

The purpose of Jackson Hole Middle School is to provide an exceptional education for middle school students that allows all students to embrace challenge and recognize their potential while building character and community.

Jackson Hole Middle School

Colt Handbook



Matt Hoelscher
Principal

Holly Voorhees-Carmical
Assistant Principal

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Assistant Principal

1230 South Park Loop Rd.
P.O. Box 568
Jackson, WY 83001

Phone: 307-733-4234
Fax: 307-733-4254

School Hours

Office: 7:30 a.m. – 4:30 p.m.

Students: 8:55 – 3:45

Faculty: 8:00 – 4:00

Office Staff

Head Secretary: Isela Magana

Financial Secretary: Stacie Moyer

Registrar: Shelly Paciulli

Welcome to Jackson Hole Middle School

The teachers, staff, and the administrative team are excited to have you as a student at Jackson Hole Middle School this year. The staff at JHMS is a dedicated group of educators, and we are confident that together we will provide you with an outstanding middle school experience. We believe that every student should experience rigorous and engaging learning experience in every classroom. Push yourself to take advantage of the educational experiences your teachers provide.

Caring relationships between staff and students creates the foundation of an exceptional education. We want you to know that we believe in you and will support you in succeeding. As part of your experience at JHMS, we offer a wide choice of extra-curricular activities. Please take time to explore these opportunities and try some that are new to you. Our hope is that every student takes advantage of these many activities, whether they are athletics or clubs. Being an involved student in the classroom and within the school will help you develop new talents and achievements.

I encourage both you and your parents to stay involved in your education at Jackson Hole Middle School and in the years beyond. Take pride in your school, and Be a Colt!

Sincerely,

Matt Hoelscher, Principal

We are JHMS

Our Purpose: The purpose of JHMS is to provide an exceptional education for middle school students that allows all students to embrace challenge and recognize their potential while building character and community.

Our Beliefs:

JHMS is committed to a set of beliefs based on what we know about the middle school child, teaching and learning.

We believe...

- *in respecting and valuing the uniqueness of each child.*
- *student mastery of reading, writing and math is the foundation for life-long learning.*
- *critical thinking, problem solving, and collaboration are vital skills for the 21st century student.*
- *a safe and positive school environment enhances learning.*
- *staff, students and family share the responsibility for learning.*
- *high standards for learning challenge students and increases achievement.*

Jackson Hole Middle School 2022-23 Daily Bell Schedule

Bell Schedule: Monday-Friday			
Daily Schedule Details	Minutes	Start Bell	End Bell
Welcome and Check-In	10	8:55	9:05
Period 1	60	9:05 AM	10:05 AM
Advisory	30	10:10 AM	10:40 AM
6th Lunch	30	10:45 AM	11:15 AM
Period 2-6th	65	11:15 AM	12:20 PM
Period 2-7th	65	10:45 AM	11:50 PM
7th Lunch	30	11:50 PM	12:20 PM
Period 2A-8th	30	10:45 AM	11:15 AM
8th Lunch	30	11:15 AM	11:45 PM
Period 2B-8th	35	11:45 PM	12:20 PM
Period 3	60	12:25 PM	1:25 PM
Snack Break	10	1:25 PM	1:35 PM
Period 4	60	1:35 PM	2:35 PM
Period 5	60	2:40 PM	3:40 PM
Check-Out	5	3:40 PM	3:45 PM

Drop 2 Rotations

A-1	B-6	C-4	D-2	E-7	F-5	G-3
1	6	4	2	7	5	3
Adv	Adv	Adv	Adv	Adv	Adv	Adv
2	7	5	3	1	6	4
3	1	6	4	2	7	5
4	2	7	5	3	1	6
5	3	1	6	4	2	7

[2022-23 District Calendar](#)

Academics

Reporting of Grades:

At JHMS grades are calculated and reported by quarter. Daily and weekly updates are reported in Canvas on an ongoing basis. Report cards are issued at the quarter mark and updated in PowerSchool.

