

Student and Parent Handbook

West Jessamine Middle School

1400 Wilmore Road,
Nicholasville, KY, 40356
859-885-2244



WEST JESSAMINE
MIDDLE SCHOOL

Student and Parent Handbook

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Dear Students and Families,

We would like to welcome you to West Jessamine Middle School! We are excited that you will be a Colt during the 17/18 school year, and we look forward to a year full of instruction, activities, and fun!

We hope that you find the information in this handbook helpful during you and your child's transition. If we may be of any assistance, please let us know. Go Colts!

Sincerely,
WJMS Administrative Team

Mr. Matt Albertson, Principal
matt.albertson@jessamine.kyschools.us

Mr. Matthew Simpson, Assistant Principal
matt.simpson@jessamine.kyschools.us

Mr. Joe Payne, Curriculum Resource Assistant Principal
joe.payne@jessamine.kyschools.us

Mrs. Ashley Brown, Instructional Coach
ashley.brown@jessamine.kyschools.us

Ms. Kimberly Roberts, Guidance Counselor (A-K)
kimberly.roberts@jessamine.kyschools.us

Mrs. Jessica Zeitz, Guidance Counselor (L-Z)
jessica.zeitz@jessamine.kyschools.us

Mrs. Carrie Dziki, Youth Service Center Coordinator
carrie.dziki@jessamine.kyschools.us

West Jessamine Middle School Team Assignments

6th Grade Broncos	6th Grade Rough Riders	6th Grade Wranglers
Melanie Clark (ELA)	Tyler Crane (ELA)	Alison Calhoun (ELA)
Sarah Waite (Math)	Jana Hughes (Math)	Christy Sexton (Math)
Laura Ashcraft (Social Studies)	Nicole Dupree (Social Studies)	David Farmwald (Social Studies)
Brian Neal (Science)	Alex Pratt (Science)	Savannah Taylor (Science)

7th Grade Mavericks	7th Grade Marshals
Sharon Collins (Informational Studies)	Kathleen Park (Informational Studies)
Anna McGlone (Literature Studies)	(Literature Studies)
Amy King (Math)	Cheryl Scales (Math)
Tricia Carnes (Social Studies)	Kathy Henderson (Social Studies)
Kristy Bowman (Science)	Sheri Cole (Science)

8th Grade Trailblazers	8th Grade Mustangs
Amy Richmond (Informational Studies)	Rhonda Collier (Informational Studies)
Lauren Powell (Literature Studies)	Amanda Baumfeld (Literature Studies)
Raymond Scales (Math)	Andrea Taylor (Math)
Angela Burton (Social Studies)	Angela Lewis (Social Studies)
Jerri Dyer (Science)	Craig Sowders (Science)

Resource Specialist	
Karen Cooper	6 th Grade Special Education
Julie Moberly	6 th Grade Special Education
Dee Simpson	6 th Grade Special Education
Brittany Grose	7 th Grade Special Education
Brian Helton	7 th Grade Special Education
Sara Henderson	7 th /8 th Grade Special Education
Sandy Hall	8 th Grade Special Education
Bobbi Williams	8 th Grade Special Education

Jordan Brovelli	6 th / 7 th 8 th Special Education
Karen Dixon	6 th Grade Instructional Support
Michael Damron	6 th Grade Instructional Support
Judy Hines	7 th / 8 th Instructional Support
Nicole Montgomery	FMD Support
Abby Hawboldt	School Psychologist
Dee Brewer	Special Education Consultant

Arts and Intervention Teachers	
Misty Stull	Family Consumer Science
Rachel Deshler	Choir/ Drama
Matt Labarbara	Band/ Music
Jared Cobb	PE/ Health
Jennifer Howard	Pre-Engineering/ Technology
James Reed	Spanish
Ernie McElhannon	Art
Anna Campbell	Agriscience
Shane Mullen	Business
Melissa Loper	Reading Intervention
David Nelson	Math Intervention
Susan Shelton	Behavior Intervention
Donnie White	Behavior Intervention

Please visit our Staff Directory at <http://www.jessamine.kyschools.us/4/Staff> for contact information for individual staff members.

West Jessamine Middle School Bell Schedules for 2017-2018

6th Grade - 6 Period Day		7th Grade - 7 Period Day		8th Grade - 7 Period Day	
Warning Bell	8:38:00 AM	Warning Bell	8:38:00 AM	Warning Bell	8:38:00 AM
Advisory	8:40:00 AM	Advisory	8:40:00 AM	Advisory	8:40:00 AM
1st Period	8:50:00 AM	Passing	8:50:00 AM	1st Period	8:47:00 AM
Passing	9:57:00 AM	1st Period	8:54:00 AM	Passing	9:40:00 AM
2nd Period	10:01:00 AM	Passing	9:40:00 AM	2nd Period	9:44:00 AM
Passing	11:08:00 AM	2nd Period	9:44:00 AM	Passing	10:31:00 AM
3rd Period	11:12:00 AM	Passing	10:37:00 AM	3rd Period	10:35:00 AM
Passing	12:00:00 PM	3rd Period + Lunch	10:40:00 AM	Passing	11:28:00 AM
4th Period + Lunch	12:04:00 PM	Passing	12:00:00 PM	4th Period + Lunch	11:32:00 AM
Passing	1:37:00 PM	4th Period	12:04:00 PM	Passing	12:55:00 PM
5th Period	1:41:00 PM	Passing	12:57:00 PM	5th Period	12:59:00 PM
Passing	2:48:00 PM	5th Period	1:01:00 PM	Passing	1:52:00 PM
6th Period	2:52:00 PM	Passing	1:47:00 PM	6th Period	1:56:00 PM
End of Day	3:40:00 PM	6th Period	1:50:00 PM	Passing	2:43:00 PM
		Passing	2:43:00 PM	7th Period	2:47:00 PM
		7th Period	2:47:00 PM	End of Day	3:40:00 PM
		End of Day	3:40:00 PM		

You are WELCOME at WJMS

Volunteering at West Middle

The district requires that all volunteers complete a Volunteers in Public Schools form and provide a copy of your driver's license. The forms are located in the office at WJMS.

