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JACKSON MIDDLE COLLEGE

SCHOLAR GUIDEBOOK

JACKSON MIDDLE COLLEGE

Students Today. Teachers Tomorrow.

2024 - 2025



Vision

To create standards for teachers of tomorrow as they give back to the JPS community.

Mission

The Jackson Middle College, in collaboration with Jackson State University, strives to form highly motivated, nationally acclaimed, dedicated educators to combat the teacher shortage in Jackson, MS.

Core Values

JMC scholars strive to be...

Equitable - rising to the occasion

Dedicated - ambitious, hard-working

commUnicators - personable, sociable

Caring - nurturing

Adaptable - flexible

Take action - proactive, stay ready

Open-minded - curious, inquisitive

Respectful - integrity

A Letter from the Principal

Dear Future Mathematics Educators,

I am thrilled to welcome you to the Jackson Middle College program, a unique and prestigious collaboration between Jackson Public Schools and Jackson State University. As the Principal of Jackson Middle College, I am honored to support you on your journey towards becoming the next generation of inspiring mathematics educators.



Your commitment to this path is both commendable and vital. Mathematics is a cornerstone of education, and your future role as educators will undoubtedly shape countless young minds, fostering a love for learning and critical thinking. Through this program, you will gain the skills, knowledge, and practical experience necessary to excel in the classroom and beyond.

Please take full advantage of the resources, mentorship, and opportunities provided to you. Engage deeply with your coursework, collaborate with your peers, and immerse yourself in the vibrant community of educators and scholars at Jackson State University.

Together, we are building a brighter future for our students and our community. I look forward to witnessing your growth and successes as you prepare to make a lasting impact in the field of education.

