ARLINGTON PUBLIC SCHOOLS

THOMAS JEFFERSON

An International Baccalaureate Middle Years Programme

STUDENT HANDBOOK

Thomas Jefferson Middle School

125 South Old Glebe Road
Arlington, Virginia 22204

Principal
Keisha Boggan

Assistant Principals
Diana Jordan
Robert Hanson
Vincent Jarosz

Director of Counseling Services
Dante Hicks

Dean of Students
Templeton Tisdale

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**
Website	**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

Thomas Jefferson students create a better world.

School Slogan

Learn * Grow * Act * Together

School Hours

School Day: 7:50 AM – 2:35 PM

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	**Knowledgeable**	**Thinkers**
Communicators	**Principled**	**Open-minded**
Caring	**Risk-takers**	**Balanced**
	Reflective	

ATTENDANCE

The Arlington Policy Implementation Procedure J-5.1.30 describes Arlington Public Schools Attendance Policy and Procedures.

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 Canvas.

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 Vestibule 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 a pattern of unexcused absences, a TJMS staff member will contact the parents/guardians to review the attendance policy and set up a conference. If further unexcused absences occur, an administrator 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 Vestibule 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 detention from 2:40-4:00 PM on regular school days, after school on early release days.

Tardy and Attendance Policy

Hall Passes

Students are required to use hallpasses when leaving the classroom. Students must be in the classroom for the first 5 five minutes and the last 5 minutes of class for 45 minute classes and first 10 minutes and last 10 minutes for 90 minutes; no passes.

Morning Arrivals

All students will enter the building through Door 1 and report to the auditorium at 7:20 AM. The Library will be open at 7:20 AM for students who want to study or read quietly. **Note:** Parents/guardians should not drop off students before 7:20 AM as there is no adult supervision prior to this time.

BACKPACKS

Once lockers are assigned to students, hats, winter coats, tote bags, crossbody bags, purses and backpacks are to be placed in the locker and left there until school is dismissed. These items are not permitted in classrooms or hallways. No backpacks are allowed during the school day.

CELL PHONE/ELECTRIC DEVICE USAGE EXPECTATIONS

- iPads are for school use and to be used at the teachers' discretion.

- Wired earbuds and headphones are to be used at the teachers' discretion with your iPad, and should not be seen or used outside of class. Wireless headphones/earbuds are not permitted.
- Cell phones must be off and in lockers during the school day.

Photo, Audio, and Video Recordings
In accordance with School Board Policy I-9.2.5.1 Electronic Technologies Acceptable Use, phones and other personal devices cannot be used to photograph or audio or video record students, staff, or other Arlington Public Schools community members on school property unless directed by a teacher for a specific instructional purpose.

Confiscated devices will be sent to the Main Office:

1st Offense- Warning, student picks up the device at the end of the day
2nd Offense- Student calls home; student picks up the device at the end of the day
3rd Offense- Student calls home and parent/guardian picks up the device

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.

Grade 6 - Ms. Stephanie Washington
Grade 7 - Mr. Brian Rowe
Grade 8 - Ms. Meaghan Traverse
English Learner Counselor (all grades) - Ms. Ana Rodriguez

Program Counselor - Mr. Joseph Spencer
Building Counselor - Ms. Carrington Armston
Intervention Counselor - Ms. Tracey Butler-Johnson
Substance Abuse Counselor - Ms. Takecia Taylor

If the Substance Abuse Counselor is unavailable, you may email her at: takecia.taylor@apsva.us or call the Substance Abuse Hotline 703-228-6057 (voicemail box is confidential).

EXTRACURRICULAR ACTIVITIES

Open Gym

Open gym is available Mondays through Thursdays (2:40-4:00 PM). The major purpose is to provide students with an opportunity to utilize Jefferson's large gym space in a low pressure, casual environment. Students participating in drop-in gym may take late buses home provided they arrive to the gymnasium by 2:45 PM and stay in the gym for the entire session (until 4:00 PM). Open gym is not available on days where there are "home" sporting events such as basketball games.

Clubs

Club activities are conducted after school under the sponsorship of a staff member. A list of after school activities and sports can be found on TJMS website. Link includes proposed tryout and start dates.