The following is a list of some of the volunteer opportunities at WJMS:

- Library
- Youth Service Center
- Office
- Classroom
- Field Trips
- Athletics

Participating in Site Based Decision Making Committees

West Jessamine Middle School Site-Based Decision Making Council is made up of parents, teachers, and administrators that meet monthly to cooperatively address school issues and to work together to increase student achievement. The council has developed the following committees to help accomplish its purpose: Budget, Curriculum and Instruction, Organization, School Culture, School Safety, and Technology. Committees generally meet once each month during the school year. Each teacher serves on at least one committee and parents are invited to serve on committees. Interested parents should sign up for a committee during Open House.

Parent Teacher Organization

West Jessamine Middle School has an active Parent Teacher Organization that consists of shared teacher and parent stakeholders. Interested parents can inquire about PTO involvement at the Open House in August.

Visiting

Instructional time for our students is most important at our school. Due to our schedule and need to maximize instruction for all students, classroom visits must be scheduled and approved in advance by administration.

Parent/Teacher Conferences

If you would like to set up a parent/teacher conference, you may contact your student's guidance counselor: Kimberly Roberts (A-K) or Jessica Zeitz (L-Z), and they will be happy to help organize the meeting.

Another great way to see WJMS

You are always welcome to come have lunch with your child. Unfortunately, due to federal regulations, no commercially-prepared food will be allowed in the school's cafeteria.

Infinite Campus Student and Parent Portals and Jessamine County Schools Online Registration Process

All families enrolled in Jessamine County Schools starting in the 17/18 school year must have an active Infinite Campus Parent Portal account and complete the JCS Online Registration process. Infinite Campus, Kentucky's Department of Education's electronic records system, offers parents and students the opportunity to access their grades, attendance, and school/teacher announcements through a Student/Parent Portal. The JCS Online Registration system allows families to electronically record and update all necessary school enrollment forms.

To access the Infinite Campus portal:

Student Access:

Each student has a login and password to access the portal. Both parents and students may access the student's account with this login information. To login to student/parent portal:

Student Login/Username: A student's school computer username/login name

Password: A student's school computer password

Parent Access:

Each household will also create a Parent Portal account starting in the 17/18 year. To request a parent portal account:

- Go to the Jessamine County Schools website at <http://www.jessamine.k12.ky.us/>
- Click on the “For Families” drop-down
- Click on the “IC Parent Portal Sign-up”
- Complete the form and submit

If you have any questions regarding this process, please contact:

Shana Cook at shana.cook@jessamine.kyschools.us

To complete the JCS Online Registration (OLR) process

- Go to the Jessamine County Schools website at <http://www.jessamine.k12.ky.us/>
- Click on the OLR icon on the home school
- Follow the listed instructions and submit

Attendance Policies and Procedures at a Glance

West Jessamine Middle School will adhere to state and district attendance statutes, policies, and procedures. Please read the Jessamine County Code of Conduct's attendance policies.

A written excuse must be provided to the school when a student misses any part of the regular school day. This includes tardies, half-day absences, and full-day absences.

Excused Absences

- A parent note may be submitted to excuse six (6) full days of absences per school year
- A doctor's note may be provided to excuse up to 12 full days of absences per school year. Upon the 12th doctor's note, parents will receive a district referral to Jessamine County School's nurse to implement board policy
- A student may miss up to six (6) days without a doctor or legal note. This includes parent notes and unexcused absences. Once the six (6) day limit has been reached, all future absences without a doctor or legal note will remain unexcused

Excused Tardies

- A parent note may be submitted to excuse six (6) tardies per school year
- Doctor and/or legal notes may be submitted as an excused tardy.

Policies and Procedures

- Students will turn in their excuse notes each morning at the front office
- When parents sign a child out of school, it will count as a parent absence or parent tardy excuse unless a doctor or legal note is provided
- Students have five school days from the date of an absence to submit a parent or doctor note

Homework Request

- Homework requests take a minimum of 24 hours to fill
- Requests will only be taken for students making two or more consecutive days

Medical Requirements

To enroll in 6th grade in a Kentucky School, you must have the following by the beginning of the school year:

- Up-to-date immunization certificate
- Official Kentucky School Physical

If you have not yet scheduled an appointment for your child to meet the medical requirements, do so as soon as possible. Please note that noncompliance with state medical requirements may result in your child not being able to attend school until they are received.

All students enrolling from outside Kentucky or the United States must have:

- Up-to-date Kentucky immunization certificate within two weeks of enrolling
- School Physical within 30 days of enrolling

The Jessamine County Health Department (JCHD) will transfer an immunization certificate to a Kentucky Immunization Certificate. For more information, you may contact JCHD at 885-4149.

School Nurse/Medication at School

Students must have a note from a teacher to see the school nurse. Students may see the nurse if they are bleeding/vomiting, have an asthma attack, need a lice check, have a fever, receive trauma to the head, need to take prescription medications, or need a foreign object (splinter, lead, etc.) removed.

No student is allowed to carry medicine with him/her at school, with the exception of inhalers for the treatment of asthma. Any student who needs to take medication at school must take the medicine in the original container, to the nurse's office and have a medication authorization form on file with the nurse. The medication authorization form must be completed by the parent and returned to the nurse who will fax the form to the doctor for his/her signature. The authorization form must be completed for ALL medication including prescription drugs and over-the-counter drugs such as Tylenol, Advil, inhalers, and cold medicine.