Warm regards,

Dr. Shelita McCadney

Principal, Jackson Middle College

sbrown@jackson.k12.ms.us



Ms. Victoria Scantlebury

JMC Program Coordinator

Ms. Yolanda Haynes-Rucker

JMC Counselor

Ms. Rhonda Murphy-Johnson

Educational Prep

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SCHOOL PROCEDURES

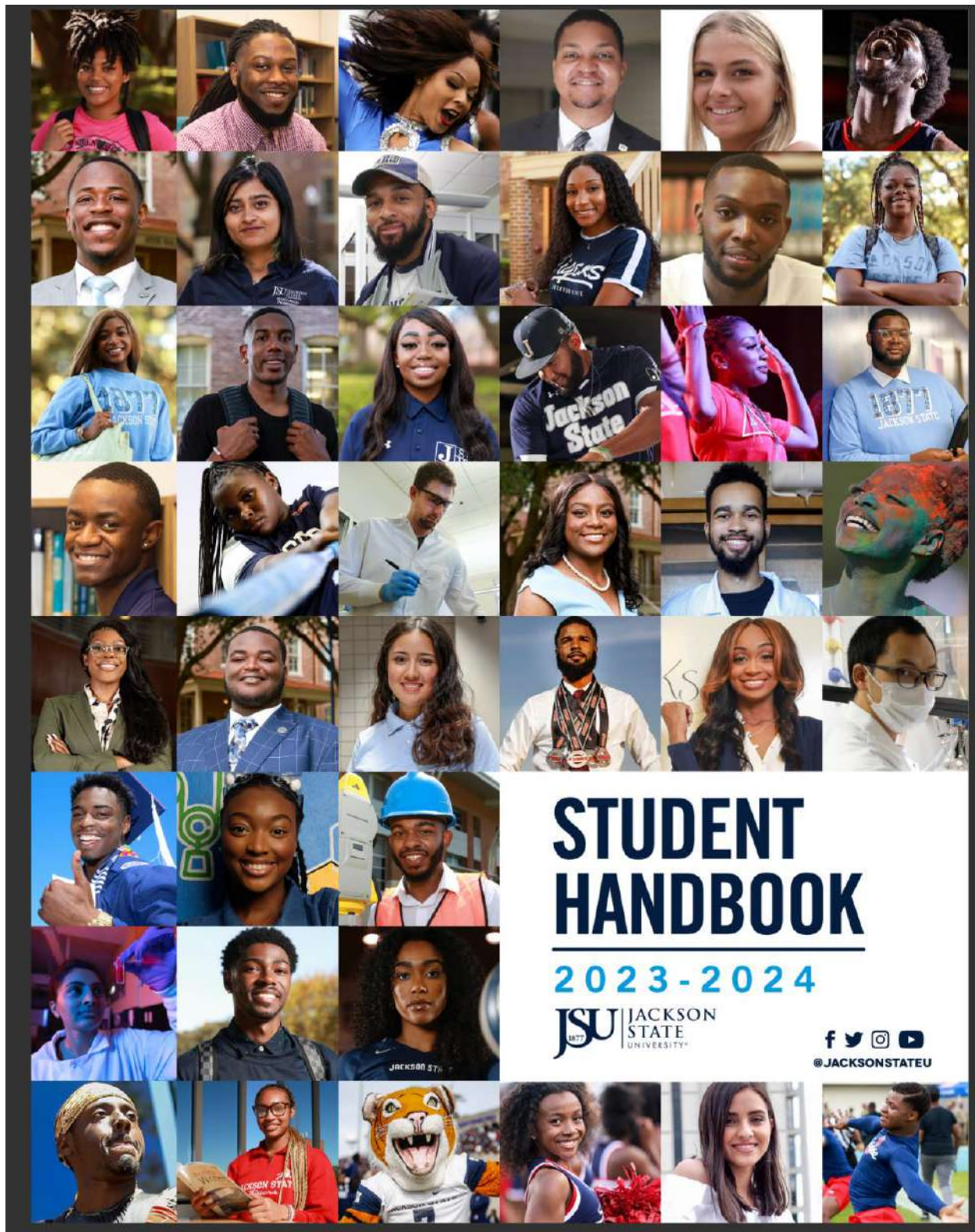
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Scholar Code of Conduct

All JMC scholars are subject to both the JPS **and** JSU Student Code of Conduct.

<https://www.jackson.k12.ms.us/cms/lib/MS01910533/Centricity/Domain/93/student-handbook.pdf>





Arrivals/Departures/Tardies/Cuts

- Arrival time is 7:30 – 8:00 a.m. Scholars are expected to arrive on time.
- Scholars that arrive after 8:20 must have a parent sign-in to attend classes.
- Student drivers that arrive late will sign-in and an administrative phone call will be made to the parent.
- The sign-in will be located in the Middle College Office. The parent will enter from the East doors.
- Senior dismissal time is 3:30; Scholars that qualify for early release will be dismissed at 2 p.m. You must have consistent reliable transportation.
- Scholars scheduled for **early release** will leave the College of Education Building each day by 2 p.m. Scholars that are unable to be transported consistently will have a 4th block placed on the schedule.
- Junior dismissal time on A days from JSU is @ 12:00 p.m. Scholars are taken to the home school for lunch and attend 3rd and 4th block classes. Junior scholars are transported using JPS bus only.
- Junior Scholars dismiss from JSU @ 3:30 p.m.
- There are no dismissals after 2:30 p.m.
- A detailed explanation of the differences between excused and unexcused absences along with the documentation needed for an absence to be considered excused can be found in the JPS Student Handbook 24-25 on pages 25-27.
- Upon returning to school, valid documentation detailing the reason for the absence should be submitted to Ms. Scantlebury on the day the scholar returns for the absence to be considered excused. Be advised that the college's current practice requires that scholars who miss college classes present a valid doctor's excuse to have the absence considered excused. A doctor's excuse is the only documentation that can be submitted that will give scholars the opportunity to make up missed assignments, projects, and exams in their college courses. In addition to submitting this documentation to Ms. Scantlebury, it is the scholar's responsibility to submit the documentation to the college professor.
- Additionally, after returning to school from an absence, it is the scholar's responsibility to request and makeup the assignments missed by the communicated deadline.



