

THOMAS JEFFERSON MIDDLE SCHOOL

125 South Old Glebe Road
Arlington, Virginia 22204

Principal

Keisha Boggan

Assistant Principals

Robert Hanson

Vincent Jarosz

Diana Jordan

Director of Counseling Services

Susan Holland

STUDENT HANDBOOK & STUDENT ASSIGNMENT BOOK

Important Telephone Numbers:

Main Office	703-228-5900 (7:15 AM to 4:00 PM)
Attendance	703-228-5898 (call by 8:10 AM)
Assistant Principals	703-228-8768
Counseling Services	703-228-5908
Internet Address	http://www.apsva.us/jefferson
Inclement Weather	703-228-4277

OUR MISSION

Learning together to understand and improve ourselves, our futures, and our world.

OUR VISION

Preparing students to create a better world.

School Slogan

*Learn * Grow * Act * Together*

THOMAS JEFFERSON MIDDLE SCHOOL



SCHOOL HOURS

- Breakfast 7:20 – 7:40 AM
- School Day 7:50 AM – 2:24 PM
- Teacher Advisory (TA) Begins 7:50 AM
- Yellow Jackets Period 8:03 – 8:33 AM
- After-School Program I 2:30 – 3:30 PM
- After-School Program II 3:30 – 4:15 PM
- Bus Riders Only (meet in Library) 3:35 – 4:15 PM
- Late Bus Departure (M-F) w/pass 4:21 PM
- Check-In Program 2:30 – 6:00 PM

SCHOOL CALENDAR

- Sept. 2 (M) Labor Day Holiday
Sept. 3 (T) First Day for Students
Sept. 10 (T) Picture Day
Sept. 16 (M) Late Busses Begin
Sept. 19 (Th) MS Back-to-School Night
Oct. 17 (Th) Picture Retake Day
Oct. 14 (M) Staff PL Day
(No School for Students)
Oct. 16 (W) MS Early Release Day
Oct. 25 (F) MS Parent/Teacher Conferences
(No School for Students)
Nov. 5 (T) Grade Prep Day
(No School for Students)
Nov. 11 (M) Veterans Day
Nov. 27-29 (W-F) Thanksgiving Holiday
Dec. 11 (W) MS Early Release Day
Dec. 18 (W) Group Photos
Dec. 23 (M) to Jan 3 (F) Winter Vacation
Jan. 6 (M) School Reopens
Jan. 15 (W) MS Early Release Day
Jan. 20 (M) MLK Day
Jan. 31 (F) Grade Preparation Day
(No School for Students)
Feb. 10 (M) Group Photos
Feb. 12 (W) MS Early Release Day
Feb. 17 (M) President's Day Holiday
Mar. 6 (F) MS Parent/Teacher Conferences
(No School for Students)
Mar. 11 (W) MS Early Release Day
Apr. 6-10 (M-F) Spring Break
Apr. 13 (M) Grade Preparation Day
(No School for Students)
Apr. 14 (M) School Reopens to Students
May 25 (M) Memorial Day Holiday
June 17 (W) 8th Grade Promotion
(Early Release for Eighth Graders)
June 19 (T) Last Day of School
(Early Release Day for Students)

Thomas Jefferson, an IB World School

IB Mission Statement

The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the IB works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment.

These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

The goal of all IB programs is to develop active, life-long learners, who have the knowledge, abilities and skills to function independently and collaboratively, to be reflective, and to take appropriate action.

IB Learner Profile

The aim of all IB programs is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. All members of an IB school are considered IB learners who embody the goals of the organization. IB learners of all programs strive to possess the following qualities that make up the IB learner profile.

Inquirers
Communicators
Caring

Knowledgeable
Principled
Risk-takers
Reflective

Thinkers
Open-minded
Balanced

ATTENDANCE

Attendance, punctuality, and student participation in each class every day, are key to successful student achievement. Parents/guardians are requested to telephone the Main Office (703-228-5898) within the first hour of the school day (7:20-8:20 AM) when their child will not be in school. If possible, students should complete homework assignments before returning to school to be better prepared upon returning to school. For all excused absences, students are to obtain make-up work from StudentVue.