- Students may carry cough drops and throat lozenges which require no medical authorization form
- Inhalers may be carried by students, but a medication authorization form must be on file

Cafeteria Services and Information

What We Offer

The Jessamine County Schools Child Nutrition Program provides nutritionally balanced, low cost or free meals to our students each school day. School lunch menus must adhere to the United States Department of Agriculture dietary guidelines. These guidelines require school lunches to average no more than 30 percent calories from fat and no more than 10 percent calories from saturated fat in a one-week period and provide one-third of the recommended dietary allowance for children. School breakfasts provide one-fourth of the Recommended Dietary Allowance for children. In addition, school lunches include a variety of fresh fruits and vegetables, low-fat milk and whole grain products.

School Meal Prices

Middle/High Schools Lunch \$1.85 Reduced lunch \$0.40 Breakfast \$1.00 Reduced breakfast \$0.30 Extra Milk \$.50	Adult Meals Lunch \$3.50 Breakfast \$2.50
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MY SCHOOL BUCKS

Shorten your to-do list – PAY ONLINE!

You can cross off adding money to your child's lunch account when you set up recurring payments with mySchoolBucks. By scheduling your payments, you can customize your account to work for you while keeping your child's account from getting low. Go to following link to register for an account:

<https://www.myschoolbucks.com>

Or get the mobile app from:



MONTHLY BREAKFAST AND LUNCH MENUS AVAILABLE AT:

<http://www.jessamine.kyschools.us/administrativeDepartment.aspx?aid=8>

Glass Containers

For the safety of all students and staff, no glass containers will be allowed at lunch. Please refrain from sending them to school.

Transportation

Bus Riders

You may access bus information, including the bus number and approximate time for pick-up, by following these directions:

- Go to the district website at jessamine.kyschools.us
- Click on “Departments” on the top-right side, scroll down, and select “Transportation”
- Click on “Transfinder” on the right side of the page under “Links”
- Type in your address and then “search”

Car Riders

Students are allowed into the building at 8:10 AM each morning. After the building is open, students are supervised in the cafeteria until 8:25 AM and then dismissed to advisory class. Students who are at school prior to when the building is open must wait outside, and supervision is not provided until the building is open and students are inside.

Students who are picked up after school are supervised until 3:50 PM. After this time, students are only allowed in the building if they are under the direct supervision of a staff member.

After School/Evening Events

Students who attend events after school such as ball games, tutoring, or concerts, must have transportation that is immediately available when the event is over. Students who are left at events for long periods of time without transportation may be denied the privilege of attending future after school activities. Students attending an athletic event must be under the supervision of an adult while at the activity.

Athletics and Extracurricular Activities

Involvement in extracurricular activities at school contributes to a positive social experience for students at middle school. At WJMS, we offer a number of athletic and extracurricular activities. Students are encouraged to pursue involvement in areas of interest.

Student athletes are held accountable to meet the academic and behavioral expectations established by the Kentucky High School Athletic Association as well as the Salt River Athletic Conference. Grades and behavior will be monitored, and students will be eligible to play if they are passing their classes and if their behavior in the classroom is appropriate.

All students must have a sports physical examination form on file with the coach before they may participate in tryouts or practice. The sports physical form is available at the school and is considered current for participation for one calendar year from the date it was completed.

The following sports/activities are available at WJMS:

<p><u>FALL</u> Dance Football Girls’ Basketball Cross Country Swim Bass Fishing</p>	<p><u>SPRING</u> Girls’ Soccer Boys’ Soccer Track Tennis Softball Baseball</p>
<p><u>WINTER</u> Boys’ Basketball Volleyball Archery Bowling Wrestling</p>	<p><u>YEAR-LONG</u> Academic team Cheerleading</p>

Lockers are one of the most difficult parts of transitioning for 6th grade students. We recommend that students practice over the summer with a combination lock. Below is a guide to using a combination lock.

Combination: 19 -23- 25

STEP 1: Go to Zero



STEP 2: Turn the dial to the right and stop at 19 (first number)



STEP 3: Turn the dial ONE **full turn** to the left, **passing the first number**, and stop at 23 (second number).



STEP 4: Turn the dial to the right and stop at 25 (third number).



STEP 4:
Pull lever to open

Character Expectations

Each student at WJMS is expected to be respectful, safe, connected, and responsible. When students do not exhibit the expectations for appropriate behavior, they may receive a team consequence or an office referral that is addressed by an administrator. The Jessamine County Code of Conduct provides detailed information regarding behavioral expectations as well as interventions and consequences that might occur when expectations are not met.

No one is allowed to use any tobacco product while on school property. If a student uses or is in possession of any tobacco product, including lighters and matches, the item(s) will be confiscated and disposed of and the student will receive consequences consistent with the district Code of Conduct.

Students are responsible for the proper care of the school building, school bus, and items supplied by the school district including books, calculators, desks, and supplies. Students who damage items at school will be responsible for replacing or repairing the item and may receive consequences for the vandalism.

Possession of weapons, dangerous instruments, or look-alike items is prohibited on school grounds, in school vehicles, and at all school-sponsored events. School staff will follow district procedures in responding immediately to any report that a weapon or dangerous instrument is on school grounds. The school response to a student who is in possession of a dangerous instrument or weapon will include notifying the Deputy Superintendent or Superintendent of Jessamine County Schools who will make a determination regarding a referral to the Board of Education for expulsion.

When students have difficulty following the expectations or making positive decisions, we will provide both interventions and consequences to help them achieve greater success. As a consequence, students may be assigned to after school detention, CIA (in-school suspension), OCS (off-campus suspension), or OSS (out-of-school suspension).

After school detention is supervised by an administrator. It may be assigned for a Tuesday or a Thursday, and it is from the end of the school day until 4:50 PM. Parents must provide transportation home after detention. Parents will always be contacted to arrange transportation when after school detention is assigned. If a student is unable to stay after school, an alternate consequence will be assigned.

