

William James Middle School

Student Handbook



Be That Student

2020-2021

3030 Trace Creek Rd.

White Bluff, TN 37187

Phone: 615.740.5770

Fax: 615.797.6401

Director of Schools: **Dr. Danny Weeks**

Director of Student Services: **Steve Sorrells**

Secondary Director: **Dr. Robbie Faulkner**

Principal: **Jan Ford**

Assistant Principal: **Mitch Pierce**

Website: <http://wjms.dicksoncountyschools.org>

Vision Statement

Our vision at WJMS is to challenge our students to reach their full potential by taking ownership of their learning while developing self-confidence, self-discipline, and self-motivation.

Mission Statement

The mission of William James Middle School is to provide opportunities for academic and social growth for all students in a safe learning environment.

Skyward: Parents and students can view grades at any time using Skyward. You can download the free app on your mobile device or log in through the Dickson County Schools website at <http://www.dcstn.org/>. It is important that you provide your email address and a working phone number on Skyward to receive daily communications and school announcements. If you need help getting started or need your initial password, contact Ms. Sherie Guye in the WJMS office.



Faculty and Staff of William James Middle School

Administration

Jan Ford—Principal JFord@dcstn.org

Mitch Pierce—Assistance Principal MPierce@dcstn.org

Office Staff

Sherie Guye—Secretary SGuye@dcstn.org

Sherry Perry—Bookkeeper SPerry@dcstn.org

8th Grade Teachers

Adam Bogle – Social Studies ABogle@dcstn.org

Lora Deiter—Math/Algebra LDeiter@dcstn.org

Megan Halter – Science MHalter@dcstn.org

Tanya Williams – ELA TanyaWilliams@dcstn.org

7th Grade Teachers

Christy Daniels—ELA ChristyDaniels@dcstn.org

Ashley Plotzer—Science APlotzer@dcstn.org

Jacob Puckett—Social Studies JacobPuckett@dcstn.org

Kaci Puckett—Math KPuckett@dcstn.org

6th Grade Teachers

Amanda Bogle—Science AmandaBogle@dcstn.org

Melissa Nicholson—Social Studies MNicholson@dcstn.org

Taylor Rhodes—ELA TRhodes@dcstn.org

Ali Smith – Math AliSmith@dcstn.org

Related Arts Teachers

Tasha Anderson--Computer TAnderson@dcstn.org

Paige Head -- PE PHead@dcstn.org

Mollie Mark -- Band MMark@dcstn.org

Lori Shepard -- Music LShepard@dcbe.org

Wendi Work -- Art WWork@dcstn.org

Other Faculty and Staff Members

Tasha Anderson – ISS teacher and cafeteria monitor TAnderson@dcstn.org

Allison Cabell – Guidance Counselor ACabell@dcbe.org

Paula Caruthers– Library Media Specialist PCaruthers@dcstn.org

Eleanor Christy—Special Education Teacher EChristy@dcstn.org

Keith Dearborn—School Resource Officer KDearborn@dcstn.org

Stacey Green—Nurse SGreen@dcstn.org

Holly Hughes—Assistant HHughes@dcstn.org

Jennifer Patterson--Social Worker JenniferPatterson@dcstn.org

Lori Proffitt – Assistant LoriProffitt@dcstn.org

Carrie Schreiber – Assistant CSchreiber@dcstn.org

Elizabeth Weathersby –Speech Teacher EWeathersby@dcstn.org

Attendance Policy

The school building opens at 7:00 A.M. All students will report to the gym (bus room) until dismissal to begin class. Classes begin promptly at 7:50.

Attendance:

Attendance is carefully monitored. All absences are considered "unexcused" until "proof" of absence is provided. Professional notes will be required after six parent notes have been used. Public Chapter 958 requires every school district to develop a Progressive Truancy Intervention Plan. The following is the plan for Dickson County Schools:

Tier 1 - 3 unexcused days = Letter from the school and a required student/parent meeting with school administration for the purpose of implementing a Student Attendance Contract.

Tier 2 - 5 unexcused days = Written notice to parents from the Director of Student Services, Juvenile Court Liaison notified. Juvenile Court Liaison will contact parent to schedule a meeting to initiate an individualized assessment.

Tier 3 - Implemented if Tier 2 proves unsuccessful. The Juvenile Court Liaison will notify the appropriate community-based agencies to work with the family and implement any additional actions as needed to correct the behavior and improve school attendance.

