Jefferson Middle School: A STEAM Academy  
Parent Tip Sheet  
2020-2021

Classroom Grades and Classroom Discipline
If you have a question about your child’s grades or classroom behavior in a class, the first person you should contact is the classroom teacher. The best time to contact a teacher is during their planning period. To find a teacher’s planning time, consult the JMS Staff Directory located on our website or call the main office at 214-3210. Teachers will also be providing your child with additional contact information on the first day of school.

Schoology/Home Access
Each teacher or team at JMS has a Schoology page you may access. Each teacher will provide information to your student on how to access the online system. On Schoology, you will be able to access several pieces of information regarding your child’s class such as assignments, calendar relevant information, unit information, and dates of upcoming assessments. If we are forced to move to an online learning option this school year, it will be facilitated through using the Schoology platform with teacher instruction.

On Home Access, you may access information about your child’s grade for each individual class. Your child’s teacher will provide information on how to engage with Home Access. If you need assistance, please contact our guidance department at 214-3212.

Deliveries and Gifts
Due to the impacts of COVID-19, we ask that no deliveries or gifts be brought to the school this year. We want to do all we can to protect the safety of our students and staff by limiting outside access. Specifically, we will not accept any outside food deliveries. If your child chooses to bring their lunch, please have them bring it with them when they arrive at school for the day. Students are not allowed to order food deliveries at school (i.e. pizza, etc.). We appreciate your support of this policy.

Nurse
Middle School students can carry a one-day supply of over the counter medications like Tylenol, Ibuprofen, cough drops, allergy medication. They must be in a manufacturer’s labeled container. The nurse is not allowed to give your student any medication without a written prescription from your health care provider. Please see the nurse to complete the paperwork to allow your student to self-carry their asthma inhaler.

Keep your student home if they are ill. With the potential impacts of COVID-19 in a school, this is of critical importance. Temperatures greater than 100 degrees, vomiting, diarrhea, unexplained rash, persistent cough, or discomfort due to injury are reasons to keep your student at home. Remember, there is no elevator in the original portion of our school. If your student requires crutches, please have them see the nurse for instructions on safely using the stairs.

Any schedule Two medications must be given by the school nurse. A parent or guardian must come to the school and bring the medication to the nurse. These include ADHD medications or any controlled substance. They must be in the pharmacy labeled bottle.

The state of Missouri requires all incoming 8th grade students to receive BOTH a Tdap (tetanus booster shot) and a Meningitis vaccine. They will not be allowed to attend school if you do not provide written proof that these vaccines have been given. Consult your health care provider regarding these vaccines. They can be given after age 10 to your student.

PLEASE notify the school if your contact phone number changes. When your student is sick, it is very important that we can reach you quickly. Check out News from the Nurse on our building web page under the family resources tab. New information is added throughout the year. Please call or email me with any questions.

Betty Cramer, RN, BSN ECramer@cpsk12.org  573-214-3213
**Attendance**
If you need to report an absence to the office, call our Attendance Secretary, Lori Bresnahan, at 214-3214. If a student is missing a lot of school or you are struggling with attendance related issues, please contact our Home School Communicator, **Roderick Williams**. Attendance at schools is critical to their academic success. If your child is healthy, we ask you do all you can to have them come to school. Mr. Williams will contact parents to make sure attendance and tardy requirements are being met as needed. Students with excessive tardies will receive consequences.

**Overall Student Performance**
If you are concerned about your student’s overall performance in academics, behaviors, or social skills, please contact your student’s guidance counselor at 214-3212. **Barb Moore** has students with last names starting A-K and **Mike Hogan** has students with last names starting L-Z. **Ann Baker** is our Outreach Counselor.

**Requesting Homework**
Parents may contact the main office before 8:00 a.m. on the second day of a student’s absence to request homework. Students should inform their teacher of expected absences ahead of time to obtain work prior to the absence. Each teacher will have additional methods through which you may access homework and class information which they will share with students on the first day of school.

**Upcoming School Events**
The best sources for information on upcoming school events are the school newsletter (**Cyclone Watch**) and the JMS website. The newsletter is distributed monthly through email. It is important to regularly update your personal information, including email, to foster regular communication. The school website is [www.cpsk12.org/jms](http://www.cpsk12.org/jms). The JMS website features monthly activity calendars, the daily school bulletin, the Cyclone Watch, and information about the different departments at Jefferson Middle School. You may also follow us on twitter at, twitter.com/jmscyclones and @caine_JMS.

**Discipline Referrals to the Office**
**Dr. Greg Caine, Sr.** is the Principal and **Mrs. Kerri Graham** is the Assistant Principal at JMS. Dr. Caine will handle 6th grade discipline and Mrs. Graham will handle 7th and 8th grade discipline. We will make every effort to contact parents if a student is being assigned a consequence for behavioral reasons. We do not necessarily call parents every time we visit with a student. It is important that as your personal contact information changes, it be updated so contacts with parents are possible. If you have questions regarding student referrals to the office, please call us at 214-3210.

**Before, After School, & Lunch Detentions**
Students may earn detention time after school or during lunch for poor behavior or excessive tardies to class. If a teacher assigns a detention, the teacher will inform the student directly and indicate the location in which to serve the detention. Students’ assigned detentions by the office must report to the office before or after school. If a lunch detention is assigned, students will be informed of where to report.

**Special Services**
If you have a question about special education, you may contact our Director of Special Education, **Amanda Farris** at 214-3216.

**Athletics**
If you have any questions regarding athletics at Jefferson Middle School, you may contact our Athletic Director **Jodi Rowe** at 214-3210.

**Safety Concerns**
If you have a concern about your child’s safety, you may contact **Dr. Caine** or **Mrs. Graham** at 214-3210.