While in CIA, students will complete the work provided to them by their teachers and work with the CIA teacher to learn better strategies for success at school. CIA is located at West Jessamine Middle School and may be assigned for a full day or a partial day.

Off-campus suspension is at Providence School, and students complete the work provided to them by their teachers. When students are assigned to OCS, they ride their regular bus to school and then take a shuttle bus to Providence. At the end of the day, students return to WJMS on the shuttle bus and then ride their regular school bus home at the end of the day. For more significant behavioral issues, students may be assigned out-of-school suspension.

Consistent Colt Character is being...

Respectful

- Use positive, kind words with all
- Care for the school and its property
- Only use personal technology devices when given permission
- Be considerate of others' property, privacy, and space

Safe

- Make healthy life choices by abstaining from tobacco, drugs, and alcohol
- Report unsafe activities, weapons, or threats
- Seek out school staff in order to prevent confrontations

Black out bullying!



Connected

- Use your gifts for positive impact
- Actively participate in clubs, sports, arts programs, and organizations
- Support our school by attending West Middle activities
- Engage in community activities

Responsible

- Learn to the best of your ability
- Prepare for class physically and mentally
- Take responsibility for your actions
- Follow the school dress code

Be Colt Proud! The West Way!

Dress Code

The following items will be considered a violation of the West Jessamine Middle School Dress Code:

- head coverings in the building
- clothing which exposes undergarments or midriffs, including but not limited to lowrider pants, strapless tops, low-cut tops, tank tops, halter tops, open-back shirts, muscle shirts, or basketball jerseys; no see-through or mesh shirts, tops, dresses, slacks, or shorts may be worn unless worn over other clothing
- accessories that can be used as a weapon (chains, dog collars, spikes)
- pants or shorts that are considered sagging; all pants must be worn at the waistline
- clothing that creates a classroom distraction and/or promotes or suggests lewdness, profanity, vulgarity, racism, violence, drug references, tobacco, or alcoholic beverages
- leggings/yoga pants/jeggings that are worn without a top that extends to the mid-thigh
- pants or shorts that have holes or slits above the knee
- pajama bottoms/tops or bedroom/house slippers
- shorts, dresses, and skirts that are immodest and/or shorter in length than the lower thigh (extended fingertips)
- sunglasses are not allowed to be worn at school
- heavy coats and backpacks may not be brought into the classroom

Note: Administrative discretion will apply to these rules.

Consequences: Students must be in compliance with dress code either by parents bringing appropriate clothing or the student changing into clothes provided by the front office. Students refusing to comply with the dress code will be written up for “non-compliance with school rules.”

Cell Phone Policy WJMS

The Jessamine County Student Code of Conduct states that the unauthorized use of any type of telecommunication device or similar electronic device by a student on school grounds during instructional time is prohibited. At West Jessamine Middle School, students are not allowed to use their cell phones at any time during the school day, which begins at 8:30 AM and ends at 3:40 PM. If a cell phone is seen or heard by a teacher during the school day, the following procedures will be followed:

First offense: The phone will be confiscated by the teacher or staff member who hears or sees the phone and will be given to an administrator. A parent must pick the phone up from school. When the parent picks the phone up, he or she will sign a statement that indicates if the phone is confiscated again, the parent must pay an administrative fee of \$10 before the phone is returned.

Any additional offense: The phone will be confiscated by the teacher or staff member who hears or sees the phone and will be given to an administrator. A parent must pick the phone up from school. When the parent picks the phone up, he or she must pay an administrative fee of \$10. The phone will be returned to the parent only upon the payment of the administrative fee.

Teachers and administrators may grant permission for a student to use his/her cell phone during the school day under special circumstances.

Student Discipline

Students who exhibit misconduct are subject to a variety of discipline consequences based on the severity of the offense. It is important to note that discipline policies are in effect during the time students are on campus for instructional or extracurricular events and at any activity that is related to our school that takes place off campus (athletics, music, field trips, etc.).

Administrators will assign consequences using the following options:

- Warning
- Detention
- Community service
- In-School Suspension (CIA)
- Off-Campus Suspension (OCS)
- Out-of-School Suspension (OSS)
- Recommendation for PASS program (Positive Approach to Student Success)
- Recommendation for administrative hearing
- Recommendation for expulsion

Warning: At the administrator's discretion, a warning may be given and will be documented.

Detention: Detention will be assigned by administration and held after school. Parents will be contacted and transportation will be the responsibility of the family.

Community service: Students will be assigned a period of after school work assignments in conjunction with the school custodial staff. Jobs will range from sweeping or mopping to window cleaning or general trash clean up. Community service will be assigned in conjunction with parents to insure proper transportation home.

In-School suspension: Students placed in CIA will report to room 119 on the day of assignment. At that time, students will place cell phones and other electronic devices in a secure location. Students assigned to CIA should bring assignments from each of their classes to complete while in CIA. Students assigned to CIA will eat lunch separately from the rest of the student body. Parents will be notified of this assignment.

Off-campus suspension: OCS is an alternative to out-of-school suspension. Students assigned to OCS should bring assignments from each of their classes to complete while in OCS. Students placed in OCS report to WJMS and then are transported to the Providence School for the entire school day. Students will be placed in isolated work areas and will complete assignments under the management of the OCS monitor. Students will return to WJMS at the end of the school day to catch their bus or ride. Parents will be notified of this assignment.

Out-of-school suspension: OSS is the most serious level of consequence and will be assigned for major violations, including but not limited to: fighting, aggressive misbehavior towards a school employee, drug or alcohol violations, threatening, bullying, or hazing of any kind. Students with excessive OSS assignments are subject to an administrative hearing or a recommendation for expulsion.