**After Tier 3 has been completed and no satisfactory progress has been shown, the Juvenile Court Liaison will then petition the parent/guardian to court for truancy violation.

Tardy/Early Dismissal: Students will be considered tardy to school when they arrive in the classroom after 7:50. Students are to report to the office for late admission. Policy 6.200: The number of unexcused tardies or unexcused early dismissals from school will contribute to the total number of unexcused school days which will be included in filing truancy. The accumulation of eight (8) unexcused tardies or unexcused dismissals from school will be equal to one (1) unexcused school day.

In order to participate in **field trips** students can have **NO** unexcused absences. All students are expected to bring a personal or professional note upon returning to school from an absence.

Parents are highly encouraged to schedule their child's professional appointments after school or during a school break whenever possible.

Reward Field Trip Requirements: There may be reward field trips during the school year. In order to attend these field trips, students must meet the following requirements:

- No suspensions at any time during the school year
- No time spent at NDA
- Less than 50 discipline points.
- No failing grades on any report card.

Dismissal

Car riders and walkers will be dismissed at **2:50 P.M.** from the front doors of the building. Students are expected to be picked up by parent/guardian by 3:15 PM.

Bus Riders

Early bus dismissal - 2:50 P.M. **2nd bell - 3:05 P.M.**



All bus riders report to the cafeteria. Riding a bus is a privilege extended to the students of Dickson County. Students riding busses are expected to follow all rules, procedures, and guidelines outlined by the DCBOE and the bus driver. Students will not be allowed to get off the school bus except at their regular destination. Permission to ride another bus must be approved by transportation prior to dismissal. Masks/face coverings are required for transportation to and from school. Transportation phone number (615) 740-5970.

The school office will close at 3:10 P.M.

Medication Policy

Nursing Staff:

Stacey Green - SGreen@dcstn.org

Only designated school personnel are permitted to administer medications. If prescription medicines need to be taken at school, contact the school office in advance for authorization procedures. Medicine should only be brought to the school nurse by the parent/guardian, accompanied with doctor authorization form.

Non-prescription medication may only be brought by parent/guardian in an unopened bottle with the student's name on the container and will remain in the nurse's office.

Students may not transport or be in possession of medications at any time.

The nurse must contact parent/guardian before any student is released to go home sick. Being sent home by the nurse is not automatically considered an excused absence. A parent note or a doctor note will be required upon returning to school.



Dress Code - 2020-2021

William James Middle acknowledges that good grooming and personal attire positively affect student achievement and conduct. The dress code is designed to reduce the likelihood of distraction or disruption and to maintain an academic focus in the classroom and on our campus. The following dress code will be followed in all Dickson County Middle Schools.

Tops:

- Must have sleeves (No sleeves with slits or “cold shoulder”)
- No cleavage or undergarments visible
- Must completely cover midriffs (even when arms are raised)
- May not be sheer/see through

Bottoms:

- Shorts, skirts, dresses must touch the knee
- No leggings unless shirt/dress touches the knee all the way around
- No holes, tears, frays or patches allowed on any part of the pants
- Pants must be worn at the waistline
- Undergarments may not be visible

Accessories:

The following will NOT be permitted:

- No questionable slogans
- No tobacco, alcohol, drugs, gang references, criminal activity, sexual slogans
- No bandannas, combs, chains, facial paint, spiked necklaces, bracelets, sunglasses
- No hats or hoods inside the building
- No tails, animal ears
- No pajamas, house shoes or bedroom slippers
- No blankets

Administration reserves the right to address issues that may arise on a case by case basis.

1st Infraction: Warning-Get corrected
2nd Infraction: Lunch Detention/Parent Contact
3rd Infraction: 1 day ISS/Parent Contact
4th Infraction: 2 days ISS/ Parent Conference

Cell Phone/Electronic Device Policy

Electronic Device

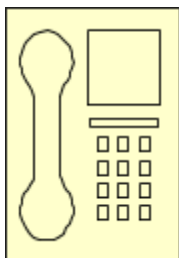
- Students may possess a cell phone. However, at no time shall the school assume responsibility for its use and care or be responsible for preventing theft, loss, or damage to phones brought on school property.
- Must be "OFF" and put away before entering the building. "Put away" is defined as placed in a backpack or purse.
- Turning a phone to "silent" "vibrate" or "do not disturb" does not comply with policy.
- All electronic devices, including tablets, laser pointers, and the inappropriate use of smart watches, will be treated as a cell phone infraction.
- Text messaging is not permitted during school hours, unless directed by staff, and will be treated as a cell phone infraction.