Grading Scale

Academic Achievement	Percent Score	Letter Grade	GPA
Excellent	90% - 100%	A	4.0
Above Average	89% - 80%	B	3.0
Average	79% - 70%	C	2.0
Below Average	69-60%	D	1.0
Failing	below 60%	F	0.0

Occasionally, a pass (P) or incomplete (I) may appear on a student's report card. A pass does not count towards a student's g.p.a. An incomplete is equivalent to an F and counts towards a student's g.p.a. until the missing work is submitted.

Honor Rolls: The Principal's Honor Roll recognizes those students who achieve a 4.0 g.p.a. Those students who earn a 3.5 g.p.a. are acknowledged on the Middle School Honor Roll. 6th graders do not participate in any honor roll for their first quarter at JHMS.

Presidential Academic Achievement: Students who earn a cumulative g.p.a. of 3.9 or higher for their three years at JHMS will be recognized with this award at their 8th grade promotion ceremony.

Exemplary Attendance Achievement: Students who maintain a 98% or higher attendance rate for their three years at JHMS will be recognized with this award at their 8th grade promotion ceremony.

Academic Integrity Policy

Teton County School District #1 strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. Students are expected to take responsibility for their learning and experience the pride that accompanies academic achievement. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; to cheat on an examination or to assist another to commit an act of academic dishonesty; or, to violate the security of the computer network corrupts the educational process, impedes a student's academic progress, and compromises the trust between teacher and student that is fundamental to the learning process. Students at Jackson Hole Middle School are expected to maintain a high level of academic integrity. JHMS recognizes academic dishonesty as an opportunity to teach students the value of learning from poor decisions. For cases of academic dishonesty, parents will be notified, and students

will receive an office referral. Grading for incidences of academic dishonesty will begin with a score of zero, with the option of earning fifty percent credit for legitimate assignment/examination completion. Students who have completed assignments/examinations and colluded with another student in an incident of academic dishonesty will also receive reduced credit, up to fifty percent. Other administrative actions may be taken. Types of academic dishonesty include:

- **Plagiarism**: Use of another's words, ideas, data, or product without approval or acknowledgement.
- **Cheating**: Use and/or attempted use of unauthorized materials, information, or performance aids.
- **Fabrication**: Intentional misrepresentation, lying, or invention of information.
- **Collusion**: Assisting another to commit an act of academic dishonesty.

CANVAS

Canvas is an online learning management system that all JHMS teachers and students use. Teachers utilize Canvas to create a blended learning environment and to communicate with students about class work, due dates, and overall coursework. Parents can register as an observer and will then be notified about classwork and calendaring items for each class. It is a key component of the communication between school and home.

Power School

TCSD#1 uses PowerSchool, a web based student information system, to help both students and parents keep informed about the student's academic status and attendance. Parents and students are given a password at the beginning of the year that will enable them to access grades and attendance on an ongoing basis. Contact Shelly Paciulli, registrar, for more information.

Academic Assistance

The staff and administration at JHMS strive to provide students with a rigorous curriculum that will involve an appropriate level of struggle and challenge, but also deliver the support necessary to succeed.

Homework Help: Teachers may recommend students who are struggling academically to attend homework help. Homework help is offered Monday-Thursday, before or after school, and is proctored by a member of the JHMS faculty.

Teacher support: Teachers are available from 8:05-8:45 most mornings before school to work with their students.

Expectations for Student Success: Students who receive a D or F in a core academic class are in need of additional support. The school's intervention may include, but is not limited to, one or more of the following:

- Homework Help, before or after school
- Completion or re-submission of classwork
- Replacing an Encore class with an intervention class or structured study hall

Colt Fridays

Colt Fridays are optional attendance days for the majority of students. All students are welcome to attend programming, ranging from academic and social clubs to athletic clubs. Students are required to attend if stipulated by a teacher because of academic concerns. Teachers will contact students and parents to arrange for this mandatory attendance on Colt Fridays.

