

## **Jeter-Watson Intermediate School Mission Statement**

The mission of Jeter-Watson Intermediate School is to provide a safe community where all students have the opportunity to grow academically, socially, and individually in order to prepare them for all future endeavors.

### **Student Responsibilities**

At JWIS, all students will do the following:

- Learn without interruptions or distractions from others
- Feel safe and secure on school property (to include school building, school grounds, school buses)
- Respect other students and staff and treat everyone with courtesy.

In order to maintain an environment that will allow aforementioned responsibilities, each student must:

- Be polite, thoughtful, and respectful at all times
- Be truthful and sincere---do not cheat, steal, lie, use social media in a harmful way, copy other students' work, or start rumors
- Keep your school surroundings clean, litter free, and damage free---Take pride in your school
- Come to class prepared with the proper materials without disturbing others, and perform all assigned work to the best of your ability.

### **Visitors**

JWIS staff encourages parents to visit our school and to take an active part in the education of their child. For the protection of all students we ask that visitors observe the following guidelines:

- Report to the office upon arrival for a visitor's pass---(picture ID required---Driver's License)
- Arrange teacher conferences prior to any visitation. Teachers cannot always leave class to come to the office
- Leave all messages, medications, lunch money and/or homework at the office.

### **JWIS Five Basic Rules**

- 1. Keep hands, feet, and other objects to yourself!**
2. Show respect for others and their possessions.
3. Follow directions.
4. Use acceptable language.
5. Do not prevent the teacher from teaching or the students from learning.

### **Contacts**

School Office Phone # (540) 965-1430 Fax # (540) 968-5898

Mr. Rob Bennett, Principal

Mr. Kit Staunton, Guidance Counselor and Principal Designee

Mrs. Beverly Baker, Administrative Assistant

Mrs. Robbie Horn, Part-time Secretary

Cafeteria Phone # (540) 965-1432 Note: Direct Line

### **Valuables**

Students are discouraged from bringing valuable personal items to school (i.e. cell phones, iPads, iPods, and other electronic devices). **The school is not responsible for articles that are lost or stolen!** Coats, jackets, and backpacks must be left in lockers if assigned one. 6<sup>th</sup> and 7<sup>th</sup> grade students will be assigned an individual locker outside of their homeroom on the back hallway. 4<sup>th</sup> and 5<sup>th</sup> grade classes have the option of using extra lockers in locker rooms where the doors will be locked but not the individual lockers themselves.

### **Cell phones, Fidget Spinners, and Social Media**

Cell phones and Fidget Spinners must be turned off and put away during the school day (7:50 am-3:30 pm) unless otherwise directed by a faculty/staff member. Fidget Spinners are only allowed for those students who have a medical diagnosis on file with the office. Students are not permitted to use social media during school hours either by using school computers or their own personal devices. The school is not responsible for use of cell phones or social media outside of school and will only get involved in the event that it interrupts the JWIS instructional day. Any threats made toward staff members and or students on cell phones/text messages or any form of social media should be reported to the police immediately or as soon as possible to our school resource officer.

### **Emergency Numbers**

Parents must give the office a telephone number where someone can be reached in case of an emergency or illness. In case of an accident, the parent's consent would be necessary before a hospital emergency room would treat a child who is a minor. **If your number or address changes during the school year, please update the change with the office!**

### **Clinic**

A clinic is provided for students who need first aid or who become ill during the day. When a student is too ill to remain at school, **the clinic** will contact a parent. Students do not need to call/text parents when they are visiting the nurses. Whether or not a student needs to leave school because they are sick or injured is at the discretion of the school nurse. Once contacted by the nurse, it is the responsibility of the parent/guardian to provide transportation for their child to go home. The parent/guardian must also sign the student out before she/he leaves the building.