Appointment Dismissals

Students are expected to present a written note from a parent/guardian to the Main Office during T/A to be dismissed early. Parent/Guardian I.D. required. Students must sign out from the Main Office and must sign in if they return to school that day. **Students will be released only to a parent or guardian unless specific arrangements have been made in advance.**

Excused Absences

The following are considered excused absences from school: illness; quarantine; doctor or dentist appointment; death in family; observance of a religious holiday; summons to a court of law; violent

storms or state emergencies; suspensions; severe family emergency; and advance approval. **All other absences are unexcused.**

Unexcused Absences

Students must present a written explanation from a parent/guardian for each absence upon returning to school (not later than one day after returning) or the absence will be considered unexcused. Parents/guardians will be advised of unexcused absences. After an unexcused absence, the principal (or designee) will contact the parents/guardians to review the attendance policy and set up a conference, if this has not already been done. If further unexcused absences occur, the principal and/or school social worker will work with students and their parents/guardians to correct the problem.

Truancy

Truancy is defined as **absent without permission**. Disciplinary action can be assigned to students who are truant. Students forfeit daily class grades for all unexcused absences. Court referral by the school social worker may occur.

Tardy to School

Students who arrive after 7:50 AM should report directly to the Main Office and will be admitted to class with a signed note from the attendance secretary. Students who are excessively tardy to school will participate in interventions to correct this behavior, to include being assigned to detention from 2:30 - 3:30 PM, or Saturday School from 9:00-12:00 AM.

Hall Passes

Students are required to carry a hall pass if they are out of class during class time. Students must be in the classroom for the 5 five minutes and the last 5 minutes of class, no passes.

Early Arrivals

Students who wish to eat breakfast may enter Door #17 at 7:20 AM. The Library will be open at 7:20 AM for students who want to study or read quietly. During the cold weather months/inclement weather, the auditorium will be open at 7:20 AM for students.

*Note: Parents/guardians are highly encouraged to not drop off students before 7:20 AM as there is no adult supervision prior to this time.

CLINIC

The Clinic is located near the Main Office. If it becomes necessary for a student to take prescription medicine during the school day, the medicine must be brought to the clinic in the prescription bottle by the parent/guardian. The clinic staff will keep the prescription and administer the required dosage during the day. The student is responsible for reporting to the clinic for the administration of the prescription medication. **"Over-the-counter" medication is not permitted on school premises.**

Services provided by the clinic include: teaching health on a continuing basis to groups and individuals; counseling students, school personnel, and parents/guardians about health concerns; and conducting the annual screening programs for weight, height, vision, hearing, scoliosis, and TB skin testing.

An ill or injured student must receive a **pass** from his/her classroom teacher for permission to go to the clinic (except in an emergency). In the event of an emergency or illness of a student, it is the clinic staff's responsibility to contact the parent/guardian and arrange for medical treatment or transportation as needed. Accidents occurring at school must be reported to the clinic. Medical and dental examination reports are turned in to the clinic. Physical education class excuses, medical or otherwise, and all sports physicals must be approved by the School Nurse.

COUNSELING SERVICES

Your School Counselor is here to support you and provide academic planning, social and emotional support, and be your confidant and cheerleader. Feel free to schedule an appointment to see your School Counselor.

Dr. Tiffini Woody-Pope (ext. 5899)
Ms. Amelia Black (ext. 5897)
Ms. Susan Russo (ext. 5935)
Ms. Jasmine Burton (ext. 5864)
Ms. Kim Chisolm (ext. 5873)
Ms. Ana Rodriguez (ext. 5871)

If the Substance Abuse Counselor is unavailable, please call the Substance Abuse Hotline 703-228-6057. The voicemail box is confidential.

EXTRACURRICULAR ACTIVITIES

Intramural Program

Sports Choice, our Intramural Program, is held Mondays through Thursdays (2:30-3:30 PM). Participants may ride the late bus. The major purpose is to provide students with an opportunity to engage in sports activities for fun.

Clubs

Club activities are conducted after school under the sponsorship of a staff member. An electronic booklet entitled [After the Bell](#) lists TJMS clubs and activities. A limited number of hard copies of this book will be made available to parents/guardians at Back-to-School Night.

Sports Program

Jefferson's sports program offers all students the opportunity to try-out for twelve county-wide competitive sports. Those sports marked with an * are no-cut sports.

