

THOMAS JEFFERSON MIDDLE SCHOOL

STUDENT ELECTRONIC HANDBOOK 2024-2025

The Jaguar Way! We are Respectful, Responsible, and Safe!

[Click here to electronically sign this document](#)

ARRIVAL TIME, SCHEDULE, BEFORE/AFTER SCHOOL - [Drop off & Pick up Map](#)

For ALL TJMS students, school begins at 7:30am and ends at 2:44pm. Doors on the north, west, and south east side of the building are open for students to enter at 7:15am. To prevent students from waiting too long outside prior to being allowed into the building, we ask that students arrive or be dropped off at school no earlier than 7:15am. When arrangements have been made with a teacher or principal, a student will be permitted to enter the building before 7:15 am through the east doors by the main office. At the end of the academic day, students are expected to leave the building immediately upon dismissal.

ATHLETICS, ACTIVITIES, and CLUBS OFFERED

We offer a variety of athletics, activities, and clubs to our students for their involvement and enjoyment. More information may be found on our website for [Activities/Clubs](#) and [Athletics](#).

ATHLETIC REQUIREMENTS FOR PARTICIPATION

[Forms/Information](#)

- WIAA physical card on file
 - a physical is required every other year
 - an alternate year card is required for years a physical is not required
- Student handbook form on file - yearly
- Concussion form on file - yearly
- Paid activity fee (\$60 per school year/\$120 maximum per family)
 - Must be paid before participation

ATHLETIC TRANSPORTATION

Students must use the transportation that TJ provides to and from extracurricular contests/competitions. If a parent/guardian will be picking their child up from the contest/competition please print off, complete, and turn into your coach/advisor the [activity transportation form](#). Students are expected to follow all bus driver and coach/advisor rules.

[ATHLETIC CODE OF CONDUCT](#) (Link)

ATTENDANCE

Parents/Guardians must contact the school before 9am

Attendance Line: 262-268-6105

Attendance Email: caitlin.joseph@pwssd.k12.wi.us

The student is responsible for communicating with teachers and making up schoolwork that is missed during the absence. Students will be granted one day for each day of an absence to complete missing schoolwork. If a student is absent due to a school activity, the student is expected to be prepared for the following day's class work.

An anticipated absence (full day or more) from school should be requested at least 3 full days in advance of the absence if possible. An electronic [Absence Notification Form](#) should be completed by the parent indicating the date(s) and reason for the absence. The student/parent is responsible for contacting the teachers for the assignments they will miss.

A request to have your child excused early from classes should be submitted to the office the day prior or the morning of the early dismissal. The time and reason for leaving should be included. The student must sign out at the office before leaving the building.

If a student becomes ill during the day, the office staff will notify the parent/guardian if it is determined necessary or if the student needs to go home.

One United Roar!

By law, students are required to be in attendance at school and we feel it is a key part of their academic success. Excused absences include: illness/injury, family emergency situation, religious holiday, medical/dental (or other valid professional) appointment, or educational trip. An unexcused absence will be recorded for any reason other than those previously listed. The principal is empowered to grant an absence excused due to extraordinary circumstances. Excessive absence (10 or more days in a school year) due to illness requires that the parent/guardian present the school with a doctor verification for all additional illness related absences.

A note, email, or call with an acceptable excuse from a parent/guardian is required before an absence will be recorded as excused.

Attendance notification will be sent to the parent/guardian of students who accumulate the following:
8 day, 10 day, and 15 day

- **TRUANCY**

Wisconsin State Statute 118.15 states: "A child may be excused for any reason, including illness, by a parent or guardian for not more than 10 days in a school year." All absences beyond 10 days without medical verification will be recorded as truancies.

- **TARDINESS**

Consequences will result from excessive tardiness. An accumulation of 10 tardies per quarter will result in a detention.