**Any medications to be administered at school must be brought to school by a parent or adult. All prescription medications must be in original container with specific instructions. This also includes over-the-counter medicines as well as the use of inhalers during the school day. All medicines and inhalers must be kept in the clinic and taken at the prescribed time under the direction of our clinic staff.**

### **Bus Changes**

Both Edgemont and Jeter Watson Schools start and end at the same times. Our buses are transporting both EPS and JWIS students to and from school on two separate bus runs. Since we do not know the number of students on each bus on a given day and on a given bus runs; the office staff cannot make bus changes for students on a daily basis. We are asking that you the parent/guardian pick your child up at their designated stop which is selected at the beginning of the school year and then someone can provide transportation to their needed destination from that point.

### **Telephone Usage**

The office telephone is a business phone. Students may use the telephone only when given permission. The telephone may not be used to get permission to visit other students after school.

### **Restroom Use**

Students are permitted to use their grade level restrooms during breaks in their 90-minute core classes or when escorted by a teacher between classes and during lunch. Students are excused from the classroom to go to the bathroom only in an emergency. Any medical issues concerning bathroom use needs to be on file with either the nurse clinic or the office.

### **Cafeteria**

In order to maximize time in the cafeteria, students are asked to eat their breakfast/lunches before engaging in quiet conversation. Inappropriate behavior during both breakfast and lunch time will result in removal from the cafeteria and have “silent lunch” time. If a student desires to eat breakfast they need to do so upon entering the school building and then when finished go sit in the gymnasium in their appropriate grade section. Morning “car riding” students need to arrive by 7:40 am if they intend on eating breakfast.

### **Food and Drinks**

Students are reminded that no food or drink is to be consumed outside of the cafeteria unless directed otherwise by a faculty or staff member.

### **Grading Scale**

The grading scale is as follows:

- A 93-100**
- B 85-92**
- C 77-84**
- D 70-76**
- F 69 and below**

### **Discipline**

The classroom teacher handles most types of aberrant behavior. Initially, a teacher is likely to make direct contact with a parent by phone. If a particular behavior persists, a parent is likely to receive a notice sent home by the teacher with the child. This notice is to be signed by a parent and sent back to the teacher the next day in acknowledgment that it was received. (If the aberrant behavior continues then the principal will get involved.)

### **In-School Suspension (ISS)**

Students may be placed in ISS for any disciplinary infraction as an alternative to Out of -School Suspension. Parents will be notified if this occurs.

### **JWIS Discipline Rules**

The following rules apply to all students coming to school, going home from school, on the bus, at school activities, and on all school property. Students may be disciplined for conduct which is not described below but which interferes with the educational process or threatens the safety or welfare of the staff or students. School officials are authorized to utilize any and all of the disciplinary actions permitted by Virginia State Law. In instances where an offense constitutes a violation of the law, law enforcement officials may be called. The administration reserves the right to add and/or modify any behavior or consequence stated in this handbook.

### **Offenses:**

1. Non-conformity to dress code
2. Unexcused absence or tardiness
3. Disruptive conduct/behavior
4. Profane or abusive language

5. Obscene gestures
6. Any form of bullying
7. Gambling
8. Possession, exhibition, or distribution of obscene literature or materials “can include one’s phone”
9. Fighting/hazing
10. Possession of medication and/or prescription drugs
11. Vandalism
12. Stealing
13. Defiance of school personnel’s authority
14. Inappropriate behavior on school bus
15. Cheating/forgery/altering school documents
16. Trespassing/unauthorized use of school property
17. Safety violations/horseplay
18. Threats to staff members or students
19. Student Insubordination
20. Abusive/Disrespectful Language/Name Calling
21. Inappropriate use of technology/electronic devices and fidget spinners

### **Consequences**

Consequences for offenses 1-21 may include, but are not limited to the following:

- Warning/reprimand
- Loss of recess time
- Referred for “Silent” Breakfast or Lunch
- Removal from class resulting in “In-school suspension”
- Denial of extracurricular activities “**call to recreation director**”
- Denial of school activities such as attending dances, field trips or other school privileges
- Removal from school/sent home with parent or guardian
- Parent pick-up electronic devices
- Denial of bus privileges
- Referral to police/court service
- Recommendation by Principal for out-of-school suspension
- Recommendation to superintendent for an extended out-of-school suspension
- Recommendation for expulsion

