office. Each teacher and the librarian will sign the transfer form to insure that all books and materials have been returned.

VISITORS

Student visitors are **not** allowed at Jackson during the school day. Parents are always welcome to visit. We appreciate knowing in advance if you plan to visit. **All visitors must check in at the main office before going elsewhere in the building.**

When a need to meet a staff member arises, parents are urged to make appointments to insure teacher availability. Staff members may not be available with less than 24-hour notice.

GUIDELINES FOR STUDENT BEHAVIOR

Behavior at Jackson is based upon common sense and good manners with a minimum of written rules. Respect for one another, safety, and the right for students to learn and teachers to teach are basic. Each teacher will establish classroom behavior expectations. We believe each student is responsible for his/her own actions. Most students make excellent choices and demonstrate good behaviors. When a student is unable or unwilling to act responsibly, appropriate actions will occur in order to maintain a positive learning environment.

Every student at Jackson should have the opportunity to develop his or her abilities to the fullest. For this to happen Jackson needs to be an environment where teachers can teach and students can learn. This happens in a safe, positive and caring school. Student attitudes and behaviors shape the environment. The following reminders should guide all Jackson students.

JACKSON MIDDLE SCHOOL'S CODE OF CONDUCT

Be Respectful

- Respect yourself

Respect and honor yourself by being honest, fair and by doing your best work

- Respect others

Your fellow students and teachers deserve your respect, just as you deserve respect from them.

Being respectful of others means never using foul or hurtful language around others.

Respect the individuality of others. We are all unique.

Treat others as you would want to be treated.

Respecting others means not interfering with their right to learn or teach. This goes beyond the classroom. It includes assemblies, and all other events held at Jackson.

- Respect Property

Do not take, hide, or damage other people's property.

This includes school property.

Be Responsible

- Learning is of the utmost importance at Jackson. Come to class on time and do your best.

- You are the only person who is responsible for your behavior. Don't make excuses for inappropriate decisions. Accept the consequences when you do something wrong.

Be Safe

- Consider your safety and the safety of others when moving around the building.
- Be careful not to endanger others or their property.
- Keep your hands and feet to yourself.