BIKES, SKATEBOARDS, SCOOTERS

All bikes at school are required to be parked and locked using the bike racks available outside the main entrance of TJ. For safety purposes, we ask that students stay on sidewalks while riding their bikes, cross the streets in designated crosswalks, and walk them through high traffic areas. Additionally, please encourage and ensure that your child wears their bike helmet while riding as it is a city ordinance (9706). Scooters and skateboards may be brought to the office for storage during the school day.

BREAKFAST/LUNCH

Breakfast items are available from 7:00 AM - 7:25 AM in the cafeteria. Entry for breakfast are the west cafeteria doors (patio). A nutritionally balanced lunch is prepared each day for students with a choice of white or chocolate milk. Ala Carte items will also be for sale. Payments can be made to student lunch accounts in the cafeteria before the school day or online. [Link to Pricing and Free/Reduced Application](#)

BUS SAFETY AND TRANSPORTATION

As safety is a top priority, students are expected to be respectful, responsible and safe when riding the bus or waiting for it.

Students transported in a school bus shall be under the authority of the driver of the bus. Students are expected to follow all rules and procedures as established by the bus company and it is viewed that the bus is an extension of the classroom. When riding the school bus, students are expected to conduct themselves in the following manner:

- Be seated at all times with feet and belongings clear of the aisle
- Keep head, arms, legs, and all belongings inside the bus
- Avoid eating and drinking on the bus
- Refrain from throwing any objects on the bus or out the windows
- Use appropriate language
- Display behavior that promotes mutual respect between yourself and others

Failure to follow safety and/or behavior guidelines may result in disciplinary action that includes loss of bus riding privileges.

Students are only permitted to ride their assigned bus to and from school. They may not go home with another student and/or ride a different bus unless prior permission has been received from their parent/guardian. In the case of a student going home with another student and riding a different bus, each of the student's parents/guardians must provide written permission to the bus driver or call Johnson Bus Company at 262-284-5330.

CELL PHONES

Cell phones are NOT allowed during the school day (7:30am - 2:44pm). If a student brings a phone to school, it must be turned off and put away during the entire school day, unless given permission by administration. Teachers may require students to put phones during class in a clear storage pocket. First offense, an adult will take the phone to the office and the student will pick up at the end

of the day. Second offense, the phone is taken to the office and a parent will need to pick it up. Third offense, the phone will remain in the office until Administration and parent/guardian meet about an alternative plan. Smartwatches used as cell phones will follow the same process.

CHROMEBOOKS AND TECHNOLOGY

TJ Chromebook Policy

Each year students and parents are required to review and sign an agreement online during registration to use the technology, the internet, and devices at TJMS.

Chromebooks are the property of the Port Washington-Saukville School District. The device must be used in accordance with the PWSSD policies and procedures, the PWSSD Acceptable Use Policy (AUP), and any applicable laws. It is a privilege, not a right, to use the device, as well as access the network, internet, and email. These items are provided for educational purposes only and are intended to support and extend learning. The device may be removed from the student at any time, with or without reason. Staff and administration use GoGuardian as a device management system for monitoring students online and must stay on our system. Failure to use this device or the internet/network in an appropriate manner may result in the following consequences, as determined by the staff and/or administration:

- Restriction or cancellation of student use or access privileges, including taking the device home
- Suspension or expulsion
- Civil or criminal liability under applicable laws

CODE OF CLASSROOM CONDUCT (definitions)

Defining Bullying:

1. "Bullying" is unwanted, aggressive behavior among school-age children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.
In order to be considered bullying, the behavior must be aggressive and include:
 - a. An Imbalance of Power: Kids who bully use their power - such as physical strength, access to embarrassing information, or popularity - to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people; and
 - b. Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.
2. "Cyber-bullying" is defined as bullying that involves the use of digital technologies, including but not limited to, e-mail, cell phones, text messages, instant messages, chat rooms, and social media. Cyber-bullying is prohibited and treated the same as all other types of bullying.

Students might better understand the meaning of "bullying" when the term is defined to include conduct that one person uses on purpose and usually more than just one time to hurt, put down, embarrass, or scare another person, where the person who is being bullied would have difficulty protecting or defending him/herself.