**Additional procedures may apply if the absence is deemed unacceptable.*

Tardy Policy



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January 25, 2024

Dear Parent(s) or Guardian(s):

We are off to a wonderful start of the new semester, but we need your assistance to help our scholars be successful in the program by ensuring that all scholars are present each morning by 8:00 a.m. Jackson Public Schools provides breakfast around 7:30 a.m. to give our scholars time to eat and prepare for the day. Scholars are considered tardy to class after 8:10 a.m., and all scholars who enter the building after 8:10 a.m. must be signed in by a parent or guardian.

Starting on Monday, January 29, 2024, we are going to implement the following processes starting at 8:10 a.m.:

- 1st unexcused tardy: The parent comes inside the building to sign in the scholar; the parent is given a copy of this letter, and the student reports to class.
- 2nd unexcused tardy: The parent comes inside the building to sign in the scholar, and the student reports to class.
- 3rd unexcused tardy: The parent comes inside the building to sign in the scholar and the scholar reports to class. The scholar may be given after-school and/or Saturday detention at their home school.
- 4th/5th unexcused tardy: The parent comes inside the building to sign in the scholar, and the student reports to class. The scholar may be given in-school or out-of-school suspension and face dismissal from the JMC Program.

Dismissals. There will be no dismissals before 11:50 a.m. on A-days or 2:30 p.m. on B-days.

Absences. Students are expected to maintain satisfactory attendance by refraining from habitual tardiness and/or earning five unexcused absences which may result in program removal, as this requires reporting to the Hinds County Attendance Officer for truancy. Additionally, students will be subject to college attendance guidelines.

Students who are tardy or absent due to an activity at their home school, must have their sponsor email Ms. Scantlebury, their high school Principal, and Mrs. Marshall-Thomas (Assistant Superintendent of High Schools) at least 72 hours prior to the activity for approval in order for the tardy or absence to be excused.

If you have any questions, please do not hesitate to contact me at vsantlebury@jackson.k12.ms.us or 769-268-5662. I will respect all concerns as we implement this practice to ensure the success of our scholars.

Sincerely,

Victoria Scantlebury
Coordinator

Rhonda Murphy-Johnson
Educator Prep Instructor

769-268-5662

jackson.k12.ms.us/jmc

Late to School Procedures

- What to do if you are going to be out or running late? Your parent/guardian needs to send a text message to Ms. Scantlebury. Attendance is taken each morning at 8:20 am.
- What to do if there are bus issues? – Please notify Ms. Scantlebury and/or Mrs. MJ via phone @ 769.268.5662. Notification will be provided to bus transportation and the professor.

Designated Areas

- The designated areas for JMC include classrooms, student lounge, student center, library, offices, and areas to and from the restroom and cafeteria.
- Class check-out is required prior to leaving any designated areas without the consent of the supervising teacher.
- Keep in mind that offices and classrooms are in session. Be respectful of the noise levels.

Use of Technology

- Cell phones & Earbuds–During instructional time, cellphones, earbuds must be placed in the tech box provided by the instructor EACH class. Scholars are prohibited from wearing earbuds and wearing headphones during instructional time.

Campus Etiquette

- Be respectful and professional when attending events. Attend to the speakers. Refrain from talking, using cell phones, wearing hoodies, and/or sleeping.
- PDA -Unacceptable public displays of affection at school are in poor taste, disruptive to the educational environment, and may violate sexual harassment laws. Therefore, they are not allowed between same sex or opposite sex.
- Driving onto campus/Parking: Decal are required. Scholar Park in lot on the east entrance of the College of Education building. Only Park in designated areas. All vehicles are subject to traffic/parking fines.
- JSU IDs should be worn at all times.
- All JMC scholars are expected to exemplify behavior that always reflects our school in a positive light and personifies our Core Values.
- Undesirable behavior will be subject to discipline as described by the JPS Code of Conduct (found on pages 95-102 of the JPS Student Handbook 24-25). In addition, refer to the *Acknowledgement of Program Expectations and Essential Agreements* document.
- Attend to all policies related to Academic Integrity (TBA)