Library Media Center: www.tcsd.org/jhmslibrary

Hours: The JHMS Library Media Center is open most school days from **8:30 am until 4 pm**. Students are welcome to visit the library before school, after lunch, or any time they have a few free minutes during the day! In addition to books, we have board games and other activities to do!

JHMS Library Policies:

- **Loan periods:** Our books, eBooks, eMagazines and eAudiobooks checkout for **3 weeks** and have NO overdue fines. Digital items will automatically be returned at the end of the loan period. Students - please log into your Destiny account to see what you have checked out and the due date(s). Students can renew most items themselves in Destiny PRIOR TO the due date; once overdue, students can bring the item(s) to the library in-person to ask for a renewal.
- **Loan limitations:** In general, the JHMS Library does not set a limit on the number of books students can borrow at a time. *Students should consider how many books they can read and be responsible for at a time.* From time to time, the library staff members may place limits if students have fines for missing or damaged items, or regularly have overdue items.
- **Communication:** The JHMS Library will attempt to send automated emails to TCSD Gmail accounts to communicate with students about books coming due soon, books that are on hold, and books that are overdue. Emails may also be sent to parents/guardians send for items that are 3 or more weeks overdue. Look for emails from jhmslibrary@tcsd.org.
- **Lost or damaged materials:** In accordance with [TCSD Board Policy IJ "Instructional Resources and Materials"](#), borrowers will be charged a **replacement fee** (typically the original cost of the item to TCSD / JHMS) for lost or damaged library materials. **Please do not purchase replacement items directly** - we will do so using our library cataloging specifications. **Payment is accepted as cash or checks** made out to Jackson Hole Middle School (JHMS). Please be extra careful with food and liquids in backpacks -these are the leading causes of damaged books in the JHMS Library.
- **Behavior expectations:** Students are expected to be respectful to follow JHMS behavior guidelines: Be Safe, Be Respectful, Be Responsible, Be a Colt!
- *Please note that books with a YA (Young Adult) sticker on their spines may have teen/mature content.*

Contact the JHMS Library: Need a reading recommendation? Have a research project? Need help citing a source? Questions? Stop by in person or email the library staff:

- JHMS Librarian - Ms. Allie Gillen: agillen@tcsd.org
- JHMS Library Assistant - Ms. Sherry Musclow: smuslow@tcsd.org

Attendance & Late Arrival

There is a direct relationship between consistent school attendance and high academic achievement. It is the belief of JHMS that students and parents should strive to minimize absences and late arrivals.

Absences Due to Illness: If your child becomes ill and needs to stay home, it is imperative that you call the office, preferably before 9:00, to inform us that your child will not be at school. If we do not hear from you, we are required to call you to verify the absence. If absent, please check CANVAS and/or coordinate missing assignments with the teacher.

Planned Absences: To prearrange your child's absence, please call or send a note to the school secretary. Check CANVAS during absences.

Make-up Policy: Students have one day for every day missed to submit work due to an unplanned absence. All assignments are due the first day your child returns to school for planned absences.

Tardies:

Jackson Hole Middle School recognizes the importance of teaching students the academic and life skill of attending class on time. JHMS utilizes a 1:1 tardy policy assigning a detention for each class tardy. Students who receive a tardy referral will attend lunch detention.

Late Arrival: Please be sure your child arrives at school on time. Punctuality is an important skill for school and future success. If your child has to arrive late to school, please sign in at our front office where we will issue your child a pass to class. Habitual late arrival may also result in loss of quarterly recognition privileges and further action by the school to help your child be in class on time.

Sign-out Procedures: To sign your child out of school, please come in person to the office, and we will excuse them from class. **We need written permission or phone call if someone other than the parent/guardian is going to sign a student out of school.** Please include the name of the person and the time they will be picking up your child. No child may leave school without parental permission and without being signed out. Upon returning to school please sign your child back in at the office.

Excessive Absences Policy: Letters will be sent home, or phone calls placed, to parents of students who have missed more than 10 days. This letter is to remind parents and students of the importance of attendance. A second letter may be sent to parents whose children have missed more than 20 days. This letter emphasizes the parent's responsibility for their child to attend school. Continued absences may result in a referral to the Department of Family Services for Educational Neglect and/or a meeting with school administration.