Defining Harassment:

As used in this policy, the term "harassment" means behavior directed towards another person:

1. which either: (a) is based, in whole or in part, on any legally-protected characteristic or classification, including (with respect to a student victim/target) a student's race, color, national origin, ancestry, sex, sexual orientation, religion, creed, pregnancy, marital or parental status, or any physical, mental, emotional or learning disability; (b) is based on some other actual or perceived, but irrelevant, distinguishing characteristic, such as (with respect to a student victim/target) a student's physical appearance, economic status, or social status; or (c) does not serve a legitimate purpose;
AND
2. which either: (a) substantially interferes with a student's school performance, an employee's ability to do his/her work, or any person's ability to perform or participate in a District-related function; (b) substantially interferes with a student's ability to participate in or benefit from any school activity or program; (c) creates an intimidating, hostile or offensive environment within any District school, activity, or program; (d) substantially interferes with or endangers the education, health, safety, or property of the victim/target; (e) causes a substantial disruption to any school-related activity or program; or (f) compromises the District's ability to operate efficiently and effectively.

Reporting Bullying/Harassment Procedures for Students, Parents, and other Non-Employees:

Any student who (1) is the target of any bullying or harassment; (2) who observes/witnesses any incident involving bullying or harassment; or (3) obtains knowledge of possible bullying or harassment that the student finds credible or upsetting, is strongly encouraged to report the incident(s) to District staff using any of the procedures identified in this administrative guideline. Parents and guardians and others with relevant knowledge/information/concerns related to incidents involving students are similarly encouraged to report such concerns/incidents to the District.

There are several different ways that students, parents and guardians, and others can report concerns related to bullying and/or harassment:

1. At the Building/School Level:
 - a. Making an informal verbal or written report (e.g., via a parent email) to a teacher, activity supervisor (e.g. a head coach, a bus driver, etc.), student services staff member or building principal; or
 - b. Completing a "Report of Bullying or Harassment" form (found in the school's student handbook) and delivering the form to a teacher, student services staff member (e.g., a school counselor) or to the building principal.
2. At the District Level:
 - a. Pursuing a District-level complaint using the District's student discrimination complaint procedures. When using these procedures, the complaint may be initially filed with the District's designated Equal Educational Opportunities Compliance Officer.

A student or parent or guardian can choose the specific reporting method with which they are most comfortable. That is, any report/concern/incident(s) can be brought forward at the building level and/or at the District level. The specificity and clarity of the information (e.g., expressly identifying in connection with a verbal report that the issue concerns "bullying" and/or "harassment") is likely to be more important than the particular method that is used to make the initial point of contact. To help avoid misunderstandings, the District strongly encourages students and parents and guardians to submit a concern in writing.

Regardless of the reporting method that is used, the District's primary concern in any situation that involves the bullying or harassment of a student is for the safety and well-being of the victim/target, and it is the District's goal to provide an adequate and appropriate response. Employees are directed to use their professional judgment to appropriately scale the nature of the District's response to the nature of the specific incident(s)/concern(s).

Student behavior that is dangerous or disruptive and that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement in an alternative setting as outlined in this code. In addition, the student may be subject to disciplinary action in accordance with established Board policies, school rules, state and federal laws and municipal ordinances.

Student Removal from Class:

1. A teacher may remove a student from class for the following reasons.
 - a. Dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes the following:
 - i. Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom.
 - ii. Being under the influence of alcohol or other controlled substances or controlled substance analogs or otherwise in violation of District student alcohol and other drug policies.
 - iii. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, or offensive classroom environment.
 - iv. Fighting.
 - v. Taunting, Baiting, inciting, and/or encouraging a fight or disruption.
 - vi. Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations.
 - vii. Pushing or striking a student or staff member.
 - viii. Obstruction of classroom activities or other intentional action to attempt to prevent the teacher from exercising his/her assigned duties.