Sports Program

Thomas 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.

	Fall Sports	
Co-Ed Tennis	Girls Soccer	Boys Soccer
Boys Ultimate Frisbee*	Girls Ultimate Frisbee*	Co-Ed Cheerleading
	Winter Sports	
Girls Basketball	Boys Basketball	Wrestling*
	Spring Sports	
Swimming*	Track*	Diving

Specific tryout/start 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 all officers will be 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 EL 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

The report card shows the student's academic grade in every class. The overall Arlington Public Schools letter grade is determined by the mean or average score of a student's final achievement scores (1-8) in all four criteria for each subject area. The achievement scores within each criterion are not averaged together, but rather are determined by the mode or latest score. Achievement scores are cumulative over the duration of the year. The chart below shows the letter grade equivalencies to Middle Year Programme (MYP) boundaries.

APS Grade	Standards Range	IB MYP Boundaries	Alignment of Arlington Public School Grades with MYP Grade Descriptions
A	7.00-8.00	28-32	Produces high-quality, **frequently** innovative work. Communicates **comprehensive**, **nuanced** understanding of concepts and contexts. **Consistently** demonstrates sophisticated critical and creative thinking. Frequently transfers knowledge and skills with independence and expertise in a variety of complex classroom and real-world situations. Demonstrates significant growth in the subject area.
B+	6.00-6.99	24-27	Produces high-quality, **occasionally** innovative work. Communicates **extensive** understanding of concepts and contexts. **Demonstrates** critical and creative thinking, **frequently** with sophistication. **Uses** knowledge and skills in familiar and unfamiliar classroom and real-world situations, **often with independence**. Demonstrates noticeable growth in the subject area.
B	4.75-5.99	19-23	Produces **generally** high-quality work. Communicates **secure** understanding of concepts and context. **Demonstrates** critical and creative thinking, **sometimes** with sophistication. **Uses** knowledge and skills in familiar classroom and real-world situations, and, **with support, some** unfamiliar real-world situations. Demonstrates noticeable growth in the subject area.

C+	4.00-4.74	16-18	Produces **good** quality work. Communicates **basic** understanding of **most** concepts and contexts with **few** misunderstandings and minor gaps. **Often** demonstrates **basic** critical and creative thinking. **Uses** knowledge and skills with **some** flexibility in familiar classroom situations, but **requires support** in unfamiliar situations. Demonstrates some growth in the subject area.
C	2.50-3.99	10-15	Produces work of an **acceptable** quality. Communicates **basic** understanding of **many** concepts and context, with **occasionally** significant misunderstandings or gaps. Begins to demonstrate **some** basic critical and creative thinking. Is **often inflexible** in the use of knowledge and skills, requiring support even in familiar classroom situations. Demonstrates some growth in the subject area.
D+	2.00-2.49	8-9	Produce work of **limited** quality. Expresses misunderstandings or significant gaps in understanding for many concepts and context. **Infrequently** demonstrates critical or creative thinking. **Generally** inflexible in the use of knowledge and skills, **infrequently** applying knowledge and skills. Demonstrates marginal growth in the subject area.
D	1.50 - 1.99	6-7	
E	0.00-1.49	1-5	Produces work of **very limited** quality. Conveys **many significant** misunderstandings or lacks understanding of most concepts and contexts. **Rarely** demonstrates critical or creative thinking. **Very** inflexible, **rarely** using knowledge and skills. Demonstrates inadequate growth in the subject area.

Student skills are communicated on the report card for each subject in the categories of: citizenship; responsibility; participation; organization; and collaboration using the letters and descriptions below:

Citizenship, Work and Collaboration Comments

G	Takes responsibility for actions and completes work on time.
H	Needs to improve on taking responsibility and completing work on time.
I	Works well with other students.
J	Needs to improve on working with other students.
K	Shows strong organizational skills.
L	Needs to improve organizational skills.
M	Respectfully participates in and contributes to the class.
N	Needs to improve respectfully participating in and contributing to the class.

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 summative assignments including IB MYP 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 communication, self-management, etc. but these skills are not formally assessed.