In order to focus on education and respect the learning atmosphere, we ask that you make day-to-day social and travel arrangements with your child before school. The office is unable and will not deliver personal telephone messages, except in cases of emergency.

Student Behavior Expectations, Rules and Consequences

Our beliefs on Student Behavior and Discipline:

The term discipline comes from the Latin word which means "to teach". We believe students need to be taught positive, appropriate and safe behavior in the school setting, which we do by teaching school-wide expectations at the beginning and throughout the school year. "Be Safe, Be Respectful, Be Responsible, & Be a Colt" is the framework for school rules. Seen in this way, student behavior is another aspect to a child's education in which they learn how to act in a positive and appropriate way. This includes understanding consequences and accepting accountability for personal choices when problem behavior does occur. Staff will respond to these situations in a developmentally appropriate, supportive and respectful manner with the mutual aims of accountability and student-learning.

Code of Respect

Respect is a mutual process. This means that students will be shown respect by all staff, and students shall respect the authority of all staff members. Respectful behavior is a matter of common sense, doing what you know is right, and treating others as you expect to be treated. Failure to show respect for teachers, administrators, staff, and fellow students is the root of behavior violations.

Student's Rights and Responsibilities

Students are responsible for choosing appropriate behavior and making responsible decisions that will promote an environment that is safe and conducive to learning for all students. Students have the right to learn in a classroom free of distractions that interfere with their learning. Therefore, it must be understood that:

- courtesy and respect will be extended to all peers and teachers
- students will act in a safe manner at all times
- students will be open-minded towards education
- language will be positive, respectful and appropriate to the situation
- tolerance for individual differences, talents, and choices will be shown
- appropriate behavior is expected on all areas of school grounds

Teacher's Rights and Responsibilities

Teachers are responsible for providing the learning that will help make students educated, productive citizens. Teachers have the right to teach all students in a classroom free of any distractions that would interfere with their teaching. Therefore, it must be understood that:

- discipline and classroom control are essential for producing an effective educational program
- teachers are expected to create and maintain a classroom environment which is conducive to learning and minimizes behavior problems
- all teachers will have a posted plan for classroom rules, responsibilities, and consequences

Administrator's Rights and Responsibilities

Administrators are responsible for leading the school toward academic excellence by maintaining a behaviorally effective school environment. Therefore, it must be understood that:

- communication with staff, parents, and students must be continual and thorough;
- active support for teachers and staff to generate positive learning environments will be a priority;
- administrators are expected to fairly and consistently enforce the school-wide discipline plan.

Discipline Procedures

1. When a minor misbehavior first occurs, the teacher will re-teach the classroom/school rule to ensure the student fully understands the expectations for the behavior.
2. When a minor misbehavior cannot be effectively dealt with through classroom based interventions, the teacher will issue a discipline referral. The misbehavior is discussed with the student by an administrator.
3. Minor referrals typically result in a lunch detention, either lunch cleaning or eating in the detention room. A second referral equals two detentions, and so forth.
4. Major violations of behavior result in an office referral and will be addressed by the administration and will count against participation in the quarterly recognition program.

Major Violations

The following types of major violations require immediate office referral and will be handled by the administration. Since some of these incidents may also violate the law, the administration may involve appropriate local agencies. Full copies of district policies are available at the Middle School and District Office.

- **Fighting:** Minimum 1 day suspension. During the suspension period the administration will investigate the incident. This investigation may lead to a modification of the suspension or a recommendation for expulsion.
- **Weapons:** TCSD#1 policy states that carrying, bringing, using, or possessing a dangerous weapon is a serious offense that may result in both expulsion from school and criminal

prosecution. “Dangerous weapons” include guns, knives, or any other weapon, device, instrument, or substance, used or intended to be used to inflict serious bodily injury or death to another person. A violation may result in a 10 day out of school suspension with the possibility of expulsion. During the suspension period the administration will investigate the incident. This investigation may lead to a modification of the suspension or a recommendation for expulsion.