Violation

- 1st Offense: Warning/Phone kept in office until end of day
- 2nd Offense: 3 Days Lunch Detention/Parent must pick up phone
- 3rd Offense: 5 Days Lunch Detention/Parent must pick up phone and conference with administration
- 4th Offense: 1 Day ISS - Willful and persistent violation
- Additional offenses will be at the discretion of administration
- Each offense is 10 points toward discipline points

Picture/Video

- Students may not take pictures or videos at any time during the school day unless given special permission.
- 1st Offense: 1 Day ISS - 20 points; 2nd Offense: 1 Day Suspension - 50 points
- At no time shall a student operate any device with video or picture taking capabilities in a locker room, classroom, bathroom, or other location where such operation may violate the privacy rights of another person. A device used outside these parameters shall result in confiscation of the device until such time as it may be released to the student's parent/guardian. A student in violation of Policy 6.312 is subject to disciplinary action. Appropriate discipline action will be assigned.



School Phone

The office telephone is to be used by students for emergencies only. No personal phone calls unless deemed necessary by staff.

Because we value our instructional time, messages will be given to the student at an appropriate time so as to not interrupt class instruction.

Classroom phones may NOT be used during the day unless authorized by staff.

Other Items of Interest:

Textbook/ChromeBook Agreement form must be signed before books are issued. Lost, damaged, or defaced books will be the responsibility of the student and parent/guardian. A \$40 Tech Fee is required before ChromeBooks will be given to students.

Valuable Items: WJMS will not be responsible for lost or stolen items.

Do not bring large amounts of money to school.

Lockers: Each student may be provided one locker. There should be no sharing of lockers.

Skate Boards may NOT be ridden on school property.

Bicycles must be walked to and from the bicycle area once you are on school property.

Technology: Students and parents will be required to sign a responsibility agreement before technology equipment is used.

Inclement Weather

Information on school closure will be available from the following sources:

Local radio and television, In Touch school message call, Twitter

<http://wjms.dicksoncountyschools.org>

School information line: 615.441.1994



It is imperative that your child knows how he/she is to get home in the event of early dismissal.



Emergency Plan: Emergency drills are conducted throughout the school year to ensure that students and staff are prepared for a variety of emergency situations.



STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

- LOCKOUT** - "Secure the Perimeter"
- LOCKDOWN** - "Locks, Lights, Out of Sight"
- EVACUATE** - "To the Announced Location"
- SHELTER** - "For a Hazard Using a Safety Strategy"

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year. More information can be found at <http://iloveguys.org>



**LOCKOUT
SECURE THE PERIMETER**

Lockout is called when there is a threat or hazard outside of the school building.

- STUDENTS:**
- Return to inside of building
 - Do business as usual
- TEACHERS**
- Recover students and staff from outside building
 - Increased situational awareness
 - Do business as usual
 - Take roll, account for students



**LOCKDOWN
LOCKS, LIGHTS, OUT OF SIGHT**

Lockdown is called when there is a threat or hazard inside the school building.

- STUDENTS:**
- Move away from sight
 - Maintain silence
- TEACHERS:**
- Lock classroom door
 - Lights out
 - Move away from sight
 - Maintain silence
 - Wait for First Responders to open door
 - Take roll, account for students



**EVACUATE
TO A LOCATION**

Evacuate is called to move students and staff from one location to another.

- STUDENTS:**
- Bring your phone
 - Leave your stuff behind
 - Form a single file line
 - Show your hands
 - Be prepared for alternatives during response.
- TEACHERS:**
- Grab roll sheet if possible
 - Lead students to Evacuation Location
 - Take roll, account for students



**SHELTER
FOR A HAZARD USING SAFETY STRATEGY**

Shelter is called when the need for personal protection is necessary.

- SAMPLE HAZARDS:**
- Tornado
 - Hazmat
- SAMPLE SAFETY STRATEGIES:**
- Evacuate to shelter area
 - Seal the room
- STUDENTS:**
- Appropriate hazards and safety strategies
- TEACHERS:**
- Appropriate hazards and safety strategies
 - Take roll, account for students



Code of Discipline

Infraction

Consequences

Bullying

See policy in county-wide Student Handbook

Bus Conduct

Students in violation of bus conduct shall be subject to disciplinary action in accordance with established Board and/or school policy and regulations governing student conduct and discipline. (Policy 6.308). Disciplinary options may include, but are not limited to: Warning, Assigned Seating, Suspension from bus privileges.