- ix. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means.
 - x. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder.
 - xi. Restricting another person's freedom to properly utilize classroom facilities or equipment.
 - xii. Repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions.
 - xiii. Throwing dangerous objects in the classroom.
 - xiv. Repeated disruption or violation of classroom rules.
 - xv. Excessive disruptive talking.
 - xvi. Behavior that causes the teacher or other students fear of physical or psychological harm.
 - xvii. Physical confrontations or verbal/physical threats.
- b. Other behavior as outlined below. Examples of such behavior may include, but not necessarily be limited to, the following:
 - i. Willful damage of school property.
 - ii. Defiance of authority (willful refusal to follow directions or orders given by the teacher).
 - iii. Repeatedly reporting to class without bringing the necessary materials to participate in class activities.
 - iv. Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others.
 - v. Repeated use of profanity.
 - vi. Any other infractions as identified in the individual buildings' discipline plan.
 - c. A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.
2. When a student is removed from class, the teacher shall send the student to the building principal or designee and inform him/her of the reason for the student's removal. A written explanation of the reasons shall be given to the principal or designee within 24 hours of the student's removal from class.
 3. The principal shall inform the student of the reasons for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The principal shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher.
 4. The parent/guardian of a minor student shall be notified of the student's removal from class as outlined below.

Placement Procedures:

1. The building principal or designee shall place a student who has been removed from a class in one of the following alternative educational settings:
 - a. An alternative education program approved by the School Board.
 - b. Another class in the school or another appropriate place in the school.
 - c. Another instructional setting.
 - d. The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class, and the teacher, the principal, or the designee determines that re-admission to the class is the best or only alternative.
2. When making placement decisions, the building principal or designee shall consider the following factors:
 - a. The reason that the student was removed from class.
 - b. The severity of the offense.
 - c. The type of placement options available for students in that particular school and any limitations, such as costs, space availability, and location, on such placements. The estimated length of time of placement. The student's individual needs and interests.
 - d. Whether the student has been removed from a teacher's class before.
 - e. The relationship of the placement to any disciplinary action.
3. The principal or designee may consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the persons involved or required by law.
4. All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.
5. The parent/guardian of a student shall be notified of a student's placement in an alternative educational setting as outlined below.

Parent/Guardian Notification of Student's Removal from Class and Alternative Placement:

When a minor student has been removed from class, the teacher, building principal or other designee shall notify the parent/guardian of a student in writing. This notification shall include the reasons for the student's removal from class and the placement determination.

1. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.
2. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Interventions:

- STAFF

TJMS follows a process of Positive Behavioral Interventions and Supports. Minor behavioral violations are handled by staff and major violations are handled by teachers, counselors, and/or principals. Interventions may include, but are not limited to:

Review of behavioral expectations or involved rule, practice of proper behavior, individual student conference, parent contact, loss of free time during recess or lunch, behavior plan, referral to school counselor, removal from a school activity, detention (before, lunch, after school), team-student meeting, teacher-student-parent meeting, loss of co-curricular activity privileges, administrative assistance.

- OFFICE

Referral to the office may include principal, counselor, or other support interventions that are deemed best for the behavior exhibited by the student and may extend beyond the listing below. Interventions may include the strategies listed for staff along with the following:

Student removed from class, student meeting counselor, student meeting with teacher and principal, student meeting with parent-teacher-principal, student sent home for remainder of day (out-of-school suspension) or in office (in-school suspension), student sent home for one or more days (out-of-school suspension), involve local authorities, expulsion recommendation.

DETENTION PROCEDURES

Detentions will be served during WIN times on Mondays and Fridays, and possibly after school.

DRESS AND APPEARANCE

Students are not permitted to bring to school or wear any items that interfere with the educational process. Administration holds the authority to determine what items are distracting. These items will be taken away and returned to the student at the end of the day. A parent may be contacted if necessary.

Any fashion that presents a health or safety problem, causes a disturbance or distraction, or does not provide adequate body coverage will not be permitted. It is the responsibility of the student to dress appropriately for school. In the course of the year, administration may determine that new fads or fashion modes to be inappropriate for school, in which the dress code may be adjusted accordingly. The building administration reserves the right to have the student contact a parent/guardian to bring them appropriate attire before returning to class if it is determined that their clothing is inappropriate or disruptive. Failure to follow the dress and appearance guidelines will result in a progression of intervention steps consisting of a verbal reminder, change of clothing or removal of accessory, parent contact, detention with review of dress code policy, and parent meeting.