Recommendation for Positive Approach for Student Success (PASS) program: PASS is a behavior program which places students in a small classroom setting for an initial 10-day period (or longer as determined by administration) during which behavior goals and strategies are reinforced and completion of assignments is emphasized. Students are then placed back in the regular classroom with continued behavior monitoring.

Recommendation for administrative hearing: An administrative hearing is convened when a student has reached the limit of tolerable discipline interventions. The administrative hearing will be chaired by a District Office representative and will include:

- the administrator making the recommendation,
- the student and his/her parents,
- the JCBOE Director of Pupil Personnel, and

- the Superintendent or designee.

Possible outcomes include but are not limited to, a recommendation for an alternative placement, removal to home services, behavior contracts, or a recommendation that a student be placed before the School Board for expulsion.

Recommendation for expulsion: In serious cases, students may be directly recommended to the School Board for expulsion. Any situation where student or staff safety is put at risk will result in a recommendation from WJMS that the offending student(s) be expelled. At its discretion, the School Board may expel a student for up to one calendar year.

All administrative decisions are subject to appeal as outlined in the Jessamine Code of Conduct.

WJMS Discipline Procedures and Administrative Actions

This section of the handbook lists offenses and guidelines for consequences. Students may be referred to the office by teachers, administrators, or any other WJMS staff members. Administrators will communicate with the students concerning the referral and students will have the opportunity to:

- admit or deny the charge leveled in the referral,
- tell their side of the story,
- identify and call witnesses to support their position, and
- speak to parents by phone.

Administrators will then make decisions and provide consequences. Administrators retain the right to alter consequences outlined in the guidelines based on individual and/or extenuating circumstances.

Academic dishonesty: Including but not limited to cheating, copying from another student, or plagiarism (taking the ideas or writings of others and presenting them as if they are your own writing or ideas).

1st Offense: The student will receive a zero on the work and a parent conference may be held.

2nd Offense: The student will receive a zero on the work and a parent conference will be held and student will serve 1 day of CIA.

3rd Offense: The student will receive a zero and student will serve 1 day of OCS.

Acts of disrespect: Any actions initiated by students which display intentional lack of courteous regard for staff member authority, such as talking back, mocking, making rude, inappropriate comments:

1st Offense: 1 day of CIA

2nd Offense: 2 days of CIA

3rd Offense: 1 day of OCS

Aggressive misbehavior toward any school employee: Threatening physical contact or actual physical contact of school employee(s) by a student or group of students with the intention of doing bodily harm.

A minimum of 3-5 days of OCS/OSS.

Note: Depending upon the degree of misbehavior, other consequences may include alternative placement, referral for administrative hearing, recommendation for expulsion, and notification of legal authorities.

Arson: Starting or trying to start a fire within the school environment.

OSS for 1 to 10 days will be assigned with the number of days based on severity.

Note: Depending upon the degree, other consequences may include alternative placement, referral for administrative

hearing, recommendation for expulsion, and notification of legal authorities.

Bomb threat: Making a threat that a bomb has been placed in or is ready to explode on school property or at a school sponsored activity.

OSS pending alternative placement, referral for administrative hearing, or recommendation for expulsion, and notification of legal authorities.

Defiance of authority: Willfully disobeying a reasonable request of school personnel or school rules.

1st Offense: 1 day of CIA

2nd Offense: 2 days of CIA

3rd Offense: 1 day of OCS

Subsequent offenses will result in OSS

*Serious offenses will begin with higher level consequences.

Note: Depending upon the degree, other consequences may include referral for counseling, alternative placement, referral for administrative hearing, or recommendation for expulsion.

Disorderly conduct: Acting in a manner which is disruptive to the orderly educational procedure of the school or encourages others to be disruptive such as unusual noise or behavior that inappropriately draws attention from others.

1st Offense: 1 day of CIA

2nd Offense: 2 days of CIA

3rd Offense: 1 day of OCS

Excessive tardiness: Consistently arriving to school or to class late (4 or more times per semester).

1st Offense: 1 day of CIA

2nd Offense: 2 days of CIA

3rd Offense: 1 day of OCS

Subsequent offenses may result in OSS.

Extortion: Soliciting of money or something of value from another student, despite the amount, in return for protection or in connection with a threat to inflict harm.

Suspension ranging from 1-10 days will be assigned.

False fire alarm: Falsely alerting the Fire Department to a non-existent fire or falsely activating a school alarm. Intentionally removing the cover from the system will result in 1 day of OCS.

If the alarm is pulled, the student will be suspended pending an administrative hearing and additional consequences may include alternative placement or recommendation for expulsion, and notification of legal authorities.

Fighting: Mutual participation in a fight involving physical violence.

1st Offense: 1-10 days of OSS

2nd Offense: 5-10 days of OSS and charges filed

OSS days may be reduced if the student agrees to anger management counseling.

Consequences for subsequent offenses may include alternative placement, referral for administrative hearing, or recommendation for expulsion, and notification of legal authorities.

Forgery: Using falsely the name of another person or falsifying documents or correspondence from or to the school.

1st Offense: 1 day of CIA

2nd Offense: 2 days of CIA

3rd Offense: 1 day of OCS
Subsequent offenses will result in OSS.

Gambling: Participating in games of chance for the express purpose of exchanging money, property, or favors.

1st Offense: 1 day of CIA
Subsequent offenses will result in 1 day of OCS and a parent conference.

Harassment: Making an offensively coarse utterance, gesture, or display; following a person or committing acts which alarm or seriously annoy another person.

1st Offense: 1 day of CIA
2nd Offense: 2 days of CIA
3rd Offense: 1 day of OCS
Subsequent offenses will result in OSS.