Co-Ed Tennis	<u>Fall Sports</u>	
Boys Ultimate Frisbee*	Girls Soccer	Boys Soccer
Co-Ed Cheerleading	Girls Ultimate Frisbee*	
	Co-Ed Fencing (PRCR)*	

Girls Basketball	<u>Winter Sports</u> Boys Basketball	Wrestling*
	<u>Spring Sports</u> Swimming*	Track*

Specific dates will be available the first week of school. Jefferson encourages participation by all team members and stresses team effort, sportsmanship, individual effort and worth. A current physical exam and medical clearance are required to be on file in the Clinic. (The physical exam must be **no more than 12 months old**). See the [TJMS website](#) for more information regarding athletic requirements.

Student Council Association (SCA)

Student ideas are highly valued at Jefferson and one opportunity for expression is through the SCA. School-wide elections for rising 7th and 8th grade officers are held in early June for the following school year. Elections for new 6th grade officers are held in the early fall of the current school year. The SCA officers are: President and Vice President open to 8th graders only, Secretary, Treasurer, three Representatives for each grade level (one per team), and an ELL representative. Candidates for office must obtain ten student signatures, approval from three teachers from which they have taken at least one class, documentation of the appropriate number of Community and Service hours and administrative permission. Candidates for SCA office should have the following characteristics: excellent leadership qualities; organizational skills; good interpersonal abilities; good listening skills; and appropriate behavior.

All officers are required to participate in SCA TA. During this time, the SCA plans dances, pep rallies, and other student-oriented activities and is involved in planning and implementing community service activities as well as representing student concerns to the administration.

GRADE REPORTING

Letter Grades – Report Cards

Students receive both scholastic grades and work habits grades in accordance with APS policy.

- **A (Superior Achievement):** "A" means that a student's performance is superior. High quality work is completed on time and shows creative thinking.
- **B (Very Good Achievement):** "B" means that a student's performance is above average. Better than average quality work is completed on time and indicates good achievement.
- **C (Average Achievement):** "C" means that a student's performance is average. Reasonably well done work that is generally completed on time.
- **D (Passing-Below Average Achievement):** "D" means that a student's performance is below average. Work is inferior, irregularly completed, and/or taking a longer time to complete.
- **E (Failure-Unacceptable Achievement):** "E" means that a student's performance is far below expectation. The work has not been completed, has been unsatisfactorily done and/or is seldom on time. This is below the minimum requirements.

Numerical Grade Value Chart

Arlington Public Schools Grading Scale

Letter Grade	Percentages	Quality Points
A	90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100	4.0
B+	87, 88, 89	3.5
B	80, 81, 82, 83, 84, 85, 86	3.0
C+	77, 78, 79	2.5
C	70, 71, 72, 73, 74, 75, 76	2.0
D+	67, 68, 69	1.5
D	60, 61, 62, 63, 64, 65, 66	1.0
E	59 & Below	0.0

Studentship skills are communicated on the report card for each subject in the areas of: responsibility; participation; following directions; initiative and effort; work and study habits; and completing homework using the symbols and descriptions below:

! (Surpasses Expectations) **#** (Meets...) **^** (Approaching...) **N** (Needs Improvement)

For some courses feedback is provided using different scales: **O (Outstanding)**, **S (Satisfactory)**, or **U (Unsatisfactory)**; **P (Pass)** or **F (Fail)**. All courses evaluate students using the appropriate IB MYP criteria and rubrics. Scores can range from 1-8, with 8 being the highest a student can achieve.

Report cards are issued four times a year, about every nine weeks. Questions concerning academic performance, grades, or any other matter should be directed to the appropriate teacher. Other matters should be brought to the attention of the teacher/advisor or guidance counselor.

Student grades are based on scores on a number of assignments including IBMYP assignments/assessments which are scored using a specific rubric. (Please see below.) IB achievement levels (also known as "scores") are reported in Synergy. These achievement levels do not reflect student behavior. Teachers provide feedback to students regarding demonstration of Approaches to Learning Skills, such as task completion, organization, etc. but these skills are not formally assessed.

Scoring Rubric for all IB MYP Subjects	
8 Point Rubric	
I = Incomplete	
Achievement Levels	Percentages
0	50% = E
1	57% = E
2	68% = D+
3	73% = C
4	77% = C+
5	81% = B
6	87% = B+
7	90% = A
8	100% = A

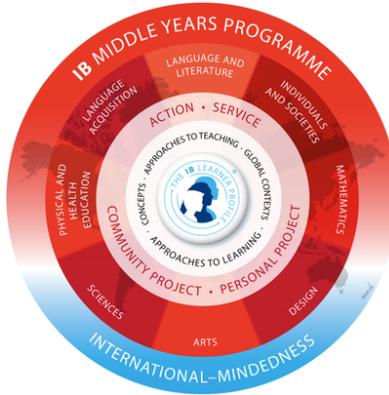
Interim Reports

Interim Reports are issued near the midpoint of each grading period.