**The following offenses are more *severe* in nature and will result in suspension from school and could also result in long-term suspension, and expulsion.**

22. Matches/fireworks
23. False fire alarm
24. Possession or use of tobacco or tobacco products
25. Possession or use of illegal drugs and or “look a likes” as well as alcohol
26. Distribution or sale of alcohol or illegal drugs or possession with intent to sell or distribute
27. Possession or use of weapons
28. Threats to staff or students
29. Fighting/Assault and Battery
30. Gang-Related Activity

## **Interventions**

The following will be utilized by teachers and school administrators in an effort to correct and improve aberrant student behavior:

- Verbal correction by staff member
- Parent/Guardian notification/contact of behavior and punishment
- Parent, student, teacher, and/or administrator conference about behavior and punishment
- Referral to guidance counselor or outside agencies (Covington City Police, CSB)

## **Dress Code**

### **Jeter-Watson Intermediate School Dress Code 2018-2019**

Appropriate dress is a mark of good taste and a reflection on you and your home. As a student, you have the right to choose your own styles of dress unless it is disruptive in the classroom, endangers the health and welfare of students, or is not conducive to a positive school climate. It is our belief that school is a place of business and appropriate dress aids in maintaining a proper and safe learning environment.

Also, appropriate dress is clothing that covers the body sufficiently so as not to attract excessive attention to oneself or distract others from the learning process. (This information is referenced in the VSBA Standards of Student Conduct-JFC-R, 5/14.) When selecting appropriate clothes for the coming school year, please be reminded of our student dress code.

- ❖ Messages on clothing, jewelry, and personal belongings that relate to drugs, alcohol, tobacco, sex vulgarity, profanity, or that reflect adversely upon people because of race, sex, color, creed, national origin, ancestry, and those having double meanings will not be permitted. Gang related clothing, tattoos or other paraphernalia is prohibited.
- ❖ For health/safety, footwear must be worn at all times---bedroom slippers are not permitted.
- ❖ Skirts, shorts, and dresses must fit appropriately.
- ❖ Pants, shorts, and skirts are to be worn at the appropriate waist level. The torso must be covered.
- ❖ Pajama pants are only to be worn on special dress-up days.
- ❖ Fashion Holes in pants/jeans are NOT allowed. Administrative common sense will prevail.
- ❖ Leggings are permitted but must be worn appropriately with a long shirt (same length front and back and below the buttocks) and not distracting.
- ❖ Undergarments must be covered by clothing and should NOT be seen at any time.
- ❖ See-through clothing, tank tops, halter-tops, muscle shirts, mesh shirts, tube tops, and bare-midriff tops are not to be worn. (Midriffs must be covered at all times. Shirts must not be “see through” or transparent (material must be solid).
- ❖ Shirts must pass the “fingertip” test. (Thumbs should be placed at the armpit and hands extended straight across the chest parallel to the floor. If the shirt is below the fingers, then it is too low.)
- ❖ Chains (including spiked bracelets) and other accessories are prohibited.
- ❖ Excessive facial jewelry is prohibited.
- ❖ Hats, hoods, headgear, bandanas, trench coats, hoods, and dark glasses are not to be worn in the building.

The administration maintains the right to demand that clothing be appropriate and not distract from the educational environment. Decisions regarding the appropriateness of clothing, footwear, and accessories will be made by the administration at any time. Items initially deemed inappropriate will be invited to the student’s/parent’s attention for corrective action. Subsequent violations of the dress code will subject the student to disciplinary actions. If a student’s dress or appearance is unacceptable and proper adjustments cannot be made at school, the student’s parent or guardian will be notified and the student will be sent home to change. If the student is unable to change clothes, he/she will go to in-school suspension for the remainder of the day.