The JMC Scholar Plan of Intervention

Step 1: Verbal Warning

Step 2: Parent Contact

Step 3: Counselor Referral + Parent/Student Conference

Step 4: After School Teacher Detention

Step 5: Administrative Referral (for Saturday Detention, Suspension or other consequences deemed necessary by the principal)

Dismissals/Leaving Campus

- Scholars are not allowed to leave campus without the consent of a parent. The parent must enter at the East entrance of the College of Education and complete the sign-out process with Ms. Scantlebury, Ms. Murphy, or appointed staff.
- Scholars who leave campus without completing the dismissal procedures will be subject to disciplinary consequences.
- Seniors on early release are not to report to the homeschool or any other JPS campus for any reason without prior administrative approval.
- To participate in a school activity, program, or practice (e.g. clubs, organizations, campaigns, pep rally, spirit weeks etc.) the home school principal or designee must complete the **Request to Attend** activity form at minimum **48 hours** prior to the start of the event. Events not submitted or approved will be reported as leaving campus/designated assigned area without permission.
- Student drivers are required to complete driver forms. Student drivers are not allowed to provide transportation to any other scholar without written expressed consent of both parents/legal guardians. A copy of the consent will be kept on file.

Dismissal Procedure

- Parent/guardian or designee must come into the East entrance office and sign the scholar out with Ms. Murphy or Ms. Scantlebury.
- Scholars who are drivers may also be dismissed after the parent/guardian completes the JMC Dismissal Form and answers a verified phone call from a member of the administrative team. All dismissal forms must be submitted daily by 10:00 AM.
- Parents/guardians requesting a dismissal via the form should make themselves available to receive a phone call.
- No dismissals will be granted after 2:30 PM. Scholars who do not spend 63% of the day at school will be considered absent.
- Note that **Early Release** can be revoked after 5 unexcused absences.

Student Driver Guidelines

- All drivers must complete the driver JSU/JPS driver application form.

Failure to adhere to these guidelines may result in loss of driving privileges and/or disciplinary actions as detailed by the JPS Code of Conduct:

- Student drivers are not permitted to return to their vehicles after morning check-in.
- Student drivers are also not permitted to checkout other scholars.
- Student drivers must possess a valid driver's license and drive an insured vehicle.
- Student drivers must park in the designated student parking lot.
- Student drivers are not permitted to run errands, go get left items, or food during the school day.
- Upon dismissal, student drivers must leave campus for the day. If there is an afternoon activity scheduled, they are permitted to return once the event begins.

Home School/Extra-Curricular Activities

- The standard for JMC scholars is College First.
- The commitment of the JMC scholars requires any participation in Home School Extra-Curriculars, programs, practices or meetings be attended after-school.
- JMC does not permit the early dismissal of any scholar from college courses to attend programs, practices, or meetings during the instructional day.
- Seniors on early release are not to report to the homeschool or any other JPS campus for any reason. To participate in a school activity, program, or practice (e.g. clubs, organizations, campaigns, pep rally, spirit weeks etc.).
- The home school principal or designee must complete the **Request to Attend** activity form at minimum **48 hours** prior to the start of the event. Events not submitted or approved will be reported as leaving campus/designated assigned area without permission.



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JMC APPENDIX

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Appendix 1



REQUEST FOR EARLY RELEASE/LATE ARRIVAL (Seniors only)

Request for Early Release/Late Arrival Privilege (Seniors Only)

(Valid for current school year only)

Completion of this form does not guarantee a student will be given an Early Release or Late Arrival

Expectations and Understanding for Students Who Receive Early Release/Late Arrival

Early Release and Late Arrival are privileges that the school has the discretion to revoke at any time for failure to comply with any of the following expectations.