Access@APS/StudentVUE

Information about academic achievement is available through StudentVUE on the Jefferson website. Select the [Access@APS](#) link on the right side of the website, and then select the *StudentVUE* link. You will be asked to login with a unique username and password. If you cannot login, help options are available at [access@APS](#).

INSTRUCTIONAL PROGRAMMING



What is the IB MYP?

The International Baccalaureate Middle Years Program (IB MYP) has been designed as a coherent and comprehensive curriculum framework that provides academic challenge and develops life skills. The instructional program is intended for all students at Thomas Jefferson. The IB MYP encourages and motivates students to build on personal strengths and embrace challenges, take appropriate risks, critically reflect, and develop a strong sense of personal identity, through its framework that emphasizes:

- student inquiry
- conceptual understanding
- interdisciplinary learning
- global awareness
- responsible action

The IB MYP model depicts the essential features of TJMS' instructional program. Policies that facilitate implementation of the IB MYP can be found on the school's web page.

Service as Action

Preparing students to be active members of the community is an important goal of the IB. Service is a form of action expected of IB learners. Click on this [link](#) for details about the service expectations for TJMS students.

ATSS: Arlington Tiered System of Support (Yellow Jackets Period)

ATSS helps each student reach success in academics, behavior and social emotional well-being through a system wide framework that provides additional resources and supports. There are three tiers of instruction and support: Tier 1 (Core), Tier 2, and Tier 3.

- Tier 1: Core Instruction (Focuses on differentiated, flexible, and inclusive instruction)
- Tier 2: Intervention/Extension; Typically, short term (4- to 5-week cycle)
- Tier 3: Intensive Intervention; Generally, a 45- to 60-minute block, 4 times/week (in addition to Core Instruction + Tier 2)

Homework

Homework is an important part of the instructional program. Homework is assigned to reinforce and enrich skills and concepts that have been presented in class or provide extension for a lesson. Students are expected to read for 30 minutes or more every day.

Study Hall

Study Hall is offered from 2:30-3:30 on Mondays, Tuesdays and Thursdays in the TJMS library. Study Hall is a quiet classroom space for students to work, staffed by teachers who can answer questions or support you in completing your work. Usually, students do NOT finish their homework during the Study Hall time-frame. Therefore, they will need to finish it at home.

Effective Study Habits

Plan: Assign a definite time, at least one hour each day, for study at home; utilize study periods and library facilities in school. Use your assignment notebook or digital organizer and take home all necessary books, papers, and other materials.

Place: Have a definite place at home to study away from distractions, with all necessary books, papers, and materials available. Do not attempt to study while conversing or viewing television.

Procedure: Be certain you understand the assignment. Read the entire assignment over rapidly to grasp the basic content. Then, you should re-read the assignment slowly and carefully for concepts, relationships, and details. Next, close the book and mentally outline the material and ideas contained in the lesson. Finally, review the entire assignment.

You should expect homework to be assigned at the teacher's discretion and in accordance with APS Policy. [PIP I-11.2 PIP-1](#) states: Homework for "Grade 6-8: maximum of 20 minutes a night for each course for a total of 90 minutes a night plus an additional minimum of 30 minutes of reading." Each team will determine and specify the amount and length of homework assignments.

Make-Up Work

Students absent for one day should contact their teachers or another student to get the assignments. Assignments during lengthy illnesses should be obtained by contacting the School Counselor. Parents/guardians can request and arrange for homework pickup. Make-up work is the student's responsibility. Students should keep up with current assignments by using their student agenda and carefully planning study times.

LIBRARY

The Library offers an inviting space and we welcome students who wish to read, study, do research, or work on school assignments.

Hours

The Library is open 7:20 AM to 3:30 PM Monday through Friday unless students are told otherwise through morning announcements and/or a sign on the counter. The Library is closed during TA. Students must have a pass from their teacher to visit. The Library is available most days during lunch after students have finished eating. After school, students must arrive by 2:30 PM or come with a pass from a teacher.

Checking Out Materials

Books check out for 3 weeks and may be renewed. Magazines and other materials may also be checked out on a limited basis. Students with overdue materials may not check out additional materials until the items are returned or paid for in full. Student library records follow the student from elementary through high school.