- **Vandalism, stealing:** A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property and may be suspended or recommended for expulsion.
- **Violation of Academic Integrity policy:** Cheating, plagiarism, etc. See the “Academics” section in this handbook for a more detailed explanation.
- **Profanity directed at staff:** Suspension
- **Willful disobedience:** Detention, behavior plan, and/or possible suspension.
- **Possession of or under the influence of alcoholic beverages, tobacco products, illegal or controlled substances (including any form of vaporized substance):** Upon the discretion of the administrator, the student may be suspended from school for up to ten (10) days pending an investigation of the violation, which may indicate expulsion. Administrators will adhere to the TCSD #1 Alcohol, Tobacco and Other Drug (ATOD) policy.
- **Harassment/bullying:** Detention, long term suspension, expulsion, and criminal prosecution.
- **Chronic misbehavior:** Detention, behavior plan, suspension.
- **Truancy:** Detention or suspension.

Any behavior not listed above that threatens the safety and welfare of students and/or staff will be handled by the administration and may lead to further disciplinary action which may include detention, suspension, and/or expulsion.

JHMS Bully Prevention Program

The bully prevention program was adopted as a means of early intervention and directly addressing bullying. The program is for the entire school and includes cyberbullying and internet safety. The program consists of classroom lessons implemented by teachers and counselors to provide students with skills to deal with bullying, change their overall attitudes about bullying, and empower students to support one another.

In addition, students are educated as to the ways bystanders can help diffuse situations and help support their peers. JHMS also has programs designed to promote a positive school climate. These include: Colt Cards, Students of the Month, Principal’s Passes, Zero Tardy parties, and Quarterly Recognition.

If bullying is reported or observed, school administration will conduct a thorough investigation in accordance with TCSD#1 board policies JIFCA and JICFA-R. Please refer to the school district website for the full text of these policies.

Canine Searches

Unannounced canine searches may be conducted at any time in conjunction with Teton County law enforcement.

Hall Passes

Students are required to use e-hall pass at all times when outside of the classroom. They are a privilege and the right to use them can be taken away if the privilege is abused.

Cell Phones

Cell phones are disruptive to classroom learning and are to be turned off and stored in the backpack during the school day, from 8:30-3:45 pm. We cannot assume responsibility when they are lost or stolen. The commons and building as a whole is also a tech-free zone.

Saturday Detention: Students may be required to attend a Saturday detention instead of an in-school suspension in order to avoid missing academic time.

Student Dress and Appearance

To create and support an appropriate learning environment for students, the following policy regarding student attire will be followed. Students are expected to be dressed in a manner appropriate for a middle school environment. Students in violation of a dress or grooming violation will be presented options for obtaining appropriate clothing. Students should observe the following guidelines:

- Dress must be safe for the student and those around them.
- Shoes must be worn at all times.
- Clothing must cover undergarments (waistbands and straps included). Fabric must cover breasts, genitals, stomach, and buttocks and must be opaque.
- Attire or grooming depicting or advocating violence, criminal activity, use of tobacco, alcohol, drugs, pornography, nudity, sexual acts, or hate speech are prohibited.

Quarterly Recognition Program

In an effort to promote good choices and responsible behavior JHMS has developed a Quarterly Recognition (QR) program that recognizes and rewards students who routinely follow school rules. The QR program rewards students with a recreational activity at the end of each quarter. The specifics of the year's program will be given to students and parents at the beginning of the school year. In order to participate, students must earn the right by following the rules and not receiving behavior referrals. We are proud of the fact that most students earn this privilege each quarter. Ultimately, attendance at quarterly recognition is at the discretion of school administration.

Academic performance is also rewarded as part of the Quarterly Recognition program. Students that have more than 10 missing assignments, three or more referrals, a suspension, or more than one 'F' in a subject will not be allowed to participate in QR.

