JEFFERSON MIDDLE SCHOOL

SIXTH GRADE STUDENT

OWNER'S MANUAL

2013-2014
Entering middle school can be quite an adventure for both students and parents. It is our intent to make the transition from elementary school to middle school as smooth as possible. Below is a list of all the staff members and the main subjects they will be teaching this year.

Our front office secretaries, Betsy Durant and Renee' Richards, will answer many of the questions you have about Jefferson or will put you in touch with someone who could better answer specific questions.

**Principal: Mike Cimino  **  **Assistant Principal: Ivy Marple**

**School Ph: (360)-596-3200  **  **School Fax: (360)-596-3201**

### Sixth Grade

<table>
<thead>
<tr>
<th>English/ Social Studies Instructors:</th>
<th>Supply List</th>
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<tbody>
<tr>
<td>Sarah Howe</td>
<td>1. Spiral notebooks</td>
</tr>
<tr>
<td>Karen Bickel</td>
<td>2. Black pens for outlining</td>
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<table>
<thead>
<tr>
<th>Electives:</th>
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<tbody>
<tr>
<td>Nadine Funchion</td>
<td>Choir</td>
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<tr>
<td>Joseph Dyvig</td>
<td>Orchestra</td>
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<tr>
<td>Keith Holder</td>
<td>Band</td>
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<thead>
<tr>
<th>Special Education:</th>
<th>Reading Enrichment:</th>
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<tbody>
<tr>
<td>Amy Loesch</td>
<td>Special Education Services</td>
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<tr>
<td>Brigmon Lohman</td>
<td>Special Education Services</td>
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<tr>
<td>Jesse Davis</td>
<td>Life Skills Specialist</td>
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<tr>
<td>Caitlin Wood</td>
<td>Learn program</td>
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<th>Math, Science:</th>
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<tr>
<td>Hughes</td>
<td>Math</td>
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<tr>
<td>Jana Dean &amp; Jacob Baker</td>
<td>Science</td>
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<th>P.E./Health Instructors:</th>
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<tr>
<td>Donald Baker</td>
<td>PE</td>
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<td>Debra High</td>
<td>PE</td>
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<th>Support Staff</th>
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<tr>
<td>Tracy Cusack</td>
<td>Counselor</td>
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<tr>
<td>Tracy Osterhout</td>
<td>Social Services Coordinator</td>
</tr>
<tr>
<td>Ann Marie Ratliff</td>
<td>Library/Computer</td>
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</tbody>
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General Information

Attendance
If a student is absent or tardy from school due to illness or emergency, parents must telephone the school to report the absence. School Ph: (360)-596-3200. We have an answering machine where you may leave a message day or night.
If no call is received, the school will telephone parents to make sure they are aware of the student's absence. We follow this district policy to ensure student safety.

For appointments requiring early dismissal or student release, a note or phone call should be given to the office in the morning. Both the student and the parent should check out with the office before leaving campus. Jefferson is a "closed campus," which means students may not leave school grounds after arriving at school without permission from the office.

Dress Code
We have had a number of parent requests regarding the dress code at Jefferson. Fashions change so quickly that specifics are difficult, but here at Jefferson we expect students to dress professionally to show preparedness for school. Below are some general descriptions that may be helpful.

♦ **HATS AND HEADBANDS MAY NOT BE WORN AT SCHOOL** (AT ANY TIME). Hats must be in the student's pack or locker and out of sight. They are to be taken off before entering the school.
♦ Tops – shoulders, midriffs and backs must be covered. Strappy tops must be covered. Strapless tops are not appropriate. Undergarments should not be visible. Students will be asked to cover up or change clothing if needed.
♦ Pants - Long shorts are okay in warm weather. Short shorts are not appropriate for school. Holes, if required as a fashion statement, must be at knee length or below. Leggings and tights should be covered by long tops. Spandex, pajamas, loungewear, sweatpants, and boxer shorts are not appropriate for school.
♦ Skirt length should at least cover the thigh.
♦ Any gang related clothing or accessories are not allowed. Some current examples of gang related styles of dress include but are not limited to the following: bandanas, long chains, suspenders worn hanging down, and pants worn low on the hip (referred to as "sagging"). (For current information on gangs, contact the Olympia Police Department.)