See Librarians with any questions or visit the [Library website](#).

LOCKERS

Lockers are provided to secure school-issued materials, a coat, jacket, or sweater, personal items needed for daily school activities, and lunch for the day. Lockers and school padlocks are assigned to each student. Lockers are issued to **INDIVIDUAL STUDENTS** alone who are responsible for the security and cleanliness of the locker. Students **must not** share their combinations or lockers with other students. **Administrators have the right to inspect lockers at any time. Students may use their lockers before TA, before and after lunch, and after 8th period.**

Take time to maintain a clean, neat storage area. Items which may deface the surfaces of lockers may not be used (i.e. glue or tape or stickers). Only use the school-issued padlocks. **Lost padlocks are replaced for a fee of \$6.00.** Physical Education lockers are to be used for PE uniforms only.

LOST AND FOUND

A Lost and Found is in the Green Commons and Main Office. Student names should be on all large items and clothing brought to school. Items not claimed within a reasonable time will be given to charity. **Do not leave items unattended.**

MEALS

Students may bring their breakfast or lunch. Students may purchase a meal, drink, or snacks in the school cafeteria. Students may pay in advance for a week or more with the cashier. Breakfast is \$1.65; Lunch is \$2.95. **Lunch Account Numbers may not be shared.** Parents/guardians may make payments online for your meals using a secure online Payment Portal that accepts VISA® or MasterCard®. Through www.myschoolbucks.com, parents/guardians can also view your cafeteria purchases, track meal account

balances, set-up low-balance email reminders, and schedule recurring payments for your meals.

SCHOOL SAFETY

Every September and January students will attend a grade level “Welcome Back” assembly addressing behavioral and academic expectations for students. Our goal is to provide a safe environment for all students. To this end, students are encouraged to access our “Bully Box,” available on the [school’s website](#), to anonymously report incidents of bullying to administrators.

STUDENT ACHIEVEMENT

Honor Roll

High academic performance and good citizenship are recognized and honored. Honor Roll Cards are issued to officially recognize Jefferson's dedication to high performance in academic and citizenship responsibilities. The Honor Roll lists students who have earned all A’s or all A’s and B’s during each grading period.

National Junior Honor Society (NJHS)

Membership in the NJHS has been recognized nationally as one of the highest honors that can be bestowed upon a middle school student. Membership signifies excellence in the middle school years and indicates promise for the future. Once selected for membership, a student should also exert a new influence to improve community conditions and promote those qualities of scholarship, character, leadership, citizenship, and service for which the National Junior Honor Society stands. Under the sponsorship of a Jefferson staff member, the club plans special projects and activities which reflect the standards of the society.

Membership criteria for the Jefferson chapter of NJHS are the following: maintain a 3.5 grade point average; complete and return the application that addresses participation in activities and achievements; complete seventh grade community and service hours; receive a satisfactory rating for character, leadership, citizenship, and service by staff members; participate in the spring induction ceremony; and maintain high standards of scholarship, character, leadership, citizenship, and service. All NJHS members are expected to complete 25 hours of community service during their eighth-grade year.

Academic Honesty Policy

The IB Learner Profile states that students must “act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities.” They are also to “take responsibility for their own actions and the consequences that accompany them.” One of the main purposes of Jefferson’s IB MYP Programme is to support students in becoming creative, independent, principled learners. To do so, we have developed this school-wide Academic Honesty Policy to define the terms and concepts, highlight the responsibilities of stakeholders, and outline the consequences of malpractice. Students must know the rules, apply the rules, and understand their importance in order to make good choices about their academic success.

School Administrators and Counselors serve as support networks for students, parents/guardians, and

teachers while also providing necessary disciplinary actions should academic dishonesty occur.

Below are excerpts from the TJMS Academic Honesty Policy. The Academic Policy, in its entirety, is available on the school web page in several languages: [Academic Honesty Policy](#).

The school will:

- promote teaching skills rather than policing
- treat all breaches as serious (deliberate cheating as well as misunderstandings)

Teachers serve as the primary instructor in the process of understanding academic honesty.

Teachers will:

- ensure learners understand the academic learning policy
- create inquiry-based assessments that reward the effort required to complete the assignment as well as the final product
- teach proper ways to acknowledge others' work
- provide simple, clear guidelines and expectations to students
- use of vertical (**subject area team**) planning to ensure consistent guidance for students about the use of others' work
- administer the pledge and discuss its meaning; collect for inclusion in the student's permanent file
- show by example
- clearly communicate any changes in expectations for student autonomy and independence. Such changes should be communicated through examples and interactive.