Students and parents will receive a Quarterly Recognition information form to be signed and returned in the early fall that details the qualification procedures.

Title IX/Annual Public Notice of Non-Discrimination

Nondiscrimination

Teton County School District is committed to a policy of nondiscrimination in relation to age, sex, race, color, religion, national origin sexual orientation, gender identity or disability. This policy governs all matters concerning staff, students, educational programs and services, and individuals with whom the School District does business. The notice shall include a reference to the person and the address and telephone number of the staff member designated to coordinate civil rights compliance. For purposes of this School District, that person shall be the **Superintendent or Title IX/504/Communications Director Charlotte Reynolds** creynolds@tcsd.org at 307-733-2704 or PO Box 568, Jackson WY 83001

Click here to view our [Annual Notice of nondiscrimination](#)

Title IX

The TCSD policies regarding Title IX are available here: [TCSD Title IX Policies](#)

Procedures to file a report of harassment, sexual harassment, bullying or other Title IX complaints are available here: [Complaint Procedures](#)

TCSD adheres to the training requirements for all staff. Students, parents, staff and members of the public are invited to contact the Title IX Coordinator to obtain information about our training programs or to schedule an appointment to view the training materials.

Extra-Curricular Opportunities

Why we want students to participate in school activities.

Activities are a key aspect of the total curriculum and are seen as an important educational opportunity. They offer opportunities to promote self-realization and all-around growth; to learn lessons in sportsmanship, leadership, teamwork, competition; and, how to win and lose gracefully. Activity participation also adds to our school spirit and helps all students develop pride in their school and community.

Before & After School

Supervised activities, including athletics, clubs and intramurals, occur both before and after school. The Media Center is open before and after school for students for academic purposes. A homework support room will also be offered at various times during the school year, both before and after school. Teachers are available to meet with students who need additional support before school from 8:05 to 8:45. All students not involved in these supervised activities must leave the Middle School promptly at the end of the school day. We do not have the staffing to supervise students who are not participating in supervised activities.

Eligibility for Activities

Activities are a privilege, not a right, and may be revoked for failure to follow the rules in this handbook. To remain eligible for athletic activities, a student must maintain good academic standing . All students must have a yearly physical in order to participate in athletics.

Athletics

There are four seasons for JHMS athletics. Detailed schedules are available on the school website. Please review the [**JHMS Activities Handbook**](#)

Fall (August)

Cross Country (6th-8th)

Football (6th-8th)

Girls Volleyball (7th-8th)

Girls Volleyball Intramurals (6th-8th)

Winter A (begin in October)

Girls Basketball (7th-8th)

Girls Intramural Basketball (6th-8th)

Wrestling (6th-8th)

Winter B (begin in January)

Boys Basketball (7th-8th)

Boys Intramural Basketball (6th-8th)

Spring A (begin in February)

Girls Swimming (6th-8th)

Spring B (begin in March)

Track (6th-8th)

Soccer Intramurals (6th-8th)

Clubs & Activities

Below are examples of the clubs offered at JHMS.

- Garden Club
- G.A.P. (Girls Actively Participating)
- You Go Girl! Running Club
- Student Council
- Skate Club
- Lego Robotics
- Climbing Club
- Colt Strength
- Boxing Club
- Knitting Club
- Mountain Bike Club

School Involvement and Communication: How parents can stay connected, informed and involved.

- Teachers maintain communication to parents through Canvas.
- PowerSchool can inform you about your child's grades, including any missing assignments. If you need a username and password, please contact Shelly Paciulli, our Registrar.
- Communicating with the teacher about classroom issues is key. Email is easiest but phone calls or in-person meetings may be more appropriate, depending on the issue.
- Questions/concerns about the academics in any one classroom should go to that teacher.