Electives
The sixth grade electives include: choir, orchestra, and band. There are additional electives available for 7th and 8th graders.
Extra Curricular Activities
Depending on staffing, the homework club will be open after school Monday, Tuesday, Wednesday, Thursday, and Friday from 2:32 to 3:30 in the school library.

Homework
It is preferred that make-up homework assignments be arranged through the classroom teacher. Each teacher now has their own e-mail and phone mailbox so that you may contact them directly. If a student misses more than one day due to illness, the office will be glad to assist you in getting homework from teachers. Please call in for homework requests before 9 am so that all assignments can be gathered and held in the office for you by 2:30.

Jag Jams (school socials)
This activity is sponsored by Olympia Parks and Recreation and provides social entertainment for all grade levels. Only students currently enrolled at Jefferson Middle School are allowed to attend. School dress code will be enforced. Parents are encouraged to attend. A nominal fee will be charged at the door to attend the event.

JSSO (Jefferson Student Support Organization)
You may think of this as your local PTA. This is a great organization, made up of parent volunteers/members, that supports the school and student projects. All the money raised from this organization stays at Jefferson. We encourage you to join our JSSO.

Lockers
Each student at Jefferson will be assigned a locker. Locks are built into each locker; combinations will be given out when lockers are assigned. There is enough time during passing between classes to put books away and store equipment. TRADING LOCKERS IS A SECURITY/SAFETY ISSUE AND WILL NOT BE ALLOWED.

Backpacks, skateboards and book bags must be kept in lockers.

Lunch
The cafeteria operates with a computerized cash register system. Each student will have the ability to establish a debit account. When the student identification number is given to the attendant, the student's name and account balance will show on the screen. The cashier will record the type of meal and, if the student has a prepaid account, charge the meal to the account. You may deposit as much as you would like in your student's account at any time. Debit accounts may be used for both lunch and breakfast.

Free and reduced lunches are handled in the same manner. Forms for free and reduced lunch will be handed out during orientation. Forms are also available in the main office.

Breakfast will be served from 7:30 to 7:50 a.m. at a cost of $1.50. Lunches cost $2.60; checks should be made out to the Olympia School District.

Missing Assignment
Family Access is available for all parents and guardians. This is a computerized grade book that can be accessed from anywhere in the world. Teachers will update their grades
approximately every two weeks. If they are not current please call or e-mail the teacher
directly.

Music
Our music program offers electives in band, orchestra, and choir. Each course is a year-long
elective. Performances will be scheduled throughout the year, and are required as part of the
music grade.

Parent Conferences
Middle schools in Olympia schedule parent-teacher conferences each year in the Fall. This
contact allows teachers to share teaching objectives and to report the academic and social
progress of the student. Parents may set up meetings prior to the conferences. Frequent
teacher-parent contact is encouraged.

Jefferson uses arena style conferencing, which allows parents to meet with all of their
student's teachers. This type of conferencing provides a complete profile of your
son's/daughter's activities. School will dismiss 2 1/2 hours early during conference week.
Please refer to the district calendar for dates.

Boys and Girls Club:
B&GC offers an after school program starting the second week in September. Parents and
students must sign up for the program in order to attend. You may get the forms in the
front office. A fee will be charged for this program. Scholarships may be available.

Cell Phones:
We acknowledge that cell phones are used as an integral part of communication between
parents and children. For this reason and this reason only, cell phones are allowed in school
if students keep them in their lockers and turned off. They may only use phones before and
after school and only outside the building. School is one of the safest places you child could
be during the day and they should not need to use a cellular phone. If they choose to call
home they may use the phone in the office or in the classrooms. If you need to contact your
student please call the front office.