Students will:

- always do their own work
- refrain from sharing their work with other students to claim as their own
- track use of resources and always give credit to the original source or author, including all images and online sources
- use appropriate ways to signal use of sources, including but not limited to APA and MLA style citations
- ask the teacher or librarian when in doubt for clarification

Levels of Malpractice	Description	Action by Teacher & Department Head	Action by Counselors & Administrators
Level 1	<p>Accidental Malpractice May occur due to inexperience and is limited to the first time. May occur if a student submits work that is not entirely their own, with only minor instances of plagiarism.</p> <p><i>An example may involve paraphrasing ideas or using material without MLA citation.</i></p>	<p>If an assignment:</p> <ul style="list-style-type: none"> - team conference with student to inform and guide future behavior, - incident recorded in team notes, parent/guardian contacted - teacher allows the student to make up the assignment, but modifies the assignment so that the student generates original ideas. Student may earn full-credit 	<p>No intervention by counselors or administrators at this level.</p>

	<p><i>It might also be where a student has copied homework from a classmate or asked for "help" in a way that solicits answers, rather than understanding.</i></p>	<p>If a test, exam, or quiz: - If the student is caught cheating while taking a test or if the results of a test indicate student(s) have cheated, the teacher speaks with student(s) involved to verify cheating has taken place. The same procedure as that for cheating on an assignment is followed and the student will be allowed to take a different version of the test for full-credit.</p>	
Level 2	<p>Deliberate Malpractice A student has one recorded instance of malpractice either within the same course or in other courses within the same academic year OR the dishonesty was intended.</p> <p><i>In these cases, students may have completely copied work from another student, or used words that are not their own, without citing the source. A student may have copied from electronic sources and/or changed key words and phrases. If a student copies work on an assignment or test, it is assumed that they did so, knowingly.</i></p>	<p>- Level 1 procedures for infractions involving assignments, tests, exams and quizzes apply</p> <p>AND</p> <p>- The classroom teacher makes a copy of the assignment, and any other documents related to the assignment for counselor</p> <p>AND</p> <p>- The student is presented with a choice of assignment to complete to promote Academic Honesty in the school community.</p>	<p>1) Parent or guardian is contacted. 2) Teacher submits materials and summary of incident to the grade level counselor. 3) Counselor meets with student to provide counseling 4) Grade level assistant principal and principal are notified</p>
Level 3	<p>Repeated Malpractice A student has more than one recorded instance of malpractice either within the same course or in other courses across academic years.</p> <p><i>In these cases, students may have submitted plagiarized work, made up sources, submitted the same assignment more than once, stolen test materials, used electronics inappropriately, or shared or published answers.</i></p>	<p>- Level 1 procedures for infractions involving assignments, tests, exams and quizzes apply</p> <p>AND</p> <p>- The classroom teacher makes a copy of the assignment, and any other documents related to the assignment for counselor</p>	<p>Steps 1-4 above are followed</p> <p>AND</p> <p>1) The student is required to serve in-school suspension (ISS) for 1 day. 2) Summary of incident is placed in the student's file.</p>

STUDENT CONDUCT

“Before you speak ask yourself if what you are going to say is true, is kind, is necessary, is helpful. If the answer is no, maybe what you are about to say should be left unsaid.”

- Bernard Meltzer

Pride at Thomas Jefferson is reflected in respectful behavior directed to others and ourselves. Respect can be shown in the way we all interact with each other by:

- being aware of others' space as well as your own throughout the building
- speaking in a reasonable tone of voice
- listening, without interruption, to those who are speaking to you
- following directions given by any staff member
- leaving an area in the same condition (or better) than it was when you arrived
- being honest
- following the [Academic Honesty Policy](#)
- following the school rules that are outlined for the safety and smooth operation of the school

Dress Code

All students are expected to be neat, comfortable, clean, and appropriately dressed for school. Students' dress should not be disruptive to the educational program. **Any pajamas, slippers, and/or clothing displaying inappropriate language, messages or pictures are unacceptable.** Thomas Jefferson is a safe, drug-free, weapon-free school in language as well as in deed. No bandanas.