Students are expected to adhere to the following, but not limited to:

- Hats and visors may be worn while in the building. Hoods are not to be worn in the building.
- Clothing, backpacks, satchels, accessories, jewelry, notebooks, etc must be free of objects that could be perceived as a weapon
- Clothing, backpacks, satchels, accessories, jewelry, notebooks, etc must be free of profanity, obscenity, drug related (alcohol, tobacco, or illegal substances) slogans, gang related slogans, vulgarity, sexually suggestive sayings, and offensive (racial, ethnic, religious, etc)
- Clothing must be worn at a level where undergarments are not visible
- Footwear that is conducive to both indoor and outdoor use must be worn at all times

- Rollerblades and roller shoes are not to be worn in school
- No sunglasses, wallet chains, animal collars, tails, etc are to be worn in school

EMERGENCY CONTACT INFORMATION

There are times in which we will need to contact a parent/guardian in a timely manner (illness, injury, etc), so accurate and updated information is very important. If your information changes AFTER you have completed school registration online, then you should update it in Infinite Campus.

FEES

We ask that school fees are paid in full on a yearly basis. Pay online through [Infinite Campus](#) OR pay in person using this [TJMS Fee Form](#).

FIELD TRIPS

Parental written permission (not verbal) is required for all field trips. The [field trip form](#) and any applicable fee payment must be placed in the blue box on the wall by the main office door by the due date in a sealed envelope. On the outside of the envelope please clearly write the first and last name of the student along with the field trip title. If payment is a hardship, your check can be post-dated to the trip date. Due to lead time needed to make busing and/or admission arrangements, **field trip permission slips will not be accepted after the due date**. A student who does not attend a field trip will join other classrooms. At the discretion of the administration, a student who has significant behavioral issues may need a parent to attend the field trip with them in order to attend the field trip.

FOOD AND DRINKS

Food is only to be eaten in the cafeteria. Candy and snacks require teacher authorization and are to be confined to that classroom only. Water bottles are permitted for students to drink water. The building vending machine is not available during school hours. Energy drinks, coffee, and soda are not allowed.

GRADING - [Grading Scale](#)

A = 100-90 B = 89-80 C = 79-70 D = 69-60 F = 59-Below

GUM

Responsible gum chewing is permitted and is at the discretion of the teacher. Students who misuse their gum (blowing bubbles, snapping, sticking it on furniture, etc) will lose their gum chewing privileges for a fair and reasonable duration as determined by the teacher or other staff.

HUMAN GROWTH AND DEVELOPMENT

Human Growth and Development (HGD) is taught in grades 4th, 6th and 8th. If a parent would like an opportunity to preview materials and ask questions about curriculum or content, we ask that you please contact your child's health teacher and schedule a meeting. Any parent or guardian wishing to have their child withdrawn from a specific unit may do so in writing. Send email to caitlin.joseph@pwssd.k12.wi.us.

IMMUNIZATIONS

By Wisconsin State Law, all students are required to be immunized. Proof of immunization is needed. If we do not have a form on file, or your student received a recent vaccination, please submit the completed [immunization form](#) to the TJMS office by September 20th

LIBRARY BOOKS/LIBRARY MEDIA CENTER

Please know that our library books and resources serve a wide variety of interests that are well reviewed and reach varied age ranges. Our mission is to help every student develop a love of reading, provide student choice, and become a skilled user of ideas and information. As a parent, you are the censor for what your child reads. If you find a book objectionable, your child doesn't have to read it.

LOCKERS/COMBINATION PADLOCKS

School lockers are the sole property of PWSSD. In order to maintain order and discipline in the school as well as protect the health, safety, and welfare of all students and staff, the principal or designee may conduct a locker search at any time and for any reason. At no time does the district relinquish its exclusive control of the lockers. The student assumes complete responsibility for all items in the locker and will have to reimburse the school for any damage to a locker or school materials taken from the locker. Students will

be provided a main locker with a combination padlock and a non-locked physical education locker. Students may not use a personal padlock, only school issued padlocks are allowed.