### **Homework**

Homework plays a vital role in the educational process of all students. The positive effects of homework are numerous. Homework increases retention and understanding. It helps to develop effective study habits and time management skills. Homework also fosters a sense of independence and responsibility. It is instrumental in achieving the concept that learning can occur anywhere, not just in school. Homework also provides an avenue for parental involvement by allowing parents an opportunity to see what their children are doing in their studies.

Students bear the responsibility for completing homework assignments according to the directions of the teacher. Classroom teachers assign homework to supplement and reinforce classroom instruction. The amount of homework shall be determined by the instructional level of each student. All homework is an integral part of the grading process; therefore, it must be submitted on time.

### **Power School**

Parents and students can check their grades “on-line” with the proper log-in information which will be distributed when it is available. Teachers are asked to update their Power School grades weekly but occasionally when certain situations arise this may not be the case.

### **Attendance/Absences**

Regular attendance is necessary for success in school. Every effort should be made to attend school. When absent, students are responsible for all missed assignments. **A new Attendance Policy for each school in the Covington City School Division was adopted by the school board and went into effect for the upcoming 2017-2018 school year. It is the responsibility of parents/guardians to read over this new attendance policy.**

### **Tardiness**

Students who arrive to school after the morning announcements must report to the office to receive an admit slip. A note providing a valid reason for the tardiness should be sent with the student.

### **Early Dismissal**

If it is necessary for a student to leave school early, he/she must bring a note to his/her homeroom teacher. This note should state the reason for leaving early and must be signed by a parent/guardian. A student cannot leave the school grounds without a parent or an adult with parental permission signing the student out in the office. Students are responsible for getting work they miss.

### **Bell Schedule**

School begins at 7:50 a.m. and ends at 3:00 p.m.

**“PANTHER PRIDE” Discipline Program**

Jeter-Watson Intermediate School subscribes to “PANTHER PRIDE” (privilege, respect, integrity, discipline, excellence) ---a school wide positive discipline program that focuses on creating a Safe and Orderly Environment which is a key component of the Seven Correlates of Effective Schools. All students at JWIS begin the school year as members of Panther PRIDE. Students will enjoy the numerous privileges and rewards at JWIS as long as their behavior merits. The privileges and rewards of Panther PRIDE are as follows:

**PRIVILEGES**

- Possible candidate for positive referral Friday
- Participate in all school assemblies including pep rallies
- Attend any school dance(s)
- Participate in school-sponsored field trips

**POSSIBLE REWARDS**

- Ice Cream, other treat, etc.
- S’mores activity
- JWIS Olympics

The students of JWIS lose their Panther PRIDE status if they accumulate too many disciplinary infractions. However, they can return to Panther PRIDE by completing a three-week period of no infractions, therefore, regaining all of the privileges and rewards.

The consequences for inappropriate behavior are as follows:

<b>Behaviors</b>	<b>Range of Consequences</b>
<b>Abusive and Disrespectful Language/Behaviors, and Name Calling</b>	Day(s) of ISS and possible OSS (depending on severity)
<b>Bomb Threats/False Fire Alarms</b>	1-10 days OSS + law enforcement + may recommend expulsion
<b>Cell Phones/Electronic Devices/Fidget Spinners</b>  Cell phones and fidget spinners must be turned off and put away during the school day (7:50 am-3:30 pm) unless otherwise directed by a faculty/staff member. Students are not permitted to use social media during school hours either by using school computers or their own personal devices.	<ol style="list-style-type: none"> <li>1. Warning and or Lunch detention</li> <li>2. 1 day ISS + parent’s/guardian pickup of device(s) after school.</li> <li>3. 2 days ISS + parent’s/guardian pickup of device(s) after school.</li> <li>4. OSS if needed + parent pickup of device(s) after school.</li> </ol>
<b>Cheating/Plagiarism</b> 6 <sup>th</sup> and 7 <sup>th</sup> grade students need to be aware of this policy and discuss it with their English teachers.	“0” on the assignment
<b>Disruptive Behavior</b> Student insubordination, refusing to do what is asked, continually unprepared for class, inappropriate use of technology and fidget spinners, and any other disruptive behavior(s)	<ol style="list-style-type: none"> <li>1. Lunch detention</li> <li>2. May receive 1-4 days of ISS or OSS</li> </ol>
<b>Dress Code Violation</b> Hats/Headgear (including bandanas) must be removed upon entering the building and cannot be worn again until exiting the building  Any clothing that has offensive language, symbols, double meaning(s), etc. will be confiscated and returned to the parents/guardians only.	<ol style="list-style-type: none"> <li>1. Required to change clothes (if not, must stay in ISS entire day)</li> <li>2. 1-3 days ISS, change clothes + stay in ISS until clothes are changed</li> </ol>