Once lockers are assigned to students, hats, outer garments, and backpacks are to be placed in the locker and left there until school is dismissed. These items are not permitted in classrooms and halls. No backpacks are allowed during the school day.

Appropriate Behaviors

One of the most important lessons education teaches is self-discipline. Self-control, character, orderliness, and efficiency develop from this. It is the key to good conduct and proper consideration for other people. Students, parents/guardians, and school staff members are jointly responsible for proper student conduct in school and school-related activities.

Inappropriate Behaviors

If a student exhibits inappropriate behaviors, a staff member takes the initial step in correcting the observed behavior. The staff member will work cooperatively with the student, parent/guardian, and counseling staff, to assist the student in understanding his/her responsibility for a change in conduct. Inappropriate behaviors may result in one more of the following consequences:

- conference with student and/or parent and team
- detention
- fees for damages/community service

Discipline Referrals

The teacher may feel the breach of behavior is serious enough to warrant referral to the appropriate administrator. The referral might be for, but not limited to:

- endangering the safety of others
- excessive disruptions in class
- damage, or attempted damage, of property
- gambling of any type
- trespassing
- loitering in halls or disturbing classes
- fighting
- smoking, using, or being in possession of tobacco or smoking paraphernalia
- excessive tardiness or absences
- truancy from class or school
- disrespectful, defiant, or disobedient behavior (insubordination)
- cursing, verbally abusing, or harassing another person
- vandalism
- acts of dishonesty
- violations of law

The following corrective action may result from the discipline referral:

- conference with student, teacher and counselor
- warning
- denial of privileges
- detention - lunch or after school
- parent/guardian contact or conference
- community service
- a fee charged for the repair of damages
- Saturday School
- In-School Alternative Program (ISAP)
- Out-of-School Suspension (OSS)
- other appropriate action as determined by the administration
- Referral to the Assistant Superintendent, Administrative Services

Saturday School

Saturday School is an opportunity for students to make up time they may have missed in school due to poor behavior or excessive tardiness. Students attend on an assigned Saturday from 9:00AM-12:00PM and must bring work to complete while in attendance.

In-School Alternative Program

The In-School Alternative Program (ISAP) is designed to help students understand that they are accountable for their actions. Students assigned to ISAP are removed from regular classes. In ISAP a

resource assistant ensures that students are provided a supervised environment and assignments.

When a student is assigned to the In-School Alternative Program, he or she should bring proper school materials to work on throughout the day. Failure to complete assigned work, or comply with expectations may result in extension of the ISAP placement. **Students will remain in ISAP until 3:30 PM.**

Suspension Out of School

Suspension of the student to home is intended to acquaint the student and parents/guardians with the seriousness of disciplinary problems and to secure their cooperation in solving them. During the time of suspension, the student is not permitted on any school or community center grounds, school buses, or to attend school-related activities. Suspensions are excused absences from school. Students are expected to make up missed work in the designated time.

Major disciplinary action will be taken in cases of possession, intent to sell, selling, or being under the influence of drugs/alcohol or other intoxicants; theft; vandalism; or conduct which may be harmful to the school and student safety. Possession of weapons and look-alikes, acts of harassment, intimidation, or assault will not be tolerated. Such violations of the law will be referred to the Arlington County Police Department. Out-of-school Suspensions (OSS) may be appealed to the Assistant Superintendent of Administrative Services.

SCHOOL MATERIALS

Textbooks, library books, APS issued iPads, and other school materials are the student's responsibility. All school materials should be treated with care and respect. If any materials are damaged, lost or stolen, you will be assessed a fee to cover the cost of repair or replacement. **Issued textbooks and iPads must be covered.** Unauthorized use of any school equipment is prohibited.

SCHOOL STORE/OTHER SALES

A school store is maintained by a school club or organization. Sales occur during T/A. Students may not sell items privately. Approval by the principal is required for all student sales.

TEACHER ADVISOR PROGRAM (TA)

The Teacher Advisor Program ensures that each student participates in a small, supportive environment to augment his or her school day. Students meet with their TA during Yellow Jackets Period. Students receive instruction in notebook organization, time management, productive study habits, note-taking, following directions, and test-taking. Our IB Learner Profile is reinforced weekly through a variety of lessons. Students receive their progress reports and report cards through TA. The advisor can monitor the progress of all his or her advisees. Parents/guardians should feel comfortable in contacting the TA for any reason.