Note: Serious offenses will begin with higher level consequences and may also include referral for counseling, implementation of a “no contact” agreement, alternative placement, referral for administrative hearing, or recommendation for expulsion.

Huffing or sniffing: Huffing or sniffing or being under the influence of any inhalant or solvent, other than for legitimate medical purposes.

Consequences may include suspension, referral for counseling, alternative placement, referral for administrative hearing, or recommendation for expulsion, and notification of legal authorities.

Inappropriate display of affection: Kissing or other inappropriate contact between students. After given a verbal warning, students who continue in this type of behavior will receive the following consequences:

1st Offense: 1 detention
2nd Offense: 1 day of CIA
3rd Offense: 2 days of CIA
4th Offense: 1 days of OCS
Subsequent offenses will result in OSS.

Larceny (Theft): The unlawful taking, carrying, leading, or riding away of property from the possession of or without the permission of the owner, the possession of stolen property; the selling of school property.

1st Offense: 3 days of CIA
2nd Offense: 2-5 days of OCS
3rd Offense: 3-10 days of OSS

Note: Depending upon the value of the property, consequences may include suspension, referral for counseling, alternative placement, referral for administrative hearing, or recommendation for expulsion, and notification of legal authorities.

Non-compliance of classroom rules: Disobeying a school rule or an individual teacher’s classroom rule.

1st Offense: 1 day of CIA
2nd Offense: 2 days of CIA
3rd Offense: 1 day of OCS
Subsequent offenses will result in OSS.

Physical assault: One person or a group physically attacking another person or group.

1st Offense: 5-10 days of OSS

Note: Depending upon the severity of the assault, consequences may also include referral for counseling, implementation of a “no contact” agreement, alternative placement, referral for administrative hearing, or

recommendation for expulsion, and notification of legal authorities.

Possession of dangerous instruments: Possessing any threatening instrument or reasonable substitute such as, but not limited to, knives (pocket knife or utility knife), clubs, chains, firecrackers, or box cutters.

1st Offense: Confiscation of item and 1-3 days of OCS

2nd Offense: Confiscation of item and 5-10 days of OSS

Subsequent Offenses: Consequences may include alternative placement, referral for administrative hearing, or recommendation for expulsion, and notification of legal authorities.

Possession of drug paraphernalia: Possession of equipment or items which can be used to smoke, inhale, ingest, inject, store or process drugs, controlled substances, hallucinogenic materials or lookalike items such as, but not limited to, cigarette papers, homemade pipes, syringes, etc., other than for legitimate medical purposes.

1st Offense: Confiscation of item and 1-3 days OCS and referral for counseling

2nd Offense: Confiscation of item and 1-3 days OSS

Subsequent Offenses: Consequences may include referral for administrative hearing and notification of legal authorities.

Possession or use of alcohol/drugs: Using, possessing, being under the influence of, transporting, or storing in one's locker any kind of beverage classified as alcoholic or containing any level of alcohol; illegal drugs/and or look-alike substances; controlled or illegal substances; hallucinogenic drugs or materials.

Refer to the intervention for alcohol/drug use as outlined in the Student Code of Conduct.

Possession/use of firearms: Possessing and/or using a handgun, a rifle, a shotgun, or other firearm such as, but not limited to, a starter gun or an explosive, incendiary or poison gas bomb, grenade, rocket, missile, or mine. This includes look-alike items.

Students who bring or possess firearms at school will be expelled for one calendar year and legal authorities will be notified.

Possession or use of tobacco products/E-cigarettes: WJMS is a 24 hour smoke-free campus. The use or possession of any tobacco products, E-Cigarettes, lighters, or matches is prohibited on school property at all times. Violation of this policy shall constitute reason for disciplinary action.

1st Offense: 1 day of CIA

2nd Offense: 2 days of CIA

3rd Offense: 1 day OCS and \$10.00 fee

Subsequent offenses will result in OCS and fee.

Possession or use of weapons other than firearms: Possessing and/or using items such as, but not limited to, BB guns, switchblades or knives, or brass knuckles (this includes look-alike items). OSS pending alternative placement, referral for administrative hearing, or recommendation for expulsion.

Profanity or Vulgarity: The use of profanity or vulgarity in a physical gesture, verbal, or written manner. (Students must express themselves without the use of obscenities.)

1st Offense: 1 day of CIA

2nd Offense: 2 days of CIA

3rd Offense: 1 day of OCS

Subsequent offenses will result OSS.

Note: Profanity or vulgarity directed at peers or adults will result in more serious consequences.

Selling, distributing, or giving to others alcohol, drugs, or look-alike items: OSS pending alternative placement, referral for administrative hearing, or recommendation for expulsion.

Sexual harassment: Any unwelcome behavior of a sexual nature that interferes with the life of the targeted individual(s); it is unsolicited and non-reciprocal. It includes use of sexist terms, comments about body parts, sexual

advances, electronic distribution or possession of sexual or nude photos, unwanted touching, gestures, taunting, sexual graffiti, and rumors about someone's sexual identity or activity. Student conduct known as "mooning" (pulling down one's own pants) and "panting" (pulling down another person's pants) will be treated as sexual harassment.

1st Offense: 2-3 days of CIA

2nd Offense: 2-5 day of OCS

Subsequent offenses will result in OSS.

Note: Serious offenses will begin with higher level consequences and may also include referral for counseling, implementation of a "no contact" agreement, alternative placement, referral for administrative hearing, or recommendation for expulsion.

Skipping class: Willful non-attendance of class(es).

1st Offense: 1 day of CIA

2nd Offense: 1 day of CIA

3rd Offense: 2 days of CIA

4th Offense: 1 day of OCS

Subsequent offenses will result in OSS.

Threat/Intimidation/Bullying: Physically or verbally placing another in fear of bodily harm without displaying a weapon or subjecting the person to actual physical attack. Bullying, in particular, includes actions intended to cause others to feel socially excluded, sexually harassed, or frightened. These actions can include mean teasing.