Physical Education
PE is a required class for all students at Jefferson. Showers are available, but not required.
Students are required to purchase a gray PE shirt and provide their own tennis shoes (no
black soles), socks, and shorts. Shorts should be free of zippers and pockets. NO boxer
shorts should be worn as PE shorts. Shirts can be purchased at sixth grade orientation or
from the student store for $8.00 or you can bring your own heather gray crewneck T-shirt
from home. Students are required to dress down for PE on a daily basis. Anyone needing
assistance in the purchase of any required school items should contact the office. A locker
will be provided for each student to ensure safety of personal belongings.

Progress Reports
Students will receive a mid-quarter progress report from their academic teachers. You may
access missing assignments and grades on Family Access.
**Sports**
Middle schools do not have any sports programs for sixth graders. We may offer an intramural Track program for sixth graders during the month of May. You do not need a sports physical this activity.

**Student Planners**
We strongly suggest that students get a daily planner whether it is electronic or paper. This should help in managing schedules, assignments, and materials needed for school. Parents, please check with your student by checking planners on a nightly basis. The school will not be providing planners for the students. Local stores carry a variety of planners but sell out early. PDA’s such as Palm are allowed in school for educational use only (no games or alarms to be used).

**Student Release**
See attendance.

**Student Store**
The student store is open during both lunches and is staffed by parent volunteers. If you would like to volunteer, please contact our parent organization (JSSO). The store sells school supplies as well as snacks.

**Volunteers**
All parents are encouraged to volunteer at Jefferson Middle School. Although the format of middle school is a little different from that of an elementary school, there are still plenty of ways to get involved. Please contact Ms. Marple or Mr. Cimino to inquire about the opportunities. Teachers are looking for volunteers. Volunteer sign-ups sheets will be available at orientation. The JSSO parent organization is always looking for volunteers.

**Weather**
Whenever it is necessary to open school late or not at all because of snow or other bad weather, radio stations KGY (1240), KGY FM (96.9), KMAS (1030), KXXO (MIXX) (96.1 FM) and KAOS (89.3 FM) will broadcast information so that you will know whether or not to keep your child at home. Seattle television, and some Seattle radio stations, will also be notified. Also, you can find the weather information on the Olympia School District web site. OSD.WEDNET.EDU Please do not call the school.

*NOTES:*
DO NOT EXIT THROUGH FRONT DOORS OF SCHOOL IN THE EVENT OF AN EARTHQUAKE. THE POTENTIAL FOR INJURY DUE TO FALLING GLASS AND STRUCTURE IS GREAT. SELECT AN ALTERNATE ROUTE AHEAD OF TIME.
Ways to help your child improve their performance at school

1) Select a time and place for your child to study. Find a place where your son/daughter will not be interrupted. Studying at the same time and place each day will establish good study habits.

2) Your child will have homework. Set aside time every evening for homework. If they do not have any homework they should use this time to read. If you are concerned that your son or daughter is repeatedly telling you he/she does not have homework, feel free to contact his/her teachers.

3) Your child should study every night. Students should bring some work home every evening. Study time includes reviewing notes and handouts.

4) Help your child to get organized. Have your son/daughter get in the habit of assembling supplies (books, pens, paper, etc.) before they sit down to study. Get supplies and materials ready for the next school day. This will help them get their work in on time and eliminate stress.

5) Your child should avoid distractions. No television, stereo, or phone calls should be allowed during study time.

Welcome to Jaguar Country!

The goals of Jefferson Middle School are:

- Safety for all students and staff, both physical and emotional
- Maintain a safe facility
- High expectations for academic achievement
- Appreciation of diversity
- Respect and caring for one another
- Create opportunities for success
- Promote a positive learning experience

Our goal is to develop caring human beings who are self-assured and self-directed learners. We do this by teaching students to be polite, prompt, prepared for class, and to treat each other with mutual respect.