For early release, students must meet College- and Career-Readiness benchmarks of 17 in English and 19 in Math on the ACT sub-score OR earn a Silver level on the ACT WorkKeys suite of assessments. For seniors that have not met the benchmarks, to qualify for early release students, excluding those enrolled in credit-bearing work-based learning, must meet the following requirements:

- Have a GPA of 2.5 and have passed or met the assessment option requirements for all four end-of-course assessments

AND

- Are on track to meet the diploma requirements

AND

- Are concurrently enrolled in the appropriate Essentials for College Math or another mathematics course above their Junior year mathematics course and/or Essentials for College Literacy or another English Language Arts course above their Junior level English Language Arts course.

OR

- Have a GPA of 2.5 and have passed or met the assessment option requirements

AND

- Are on track to meet the diploma requirements

AND

- Students meet postsecondary requirements for placement and are enrolled in ENG Comp I and/or MAT College Algebra or have previously earned credit for ENG Comp I and/or MAT College Algebra

The district may revoke early release privileges should a scholar violate any of the criteria mentioned above. Also, a student may be removed from Early Release if they receive more than five unexcused absences in a semester.

Procedure for Requesting Early Release/Late Arrival

1. Complete this form (including the parent's signature) and return it to the Guidance office.
2. Your form must be signed by a parent/ guardian and returned to the Guidance office to be considered for this option.

Appendix 2



Montessori



Student's Name: JMC

School/Program: Jackson Middle College

Jackson Public School District Department of Advanced Academics Acknowledgment of Program Expectations

PROGRAM EXPECTATIONS AND ESSENTIAL AGREEMENTS

All participants in a Jackson Public School District Advanced Academic Special Program agree to the following expectations:

- Students are expected to maintain a grade of **80 or above in all core courses** (All courses are considered core in IB and APAC arts programs), a **3.0 quality point average on a 4.0 grading scale (non-weighted) in all regular courses**, a **4.0 quality point average on a 5.0 grading scale in AP/IB/DC/DE courses (weighted)**, or an **"S" in non-graded courses**.
- Students are expected to maintain good attendance, including car riders, must arrive on time, be picked up on time, and make every effort to be present each day. **Earning five unexcused absences may result in program removal**, as this requires reporting to the Hinds County Attendance Officer for truancy.
- Students must display behavior that is appropriate and conducive to teaching and learning. Moreover, students who earn **two suspensions or alternative placement may be removed from the program** immediately. Appropriate behavior includes adherence to digital school/classroom guidelines or any safety protocols.
- JTECHS ONLY: Students enrolled in the Early College High School will be enrolled in dual enrollment/dual credit courses. Therefore, **students must take the ACT and earn the state-required ACT score for each approved dual enrollment/dual credit course. Students will take the ACT beginning in grade 9.**
- Jackson Middle College ONLY: Students must remain eligible to be admitted into the Mathematics Teacher Education Program. Additionally, the Jackson Middle College students agree to return to Jackson Public Schools to serve as a Math teacher or other designated teaching position upon completion of the Jackson Middle College Program and teacher certification.
- High Schools Advanced Academic Special Programs: Students must score PL3 or Pass all End-of-Course Exams to remain in the program.

STUDENT AND PARENT / GUARDIAN ACKNOWLEDGMENT

By initialing in the appropriate sections below, we signify that we have read and understood the information above and agree with the expectations for _____ to enroll and remain in the _____ program of study.

We understand that once admission is granted and accepted, the scholar must remain in the program for at least one (1) school year. A request to return to the traditional school of official enrollment initiated by the parents/guardians may only be made at the conclusion of the school year.

Program admission may be revoked at the end of the first semester, at the end of the school year, or at any time deemed necessary by the principal with the consent of appropriate district leadership team members.