- Questions/concerns about overall academics can go to a teacher, counselor, Assistant Principal or Principal.
- Contact counselors if you have social or emotional concerns if the concern exists in more than just one classroom. If the concern is in just one classroom, then start with the teacher. Our counselors, Stephanie Sloan, Jessica Costello, Jamie Vargas, and Ben Brettell are experts in adolescent development and are here to help. Please do not hesitate to contact them.
- Athletic questions first go to the coach, and after that to Jason Huggins, JHMS Activities Director.
- Look for the principal's Parent Newsletter.
- Check out the JHMS webpage and social media outlets.
- Parent Outreach events: There will be a series of evening presentations for parents on a range of topics.
- Attend parent-teacher-student conferences, which are held once in the Fall and once in the Spring.

General Information, Policies & Procedures

TCSD Board of Education Policies and Procedures: All TCSD policies and procedures are available on-line at the TCSD webpage, at the TCSD District Office, or by request from the JHMS Office. This handbook does not attempt to cover all relevant policies and procedures applicable to students and parents enrolled at JHMS.

Bus Transportation

Bus transportation routes and times are issued by TCSD #1 on an annual basis. Students must register to ride their assigned bus. All school and district rules apply when riding district buses. Any student who fails to comply may be denied transportation services and shall be subject to disciplinary action.

Dances

JHMS dances for 7th and 8th graders are school sanctioned events with the same expectation for student behavior as during the regular school day. Most dances are from 7:00 to 9:00 and take place in the commons or gym. Guests are not permitted, unless pre-approved by an administrator and the guest is a middle school aged child living in Teton County.

Enrollment

To enroll in JHMS, per TCSD BOE policy, all new students/families must reside full-time in Teton County. Each of the following enrollment requirements must be met before a student can participate in our orientation and registration process and begin classes:

- **Enrollment Paperwork:** records release, registration form, emergency form, other required forms
- **Proof of Residency:** required documentation for residency in Teton County
- **Immunization Records:** all required medical documentation

Family Educational Rights and Privacy Act (FERPA)

This federal law requires that TCSD#1, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information.

Field Trips

Field trips may be scheduled for educational, cultural, or other extracurricular purposes. All students are considered to be "in school" while on field trips. Students are subject to all school rules and other applicable rules as may be deemed appropriate by the field trip supervisor.

Food Service

Breakfast & Lunch: JHMS offers a basic qualified meal for lunch, as well as an extensive a la carte menu. Each day there is a salad bar and soup available. Milk, juice, fruit and cookies can be purchased to supplement a sack lunch brought from home. Lunch card deposits and balances are handled by the food service staff. Students are issued a lunch account number, which is used as a debit account.

Breakfast is also available every morning starting at 8:30. Students can use their lunch accounts to pay for breakfast items.

Free & Reduced Meals: JHMS Participates in this federally funded program. Forms are sent home at the start of the school year. The cost of breakfast and lunch can be fully or partially subsidized, depending on eligibility. Please contact the office or Niki Castagno food service supervisor, for more information.

Lost and Found

Our lost and found is located by room 107 and we encourage you to check it periodically. Please label your child's jackets and boots so we can easily return the lost items to the proper owner. Each year we end up donating a tremendous amount of clothing from those items not claimed.

School Nurse/Medications

Please note that JHMS does not provide any medications. The following procedures are required for your child to access medication at school:

Over-the-Counter Medications: A parent and/or legal guardian may bring an over-the-counter medication (i.e. Ibuprofen, Tylenol) to be stored in the nurse's office and administered on an as-needed basis. The medication must be labeled with the student's name and in the original labeled container as distributed by a pharmaceutical company. A medication request form must be completed by the parent and/or legal guardian before any medication can be administered.

Prescription Medications: A written order or permission form must be signed by the prescribing health care provider and parent before a prescription or herbal medication may be given. Please do not allow your child to carry their own medications unless self-administration of the medication has been approved with written authorization by his/her health care provider, parent, and nurse. Students with asthma who have inhalers may carry them if the state form is filled out and signed.