Late/Missing Work

Each subject area will have posted in the syllabus how long late work will be accepted after the due date. In general, late work will follow these guidelines:

- Formative assignments are accepted through the end of the unit.
- Summative assignments are accepted through the end of the quarter.

Scoring Rubric for all IB MYP Subjects within a criterion	
8 Point Rubric	
I = Incomplete	
Achievement Levels	Letter Grades
0	**E**
1	**E**
2	**D+**
3	**C**
4	**C+**
5	**B**
6	**B+**
7	**A**
8	**A**

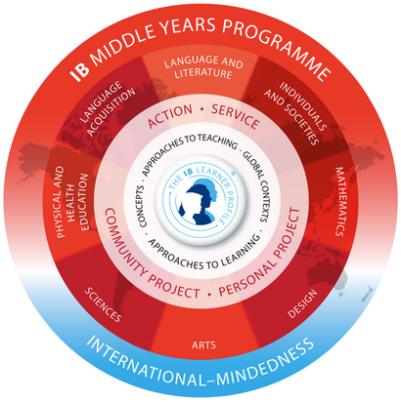
Interim Reports

Interim reports will not be issued since all criteria may not be assessed in a four week time-frame. Teachers are, however, expected to notify parents/guardians via Canvas after summative assessments are graded. The notification sent to parents/guardians can be as simple as, “Summative grades are in. Please check ParentVue.”

My Access@APS/StudentVUE

Information about academic achievement is available through StudentVUE on the Jefferson website. Select the MyAccess@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 myaccess@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
- international mindedness
- 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.

Community Project and Service Learning

Service learning prepares students to be internationally minded, active citizens. In 6th and 7th grade, students are introduced in TA and through their subject area classes to a range of service learning activities that are connected to the UN Global Sustainable Development Goals. At the end of 8th students are expected to complete a Community Project where they investigate, plan, take action, reflect and present on their activities to help a community of their choice. Learn more about the details here.

ATSS: Arlington Tiered System of Support

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. Based on student needs, 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 may be 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

Normally, Study Hall is offered from 2:40-3:40 PM 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. Students who go to study hall will be able to take late buses 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.” Teachers 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 Canvas calendar 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. 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 2:40 PM or come with a pass from a teacher. No food or drinks are allowed in the library.

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, message us in Canvas 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. Food and drinks items should be removed from lockers at the end of the day. **Administrators have the right to inspect lockers at any time. Students may use their lockers before TA, before and after lunch, and after their last class.**

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.

Once lockers are assigned to students, electronic devices, hats, winter coats, tote bags, crossbody bags, purses and backpacks are to be placed in the locker and left there until school is dismissed. These items are not permitted in classrooms or hallways. No backpacks are allowed during the school day.

LOST AND FOUND

A Lost and Found is in the Green & Yellow 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 donated 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. Breakfast and lunch are free this year but may require a student lunch

number. **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. Breakfast is available to students every morning in a grab-and-go model. Two serving points are available, one for students whose lockers are upstairs and one downstairs. Students must pick up their breakfast between 7:40 AM and 7:50 AM before going to T/A. The exception to this is students arriving late to school with a tardy pass from the main office. **Microwaves will not be provided for student use.**

SCHOOL SAFETY

Every September and January students will attend a grade level Welcome Back Safety assembly addressing behavioral and academic expectations for students. Our goal is to provide a safe environment for all students. To this end, there are secured boxes located outside counselors' doors where students may leave notes for their counselor. In addition, 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. The Honor Roll lists students who have earned all A's or all A's and B's during each grading period. Quarterly recognitions are held 1st - 3rd quarters to officially celebrate Jefferson's dedication to high performance in academic and citizenship responsibilities.

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 Integrity 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 Integrity 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 Integrity Policy. The Academic Policy, in its entirety, is available on the school web page in several languages: Academic Integrity Policy.