- Students are expected to maintain a grade of 80% or above in all core courses (All courses are considered core in IB and APAC arts programs), C or above in college courses, or "S" in non-graded courses.
- Students are expected to maintain good attendance, which includes car riders arriving on time, being picked up on time, and all students making every effort to be present each day. Earning five unexcused absences may result in program removal.
- Students must display behavior that is appropriate and conducive to teaching and learning. Moreover, students who earn two suspensions or an alternative placement will be removed from the program immediately. Appropriate behavior includes adherence to digital school/classroom guidelines and adherence to all safety protocols.
- Disruptive behavior and other reason(s) deemed necessary by the school principal, with the consent of appropriate members of district leadership, may result in program removal at the end of the semester or at the conclusion of the school year. These reasons may include but are not limited to physical/verbal altercations, violating the program's academic integrity protocol, violating the district's Code of Conduct, violating college/university policies or procedures, failure to return or pay for the replacement of lost/damaged equipment, or missing mandatory meetings/events.

Student Initials	Parent / Guardian Initials

Parent/Guardian's Signature _____ Date _____

Scholar's Signature _____ Date _____

School Year 2024-2025

Appendix 3

JMC Cohort I (Seniors)

Fall '24 Schedule

Jackson Middle College JSU Student Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 10:50		8:00 - 10:50		8:00 - 10:50
Ed. Prep II	8:30 - 9:50	Ed. Prep II	8:30 - 9:50	Ed. Prep II
	Intro. to Education (EDCI 100) COE Rm.305		Intro. to Education (EDCI 100) COE Rm.305	
	10:00 - 10:50		10:00 - 10:50	
	<u>STUDY HALL</u> Work on Online Classes		<u>STUDY HALL</u> Work on Online Classes	
11:00 - 11:50	11:00 - 11:50	11:00 - 11:50	11:00 - 11:50	11:00 - 12:50
Calculus (Math 241) JSH Rm. 148	LUNCH	Calculus (Math 241) JSH Rm. 148	LUNCH	Calculus Lab. (Math 241) JSH Rm. 102
12:00 - 12:50	12:00 - 1:20	12:00 - 12:50	12:00 - 1:20	
LUNCH	Finite Math II (not on schedule)	LUNCH	Finite Math II (not on schedule)	
1:00 - 1:50		1:00 - 1:50		1:00 - 1:50
Interpersonal Communication (SPH 241) COE Rm. 106	<u>STUDY HALL</u> Work on Online Classes	Interpersonal Communication (SPH 241) COE Rm. 106	<u>STUDY HALL</u> Work on Online Classes	Interpersonal Communication (SPH 241) COE Rm. 106
Dismissal at 2:00 p.m.				

Online Courses: PSY 201 – General Psychology; UNIV 200 – Civic Engagement

JMC Cohort II (Juniors)

Fall '24 Schedule

Jackson Middle College JSU Student Schedule (Juniors)				
Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:50	8:00-8:50	8:00-8:50	8:00-8:50	8:00-8:50
English Composition 1 (ENG 104)	STUDY HALL	English Composition 1 (ENG 104)	STUDY HALL	English Composition 1 (ENG 104)
9:00-10:50	9:00 – 10:20	9:00-10:50	9:00 – 10:20	9:00 – 10:50
College Algebra (MATH 111)	University Success (UNIV 100)	College Algebra (MATH 111)	University Success (UNIV 100)	General Biology Lab. (BIO 111) JSPB 320
	10:30 – 11:50		10:30 – 11:50	
	General Biology (BIO 111)		General Biology (BIO 111)	
11:00-11:50		11:00-11:50		
Art Appreciation (ART 206)		Art Appreciation (ART 206)		Art Appreciation (ART 206)
A-Day: Students will be transported back to their homeschool for U.S. History and Elective Courses. B-Day: Students will attend their Teacher Academy CTE Course with Mrs. Murphy-Johnson. Outlined in the table below.				

Jackson Middle College JPS Student Schedule (Juniors)		
Block	A-Days	B-Days
1 st Block	8:00 – 11:50 JSU	
2 nd Block		
3 rd Block 12:25-2:25	Departure to home school @ 11:50 (JPS bus transportation)	LUNCH
	Lunch/ U.S. History	Teacher Academy CTE (Mrs. MJ)
4 th Block 2:30-4:05	Elective	Ride Bus to Home School @ 3:30