For any threat/intimidation/bullying offense, suspension will occur.

Note: Depending upon the severity, consequences may include referral for counseling, implementation of a "no contact" agreement, alternative placement, referral for administrative hearing, or recommendation for expulsion.

Unauthorized departure: Leaving the school campus during the school day without prior approval of the principal.

1st Offense: 1 day of CIA

2nd Offense: 2 days of CIA

3rd Offense: 1 day of OCS

Subsequent offenses may result in OSS.

Vandalism: Willful destruction, injury, disfigurement, or defacement of any public or private property without the consent of the owner including, but not limited to, cutting, tearing, breaking, marking, painting, drawing, or covering with filth.

If the student vandalizes in such a way that it will require money or time on the part of someone else to fix the damage, the student must make restitution.

Note: Depending upon the value of the property, consequences may include detention, CIA, suspension, referral for counseling, alternative placement, referral for administrative hearing, or recommendation for expulsion, and notification of legal authorities.

Unauthorized selling: Selling items or services at school or while under authority of school personnel without the authorization of the principal or another appropriate school employee.

1st Offense: Confiscation of items and 1 detention

2nd Offense: Confiscation of items and 1 day of CIA

3rd Offense: Confiscation of items and 2 days of CIA

4th Offense: Confiscation of items and 1 day of OCS

Individual Learning Plans/Career Cruising

Students across Kentucky are required to complete an Individual Learning Plan (ILP) beginning in the 6th grade. This learning plan is designed to help students bring together their academic achievements, extracurricular experiences, and career and education exploration activities. This enables the student, parents or guardians, teachers, and counselors to work together to develop a course of study that meets the student's needs and goals.

Through the **Student ILP Tool** students can:

- record career, education, and life goals
- bookmark careers and schools that are of interest and include thoughts about each
- explore the Kentucky Career Clusters and track the clusters that are interesting
- store results from standardized tests and assessments, including Career Matchmaker
- keep track of career and educational exploration activities
- record extracurricular activities, hobbies, and interests
- document community services and work experience
- develop a four-year high school education plan
- list awards and recognitions received
- document participation in learning services and programs
- upload related files, such as essays, scanned artwork, and letters of reference
- create personalized, professional-looking resumes

The Individual Learning Plan (ILP) is fully integrated with the Career Cruising guidance system. Career Cruising is an internet-based career exploration and planning tool your child can use to explore career and college options and develop a career plan. Career Cruising can be accessed from school, from home, or wherever a student has access to the internet. Features of this program include:

- **Interest and Skills Assessment** - a world-renowned career assessment tool to help people identify suitable career options based on interests and skills
- **Career Profiles** - thorough and up-to-date information about hundreds of different occupations, including direct links between careers and college programs
- **Multimedia Interviews** - interviews with real people in each occupation, which add depth and realism to career profiles
- **College and Financial Aid Information** - comprehensive college and financial aid information, with a number of useful search tools to help students find the right college and the right scholarships
- **Individual Learning Plan** - available online, so students can develop education and career plans from accessing Career Cruising
- **Resume Builder** - integrated with the portfolio to help students format and print professional-looking resumes quickly and easily

ILP Completion Standards

The following chart illustrates which sections of the ILP students in each grade are required to complete. In addition, students will be required to indicate that they have reviewed and revised the required sections each

year.

Completion Criteria	Grade Level						
	6	7	8	9	10	11	12
Advisement Activities							
Annual ILP Review	✓	✓	✓	✓	✓	✓	✓
Annual Student Survey	✓	✓	✓	✓	✓	✓	✓
Career Exploration & Assessments	6	7	8	9	10	11	12
Career Matchmaker	✓		✓		✓		
My Skills				✓		✓	
Careers that Interest Me	✓	✓	✓	✓	✓	✓	✓
Schools that Interest Me		✓	✓	✓	✓	✓	✓
Goals & Plans	6	7	8	9	10	11	12
Career & Life Goals			✓	✓	✓	✓	✓
Career Cluster Interests	✓	✓	✓	✓	✓	✓	✓
Post-Secondary Goals			✓	✓	✓	✓	✓
Career Planning Activities			✓	✓	✓	✓	✓
Activities, Experiences & Awards	6	7	8	9	10	11	12
Organizations & Activities		✓	✓	✓	✓	✓	✓
Community Service			✓	✓	✓	✓	✓
Education Plan	6	7	8	9	10	11	12
Education Plan – Grade 9			✓	✓			
Education Plan – Grade 10				✓	✓		
Education Plan – Grade 11					✓	✓	
Education Plan – Grade 12						✓	✓



Kentucky Department of Education
Individual Learning Plan



Accelerated Reader (AR)

Accelerated Reader (AR) is an important component of our ELA and Literature Studies classes. The program is designed to encourage students to read books appropriate to their ability and will ultimately help students achieve higher reading comprehension.

Students will receive extensive AR instruction from the classroom teacher and librarian. All AR books in the WJMS library have stickers that identify AR levels to make it easier to find books that fall within the students' reading range levels. The WJMS library can be accessed online at <http://www.jessamine.k12.ky.us/wjms/Library.html> and contains a search link. Also, if you or a student wants to know if a book is AR, the reading range of the book, and points assigned to the book, please use the following website: www.arbookfind.com.

At the end of each nine-week grading term, a 100-point formative grade will be submitted to the grade book; it is the percent of the goal met. For example, if the goal is 30 points and 28 points were earned, the percentage earned is 93% ($28/30 = 93\%$).