The school will:

- promote teaching skills rather than policing

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	**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. *An example may involve paraphrasing ideas or using material without MLA citation. 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.*	If an assignment: - 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 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.	No intervention by counselors or administrators at this level.
Level 2	**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. *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.*	- Level 1 procedures for infractions involving assignments, tests, exams and quizzes apply AND - The classroom teacher makes a copy of the assignment, and any other documents related to the assignment for counselor AND - The student is presented with a choice of assignment to complete to promote Academic Honesty in the school community.	1) Parent or guardian is contacted. 2) Teacher submits materials and a summary of the incident to the grade level counselor. 3) Counselor meets with student to provide counseling 4) Grade level assistant principal and principal are notified
Level 3	**Repeated Malpractice** A student has more than one recorded instance of malpractice either within the same course or in other courses across academic years. *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.*	- Level 1 procedures for infractions involving assignments, tests, exams and quizzes apply AND - The classroom teacher makes a copy of the assignment, and any other documents related to the assignment for counselor	Steps 1-4 above are followed AND 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.

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 Integrity Policy
- following the school rules that are outlined for the safety and smooth operation of the school

Dress Code

Hats, headgear (durags/wave caps/baseball caps, bonnets, etc), sunglasses or scarves are only allowed for medical or religious purposes (no crossbody bags, bandanas or ski masks). You cannot wear clothing that has pictures or references to weapons, drugs, alcohol, sexual content or gangs. Students wearing inappropriate clothing will be required to change into appropriate attire. Purses, cross body bags etc. must remain in lockers.

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 or more of the following consequences:

- conference with student and/or parent and team
- teacher detention

Discipline Referrals

Student behaviors that violate the APS Student Code of Conduct are serious enough to warrant a referral to administrators. 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/vaping, using, or being in possession of tobacco or smoking/vaping paraphernalia
- using and or being in possession of drugs or alcohol
- 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 (may involve law enforcement)
- cyberbullying (texting, sending inappropriate images, messages, or videos via social media)

The following corrective actions may result from the discipline referral:

- warning
- parent/guardian contact
- conference with student, teacher and/or counselor
- restorative practices
- denial of privileges
- detention - lunch or after school
- 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 Office of Student Climate and Culture

In-School Suspension

The In-School Suspension is designed to help students understand that they are accountable for their actions. Students assigned to ISS are removed from regular classes. In ISS a resource assistant ensures that students are provided a supervised environment and assignments. Students assigned to ISS will also complete a reflection of their actions.

When a student is assigned to the In-School Suspension, 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 ISS placement. **Students will remain in ISS until 2:35 PM and must leave school grounds upon dismissal. Students are not allowed to participate in any afterschool activities (clubs or sports) on the day of their ISS.**

Out of School Suspension

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 physical altercation/fighting, 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. Unauthorized use of any school equipment is prohibited.

TEACHER ADVISORY PROGRAM (TA)

The Teacher Advisory Program ensures that each student participates in a small, supportive environment to augment their school day. Students receive instruction in social-emotional learning (SEL), organization, time management, productive study habits, note-taking, following directions, and test-taking. Our IB Learner Profile is reinforced weekly through a variety of TA lessons. The advisor can monitor the progress of their 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.

Student Code of Ethics

All APS 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.
- 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.

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. All late-bus riders need to report to the cafeteria immediately after their after-school activities have ended. Students who appear "out of nowhere" at the bus loop at 4:15 PM will not be permitted to board the buses. **Students who leave campus cannot ride the late bus!**

CELL PHONES/ELECTRONIC DEVICES

Thomas Jefferson Cell Phone/Electronic Device Usage expectations

CELL PHONE/ELECTRIC DEVICE USAGE EXPECTATIONS

- iPads are for school use and to be used at the teachers' discretion.
- Wired earbuds and headphones are to be used at the teachers' discretion with your iPad, and should not be seen or used outside of class. Wireless headphones/earbuds are not permitted.
- Cell phones must be off and in lockers during the school day.

Photo, Audio, and Video Recordings

In accordance with School Board Policy I-9.2.5.1 Electronic Technologies Acceptable Use, phones and other personal devices cannot be used to photograph or audio or video record students, staff, or other Arlington Public Schools community members on school property unless directed by a teacher for a specific instructional purpose.

Confiscated devices will be sent to the Main Office:
1st Offense- Warning, student picks up the device at the end of the day
2nd Offense- Student calls home; student picks up the device at the end of the day
3rd Offense- Student calls home and parent/guardian picks up the device