MEDICATIONS

Students who are required to take prescribed medications, including inhalers, require that both the parent AND the physician complete the prescription medication consent form. For over-the-counter (OTC) medications, only the parent is required to complete the over-the-counter medication form.

Completed forms must be on file before school personnel are permitted to administer student medication. All medications are secured and distributed at the school office. Medications must be in their original containers with the appropriate label. All medication forms are accessible at this [link](#).

Just as a reminder, ALL medication, whether prescribed or over the counter, must be kept in the office. A student should never be in possession of any medication unless doctor documentation is on file.

PARENT VOLUNTEERS AND MENTORS

If you are interested in volunteering your time or mentoring a student at TJMS., please contact the office, so we can make arrangements according to your schedule and our needs. Your assistance would be greatly appreciated and it makes a difference. It is policy for all volunteers and mentors to complete an application and have a background check done. [Volunteer Application Form](#) [Volunteer Background Check Form](#) These forms are valid for three years.

POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS

TJMS utilizes the PBIS approach as a way to maximize favorable behaviors and academic outcomes. Students at TJMS are Respectful, Responsible, and Safe! Please see our [Jaguar Behavior Matrix](#), [Voice Levels](#), [Classroom Matrix](#), [Minor/Major FlowChart](#), [TJMS PBIS Link](#), and [PBIS website](#) for more information.

PROPERTY DAMAGE

Students may be charged for any damage to school property.

REPORT CARDS AND CONFERENCES

Report cards are electronically filed at the end of each semester. Students and parents are able to access current and historical academic standings at any time by logging into the Infinite Campus portal. Conferences among teachers, students, and parents may be arranged by any of the involved persons whenever they feel there is a need. Please know we hold scheduled parent-teacher conferences twice a year as well.

SCHOOL CLOSING INFORMATION

In times of inclement weather, our Superintendent will contact the Milwaukee TV stations to provide details on school closings, delays, or early release. Our School Messenger system will call and email all parents and guardians that are associated with Infinite Campus.

STUDENT PICTURES

We like to highlight and celebrate the good things that are happening at TJMS. In doing this, there are times in which student pictures are taken and posted in the paper, on the school website, or the school facebook page. **If you do not want your child to be photographed at school, you must complete this online form [Student Photo Restrictions](#). Otherwise, it is our understanding that you have no objections.**

STUDENT SERVICES

Parents or guardians should feel free to call the Counseling office for an appointment or to discuss any questions regarding their child's schedule, student-student conflicts, student-teacher conflicts, courses, and student personal issues. Please visit our [Student Services](#) for more information.

TJMS NEWS AND [TJMS Facebook](#)

Our [District](#) and [school](#) websites are great resources where you will be able to access many forms and important information. Our newsletter, [TJMS News](#), is updated weekly during the school year.

TJMS SPONSORED SOCIAL EVENTS

School sponsored social events are limited to TJMS students.

USE OF SCHOOL PHONE

We understand that at times a student may need to contact home. When this is the case, they will be permitted to use a school phone. Our primary use of the school phone is for emergency purposes. Students may not use their cell phones during the school day.

VISITORS AND GUESTS

To secure a safe learning environment for our students and staff, we ask that all visitors and guests park in the visitor lot on the east side of the building nearest the flagpole off of Holden St. Please proceed to the Main Office doors and activate the doorbell/intercom to notify the office staff you have arrived and need assistance. Staff will unlock the door for you to enter the first set of doors. It is school policy for all visitors to sign in at our Raptor safety station in the main office to conduct school business. Please note that we do not allow friends and/or relatives to spend the day at school with a TJMS student. Thank you for your understanding.

- **VISITOR LOT (Holden St.)**

The visitors lot is not to be used for drop off or pick up before or after school.