TECHNOLOGY USERS GUIDELINES

The Arlington School Board supports the integration of technology to reach educational goals, including those defined by the Virginia Standards of Learning, the Arlington curricula, and the Technology

Standards for Instructional Personnel. In support of these goals, the Arlington School Board provides access by students, faculty and staff to a variety of technology-supported information resources.

All school system users are expected to retrieve, evaluate, and apply information skills and technological tools in thoughtful, responsible ways that enhance learning across the curriculum. Users of technology are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school library. General school rules for behavior and communications apply; consequences for inappropriate behavior also apply. Access to these electronic resources is provided for students and staff to conduct research and communicate with others. Technology users are expected to act in a considerate and responsible manner. See the Ipad use agreement [Technology guidelines attachment](#).

To match electronic resources as closely as possible to the curriculum, instructional staff will guide students in utilizing electronic information resources.

Code of Ethics

Users are expected to abide by the following:

- Use school facilities and equipment only for school-related, educational activities. This includes but is not limited to the use of the Internet, e-mail, StudentVue, Educational Resources, and the local school and county networks.
- Be courteous and use appropriate language. Do not harass or attack others or use expressions of bigotry, racism and/or hate. Do not send, display or use profanity, obscenities, sexually explicit or offensive materials.
- Protect privacy and safety by not disclosing such personal information as telephone numbers, addresses or passwords.
- Use only assigned passwords. The use of others' passwords is forbidden.
- Recognize and respect the intellectual property of others, e.g., do not tamper with files, copy or download without permission.
- Adhere to Federal copyright laws and publishers' licensing agreements.
- Install only APS-owned software on APS computer systems.
- Respect the integrity of the network system. Enter authorized systems only. Do not attempt to circumvent or subvert system security measures. Do not tamper or alter the system in such a way that would disrupt the network.
- Report suspected computer viruses or other problems immediately so that action can be taken and damage can be minimized.
- Use equipment responsibly. Do not damage in any form or manner hardware, electronic systems or networks.
- Conserve resources including but not limited to file storage space, band-width, on-line time, toner and paper.
- Do not sell merchandise or operate a business.

Inappropriate Material

APS recognizes that users may encounter materials that could be viewed as inappropriate and non-educational. Therefore, reasonable efforts will be made to provide direction and to monitor student use. However, it is the responsibility of the individual user not to initiate access to inappropriate material. If such material is encountered, the user is expected to exit immediately.

Areas of Responsibility

- All technology users are responsible for reviewing and abiding by the above guidelines
- APS is not responsible for any unauthorized access, damages resulting from the loss of data, delays, service interruptions or the accuracy or quality of information obtained through its electronic resources.
- Authorized APS personnel may review files and communications to maintain system integrity.
- All users should assume that electronic communications and storage are neither private nor permanent nor necessarily secure.
- APS is responsible for remaining in compliance with State and Federal telecommunication rules and regulations.

APS is not responsible for student or staff use of technology resources outside of school. However, staff or students may be disciplined for any technology use whatsoever that negatively affects the Arlington Public Schools or that negatively affects the ability or fitness of any staff person to effectively serve the schools.

The Thomas Jefferson Electronic Device Usage are as follows:

- Cell phones and gaming devices are to be off and out of sight during the school day.
- iPads are for school use and to be used at the teachers' discretion.

Confiscated phones that have been sent to the AP Office:

- 1st offense - warning, student picks up the phone at the end of the day.
- 2nd offense - student picks up the phone at the end of the day and calls home.
- 3rd offense - student calls home and parent picks up the phone.

APS-Issued iPad Agreement

See the iPad use agreement and sign [Technology guidelines attachment](#).

TRANSPORTATION

Bus Riders

All students not in walking distance to Jefferson (1½ miles) may ride a bus. Bus routes are established by the transportation office. Expediency and safety are the prime considerations in establishing bus routes. Riding a school bus is a privilege. All bus riders must observe proper conduct and safety regulations. If the student cannot assume the responsibility that goes with this privilege, then the privilege to ride the bus may be taken away. (See **School Bus Regulations in the First Day Packet**)

Late Buses

Late buses leave school at approximately **4:15 PM** and transport students to identified stops. Only students who stay after school under Jefferson staff supervision for clubs, tutoring, study hall, and other school related activities may ride the late bus. A late bus pass or direct approval by the adult supervising the bus boarding is required. Participants in sports and other school-sponsored late activities (i.e., Check-In or drama rehearsals) may ride the **4:15 PM** bus.