<b>Forgery (i.e. signature, etc.)</b>	Parent contacted 1-3 ISS or OSS + law enforcement
<b>Gang-related activities</b>	5-10 days OSS, and or law enforcement + may recommend expulsion
<b>Fighting/Assault &amp; Battery/Hazing</b>	1-10 days ISS, or OSS depending upon severity, and/or law enforcement
<b>Physical or verbal threats toward staff members</b>	5-10 days OSS + law enforcement and may recommend expulsion
<b>Possession of Drugs and/or Alcohol and or look alike</b>	5-10 days OSS, law enforcement + may recommend expulsion
<b>Possession and/or use of Tobacco Products</b>	1-10 days OSS + law enforcement + may recommend expulsion
<b>Profanity</b>	1 day of lunch detention for each letter used in the profane word. Penalty is doubled for extreme profanity. Also, may result in either ISS or OSS.
<b>Public Display of Affection. Hand-holding allowed only</b>	<ol style="list-style-type: none"> <li>1. Lunch detention</li> <li>2. ISS and parent contacted</li> </ol>
<b>Sexual Harassment or Racially motivated incidents.</b>	1-5 days ISS or OSS and possible law enforcement



**Faculty and Staff  
Jeter-Watson Intermediate School**

**Office Staff  
Rob Bennett, Principal  
Kit Staunton, Guidance Counselor/Principal Designee  
Beverly Baker, Administrative Assistant  
Robbie Horn, Part-time Secretary**

<b>4<sup>th</sup> Grade Teachers</b>	<b>5<sup>th</sup> Grade Teachers</b>
Sherry Blake	Addie Holesapple
Sheila Bowker	Shannon Rock
Martha Carter	Stephanie Hunter
Katie Cline	Chloe Bruce

<b>6<sup>th</sup> Grade Teachers</b>	<b>7<sup>th</sup> Grade Teachers</b>
Kara Boone	Cindy Arthur
Alania Lowman	Patricia Dobbs
Cindee Noel	Debra Rusmisl

<b>Special Education Teachers</b>	<b>Exploratory Teachers</b>
Annette Byer-McFadden	Jason Akers, P.E.
Dan Fey	Jonathan Wright, Writing Workshop
Tammie Vaughan	Eugenia Morrisette, Art
Ryan Kessinger	Kaitlyn Miller, 7 <sup>th</sup> Grade Band
	Rachel Colby, 6 <sup>th</sup> Grade band & Music
	Rosina Headley, Gifted and Talent

<b>Librarian</b>	<b>Cafeteria Manager</b>
Barbara Barber	Brenda Perkins

<b>Aides</b>	<b>Custodians</b>
Crystal Crookshanks	Reggie Hayslett
Carolyn Hostetter	Tony Ryder
Lisa Shinault	Melissa Pullen, Bus Driver/Custodian
Tracie Smith, Computer Lab	Mathew Lindsay
Addison Hinkle, Special Education	Brian Jeffries
Karen Jordan	
Kara Harris McKnight	



## Acknowledgement of Receipt

Please **complete, detach, and return** this acknowledgement of your receipt of the Jeter Watson Intermediate School Handbook to your child's homeroom teacher on or before:

*August 17, 2018*

I have read the contents of the JWIS Student/Parent handbook with my child,

\_\_\_\_\_.  
Child's Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Thank you for your cooperation in reading/explaining the contents of this handbook to your child.