Cheating

Appropriate disciplinary options may include, but are not limited to: restricted activities, re-do work, ISS, suspension, NDA referral

Disrespect

Appropriate disciplinary actions will apply

Disrupting Class

1st Offense: Written Warning /Parent Contact

2nd Offense: Restricted Activity/Parent Contact

3rd Offense: ISS during Related Arts/Parent Phone Call

4th Offense: One (1) day ISS-Student/Parent Behavior Log

5th Offense: Appropriate disciplinary options may include, but are not limited to: ISS, Suspension, NDA Referral, Behavior Plan

Fighting

1st Offense: 3 days @ NDA (Guidance Referral)

2nd Offense: 5 days @ NDA (Guidance Referral, Behavior Contract)

3rd Offense: Petition to Disciplinary Hearing Authority for possible placement @ NDA. All situations are considered individually. The final decision will be made by Administration.

Forgery

One (1) day ISS. Additional offenses will be the decision of Administration

Gum (3 points)

WJMS is a gum-free school. Minor Infraction

Hallway Misconduct (3 points)

Minor Infraction

Interrogations and Searches

Dickson Board of Education Policy 6.303

Physical Contact/Altercation

Appropriate disciplinary options based on the level of misbehavior include but not limited to: verbal reprimand, special assignments, restricted activities, ISS, OSS, or referral to NDA



Infraction

Consequences

| | |
|---|--|
| Physical Aggression | Appropriate disciplinary options based on the level of misbehavior, include but are not limited to: Verbal reprimand, Special assignments, Restricted activities, ISS, OSS, or referral to NDA |
| Profanity/Inappropriate Language | 1 st Offense: 1 day ISS/Parent Contact 2 nd Offense: 2 days ISS/Parent Contact/Behavior Plan 3 rd Offense: Willful and Persistent Violation of School Rules |
| Public Display of Affection | 1 st Offense: Warning 2 nd Offense: 1 day ISS/Parent Contact 3 rd Offense: 2 days ISS/Parent Conference/Guidance Referral 4 th Offense: Willful and Persistent Violation of School Rules (possible referral to NDA) |
| Skipping Class/Truancy | 1 Day ISS/Parent Contact/Guidance Referral/Referral to Director of Student Services |
| Tardy to Class (3 points) | Minor Infraction |
| Theft | 3 days @ NDA, Restitution of property (repeat offenders will be subject to arrest) |
| Threatening others | ISS/Out-of School Suspension/NDA placement/DHA Referral |
| Tobacco products, vaping materials, and electronic cigarettes | The use of tobacco or vaping products or the possession of tobacco paraphernalia or vaping products by students is prohibited on school premises, including parking areas, during the school day. This also applies to all school related activities. Upon each offense, the student will be written a petition to appear in Juvenile Court. School Level: 1 st Offense – In School Suspension or Out of School Suspension, a warning issued to student and a letter to parent/guardian explaining the violation and consequences. 2 nd Offense – In School Suspension or Out of School Suspension 3 rd Offense or more – Out of School Suspension and/or referral to NDA |
| Vandalism | In School Suspension/Out-of School suspension, and/or placement at NDA, and/or charges in juvenile court (Restitution for repair or replacement will be expected). |
| Willful and Persistent Violation of School Rules | Warning/ISS/Out-of-School Suspension/NDA Placement |
| Zero Tolerance Offenses: | Policy 6.309-Possession of Weapons and/or Dangerous Instruments, Illegal Substances, Battery, Credible Threat |

Homework is an important component of a student's success at WJMS. Homework should enhance student achievement by being relevant, meaningful, and challenging while helping build **responsibility**

and self-discipline in our students. Homework is expected to be completed and turned in on time.

It is the **responsibility** of the student to find out about missing work in any class missed.

Homework Recovery:

Guidelines for missing or incomplete work: (Restarts every nine weeks)

- **1st Offense: Student Phone Call/Homework Recovery (During Related Arts)**
- **2nd Offense: Student Phone Call/Homework Recovery (During Related Arts)**
- **3rd Offense: Student Phone Call/Teacher Phones Parent/ Homework Recovery (During Related Arts)**
- **4th Offense: Student Phone Call/Administration Contact/ISS (One Day)/5 Discipline Points**
- **5th Offense: Student Phone Call/Administration Contact/ISS (One Day)/10 Discipline Points**
- **6th Offense: Student Phone Call/Parent-Teacher Conference/ISS (One Day)/ 15 Discipline Points**

Additional infractions will be considered willful and persistent violation of school rules.