To encourage the Accelerated Reader program, students receive small incentives as they reach their goals. Once students reach their AR goal each term, they will receive a small treat from the library. For the remainder of that grading period on each Wednesday, students will receive an armband and an additional treat. In addition to these rewards, students who earn their AR goals each nine weeks will be invited to a team celebration. Finally, students who earn their AR goal all four grading periods will earn an invitation to the yearly Reading Celebration. The Reading Celebration is a day of fun outside with lunch, inflatables, games, and more!

Please check AR HomeConnect regularly for information and data on student progress towards his/her goal. This website can be found under the "Library" tab on our school's website: <http://www.jessamine.kyschools.us/wjms/Library.html>, then click "AR Home Access."

Scheduling Classes

Basic Daily Schedule

WJMS will receive approximately 380 new 6th grade students from three feeder schools in the district: Nicholasville Elementary, Rosenwald Dunbar Elementary, and Wilmore Elementary. Students entering the 6th grade will be divided into three teams. One team is housed on the second level of the building, one is housed on the first floor, and the third will be housed on the first level in the main hallway. Each team will consist of four core teachers: math, English, science, and social studies. Incoming 7th and 8th grade students will be on two teams consisting of 5 core teachers; each teacher is responsible for one core subject (math, science, social studies, English Literature Studies, and English Informational Studies). In addition to the five core classes, students will also be enrolled in two electives (specials) classes each day.

Required Classes

6th grade core classes include: math, science, social studies, and English. All students are required to take the four core classes each year.

7th and 8th grade core classes include: math, science, social studies, English Literature Studies, and English Informational Studies. All students are required to take the five core classes each year.

Rotation Classes

Rotation classes are what elementary schools refer to as “specials.” Students will attend these classes every day for nine weeks or longer. Rotation classes can vary from year-to-year depending on funding, Kentucky Department of Education (KDE) requirements, and SBDM policy. \

High School Credit Classes

8th grade students are offered high school credit classes. These classes will vary from year-to-year and require an application process. Some classes are taught at Jessamine County Technology Center (JCTC) during a zero block hour (before school begins).

Class Placement

Special Scheduling Considerations

Accelerated/Advanced Classes

Students are placed into accelerated classes based on MAP scores, KPREP, and academic performance. WJMS offers an accelerated track for math and an advanced track for ELA, English Literature Studies and English Informational Studies.

An accelerated math class means students will be enrolled in a math class that is at least one grade level above the standard for his or her grade (i.e. a 7th grade student would typically be placed into a regular 7th grade math course but an accelerated 7th grade student could be placed into a Pre-Algebra course).

Students are expected to have a solid foundation in basic math skills, be able to move at a fast pace, and participate in class discussions and projects.

The advanced English Literature Studies and English Informational Studies classes cover the standard ELA curriculum at a faster pace and at a more in-depth level. Students are expected to contribute to class discussions, complete additional, higher level readings and assignments, focus on use of advanced vocabulary and writing skills, and participate in group presentations.

Gifted and Talented

Students who have been identified for the Gifted and Talented Program will be serviced in a variety of ways. Please contact the Gifted and Talented Coordinator for questions regarding this program, Melissa Beers, (859) 885-2244, melissa.beers@jessamine.kyschools.us.

Special Education (IEP)

Students with an IEP are scheduled according to their current plan. If you have questions or concerns and would like to schedule an ARC meeting, please contact Dee Brewer, Special Education Facilitator, (859) 885-4179, dee.brewer@jessamine.kyschools.us. She works at Central Office.

504 Plan

The guidance counselors are responsible for facilitating compliance of 504 plans. Please contact the student's guidance counselor with questions or concerns. Counselors are assigned to the following teams:

Last Names (A-K) - Ms. Kimberly Roberts
kimberly.roberts@jessamine.kyschools.us

Last Names (L-Z) - Mrs. Jessica Zeitz
jessica.zeitz@jessamine.kyschools.us

Course Descriptions and Sample Schedules

For a complete listing of 17/18 Course Descriptions and examples of student grade level schedules, please visit our West Jessamine Middle School Guidance Registration and Scheduling Guide at <http://bit.ly/2nyYBSv>

Flexible Staff Development Days Thursday, August 10th, Friday, August 11th
 District-wide Teacher Meeting Day Monday, August 14th
 Teacher Work Day Tuesday, August 15th
 First Day for Students Wednesday, August 16th
 Kindergarten Phase-in Weds/Thurs, August 16th-17th
 Preschool Phase-in Weds/Thurs, August 30th-31st
 No School Labor Day Monday, September 4th
 Fall Break October 9th-October 13th
 No School/ Parent Teacher Conf. Day/Data Review Wednesday, October 25th
 Thanksgiving Break November 22nd-November 24th
 Christmas Break December 20th-January 2nd

No School Martin Luther King, Jr. Day Monday, January 15th
 No School Presidents' Day/Flexible Staff Development Monday, February 19th
 Spring Break April 2nd-April 6th
 Testing Window Last 14 Instructional Days of District Calendar
 *Last Day for Preschool Friday, May 18th
 No School Primary Election Day/Flexible Staff Development Tuesday, May 22nd
 *End of Fourth Term/Early Release Day Friday, May 25th
 Memorial Day Monday, May 28th
 *Required Staff Development Day Tuesday, May 29th
 *Closing Day Wednesday, May 30th

Dates that school is not in session are shown with circles ○ and/or are shaded.

○ = Students Out of School

■ = Students and Teachers Out of School

▨ = All Schools and Offices Closed

△ = End of Grading Period

↘ = Early Release

Jessamine County Schools will designate up to 10 inclement weather days as nontraditional instruction days which will not be part of the make-up rotation.

Days Missed/Make-up

- 11 — May 29
- 12 — May 30
- 13 — May 31
- 14 — June 1
- 15 — June 4
- 16 — June 5
- 17 — June 6

Approved Calendar 2017-2018
 01/23/2017 subject to change

2017 July

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2018 January

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						