School Resource Officer (SRO)

Justin Lancaster, JHMS Student Resource Officer (SRO), has been assigned to JHMS in cooperation with the Jackson Police Department and the TCSD. SROs based at schools and/or acting as a liaison with schools will often contact students during the day. While we endeavor to be present whenever an SRO meets with a student, school personnel may not always be present during these conversations. SROs may issue citations to students for criminal acts, in which case the SRO or school personnel will notify parents. Information given to the SRO by a student is not privileged and can be acted upon in criminal investigations.

Security

JHMS and TCSD staff take school security seriously and have established protocols to keep our students and staff safe.

- All visitors to the campus are required to sign-in at the office and wear a visitor lanyard while in the school. If you do not have a lanyard on while in the school, school staff are instructed to stop you and escort you to the office.
- During the school day, please only use the front entrance to the school. All other entrances are to remain locked.
- The weapons policy preventing students from bringing knives into the school also applies to adults, so thanks for leaving any pocket knives and other knives safely out of schools.
- Student Threats: TCSD is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school property, are taken seriously and shall not be tolerated on district property or at school activities. Students and parents are encouraged and expected to inform a teacher, counselor or administrator regarding any information that poses a significant threat of this type. Staff shall immediately notify an administrator of any threat, threatening behavior, or act of violence he/she has knowledge of. All reports will be promptly investigated.
- All students, all staff, and all stakeholders are encouraged to follow our “If you see something, say something” advisory. Please report any possible threat to our school community.

Student Visitors

No student guests will be allowed in classrooms during school hours.

JHMS is a tobacco-free environment.

All people visiting our campus are asked to refrain from tobacco use.

General Internet and Computer Network Use

The TCSD #1 Network is provided for student devices to conduct research, complete assignments, and communicate with others. Access to network services is provided for free to all students who act in a considerate and responsible manner and abide by the Network/Internet User Policy. Students are responsible for good behavior on school computer networks just as they are in a classroom or the hallway. As such, inappropriate, unauthorized, and illegal use of the Network will result in disciplinary action and may involve the loss of access privileges.

Parents and students need to be aware that files stored on district servers are not private to students and could be subject to review by district administration. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. The District shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet. TCSD implements safeguards determined to be reasonable and appropriate to protect its information assets to maintain the confidentiality, integrity, and availability of those assets.

The following are guidelines for use on the TCSD#1 technology resources as specified in more detail in the District Acceptable Use Policy.

Guidelines for Network/Internet Use

Personal Safety:

Students will keep personal information private and not post personal contact information online.

Illegal Use of the Network/Internet:

Students will stay within authorized access to the network.

Students will not engage in any form of illegal activity on the Network/Internet.

Students will cite Internet resources according to copyright law.

Management of System Security:

User accounts are part of the network's system security. Students should only access their own accounts and passwords should be kept confidential.

Use of appropriate language and material:

Students will not use obscene, threatening, or inflammatory language or use the Network/Internet to harass others.

Students will not use TCSD#1 Network/Internet for access to obscenity (pornography) or hate Web sites. If access accidentally occurs, students should notify a staff member immediately.

Respect for Technology Resources:

Students will not use the Network/Internet for downloading or streaming of files without permission (music, video, picture, etc. files).

Students will treat technology resources with respect and care.

Suicide Prevention & Depression Awareness

Are you or is someone you know:

- Talking about or preoccupied with death and dying?
- Experiencing significant loss or rejection?
- Abusing drugs or alcohol?
- Losing interest in hobbies, work or school, personal appearance or social life?
- Had previous suicide attempts or lost someone close to them to suicide?

If concerned:

- Our school counselors are available during school hours and are here to help.
- 24 hour hotline: 1-800-784-2433 (SUICIDE) OR 1-888-784-2433 (SUICIDE)
- Jackson Police Department Dispatch 733-2331
- Individuals who believe they are personally at risk to suicide, or are interacting with someone at risk, can find local resources by calling the Jackson Hole Community Counseling Center at 733-2046. JHCCC also has free online depression screenings available.
www.suicidepreventionlifeline.org
www.save.org
- [Wyoming Safe2Tell Hotline--\(844\) 996-7233](http://www.wyoming-safe2tell.org)