Consequences include, but not limited to: OSS and/or Referral to NDA for a minimum of 3 days.

Grading Policy

| | |
|--------|----------|
| A..... | 93 - 100 |
| B..... | 85 - 92 |
| C..... | 75 - 84 |
| D..... | 70 - 74 |
| F..... | Below 70 |

In grades 6, 7, and 8, the basic grading system is used in Language Arts, Mathematics, Science, and Social Studies.

Related arts shall be marked **pass/fail** in grades 6, 7, and 8.



Student Discrimination/Harassment and Bullying/Intimidation and Cyberbullying: Policy 6.304

Harassment, bullying, hazing, or any other disruptive or violent behavior includes conduct such as gestures, written, verbal, graphic, or written acts, including electronically transmitted acts, toward a student which are based in actual or perceived trait or characteristic of the student and creates an educational environment that meets on or more of the following conditions:

- Places the student in reasonable fear or harm for the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance;
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Such behavior is considered harassment or bullying whether it takes place on school property, at any school function, or in a school vehicle. Behaviors off school property, including designated bus stops or through electronic media may be subject to this policy to the extent that such behavior disrupts the learning environment of the school.

"Bullying" is conduct that meets one or more of the following criteria:

- Is an act directed at one or more students that is intended to harm or embarrass
- Is repeated over time
- Involves an imbalance of physical, emotional, or social power

"Harassment" is conduct that meets one or more of the following criteria:

- Unwelcomed conduct based on a protected class (race, national origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.
- "Sexual Harassment" includes unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature.

Cyberbullying is defined as the use of information and communication technologies, (e-mail, cell phone text, picture messages, instant messaging, defamatory personal websites, social networking sites, fake profiles, etc.) to support deliberate, hostile behavior intended to frighten or harm others.

Students and Staff will be instructed in bullying/harassment prevention training from the school counselor and/or administration.

Parents shall sign the school's Bullying/Harassment Prevention Policy stating they have read and understood all elements of the policy which will be included in the Dickson County Board of Education district and school handbook. In addition, the procedure will be posted throughout the school.

Consequences and appropriate remedial actions for bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion. School administrators shall consider the nature and circumstances of the incident, age and maturity, degree of harm, previous incidences or patterns of behavior, and other factors as appropriate to properly respond to each situation.

Consequences for a student who commits such acts shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior and must be consistent with the approved code of student conduct.

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the victim of the act.



5-Star Café

Manager: Robbie Sidwell

Nutrition Director: Jason Collins

Lunch time should be enjoyed and should be a time when students interact with each other socially. Therefore, the following behaviors are expected:

Students are expected to use table manners and show respect to all students and staff. Noise will be kept to a minimum level with no yelling or screaming. At no time will food be thrown or passed to another plate/tray. Students will not pass another student in line or will not save a “place” for another student. Students are expected to be responsible for cleaning up after themselves and leaving the table as clean as possible. Inappropriate use of electronic devices will result in loss of privileges.

Meals may be purchased daily, weekly, or monthly at school and online. Change is not given for meals purchased with a check. A note is required from the parent/guardian in order for a student to purchase extra food or a snack. This amount will be deducted from the student account. Parents will be notified when a students’ account has reached a debt in excess of \$10. Payments may be made online, or with cash or check at school.

Returned checks: \$20 fee for insufficient funds and the school will no longer accept checks

6th Grade – 10:50-11:20

7th Grade – 11:25-11:55

8th Grade – 12:00-12:30

Students: Breakfast: \$1.25* Lunch: \$2.75

Visitors: Breakfast: \$1.75 Lunch: \$3.75

***Breakfast will be free for students during the first semester.**

To access **online payment**: Go to www.Lunchprepay.com. Choose Premium. The site says it's a one-time fee of \$10.00, but as a Dickson County resident the sign-up fee is waived.

Parents can also go to www.lunchapplication.com to register for **Free and Reduced Lunch application** instead of a paper application. It's quick and secure.

If further assistance is needed, please contact the School Nutrition Program at 615.740.5801.