



Jordan Middle School Information Sheet 2022-2023



School Phone Numbers	Main Number – 770-822-6500 FAX – 678-407-8889 Clinic – 470-564-2846 Counseling –470-564-2843 470-564-2844	<u>Offices</u> Ms. Patrice Farmer -6 th Grade- 470-564-2841 Ms. Quinesha Heard -7 th Grade- 470-564-2837 Ms. Makenzie Barnes -8 th Grade- 470-564-2839
School Hours	8:55 am – 4:00 pm	No late checkouts after 3:30 pm
Arrival Time	Students should not arrive at school until 8:45 am unless they have a note from a teacher. Students who arrive prior to 8:45 am will be asked to wait in the cafeteria, except for Academic Help Days.	
Academic Tutoring Help Days	JMS Teachers will be available for additional instructional support and assessments on the following days: Tuesdays: Math & Social Studies Wednesdays: Language Arts & Science Academic tutoring begins at 8:20 AM. Students need to be ready to enter the school at 8:15 AM. Students report to the café for pick up by teachers.	
Digital Learning Days	Students are expected to log in daily and complete work in all academic classes and connection classes. Students are to use eClass pages for instruction and submission of work. GCPS Student Code of Conduct is adhered to during DLD. Additional digital resources are available on our website.	
eClass Pages	Announcements and links to resources will be available on the JMS eClass Page. Students will also have access to digital textbooks, audio books, media resources, and grades.	
Contribution Request	We will send an email to you with a link to MyPaymentsPlus.com so you can make payments prior to Open House. Assistance and computers will be available at Open House to assist you with the process, or if you prefer to make contributions by cash or check, forms will be available.	
School Messenger	Mrs. Miller will send out emails using the GCPS School Messenger. This is the official communication system for all GCPS. Parents can update contact information in the parent portal.	
Parent Portal	The GCPS Parent Portal serves as a valuable resource for information about your child and his or her academic career. The Parent Portal can be accessed safely and securely from a device with internet access. If you have not done so already, you can sign up during Open House.	
Insurance	A link to student insurance information is available on the Jordan Middle School website.	
Lunches Application required each year	Regular lunch \$2.50 – extra milk \$.40. Prepayment can be made online using MyPaymentsPlus.com or during Open House in the cafeteria. Apply online for free and reduced lunch after July 8, 2022. http://gwinnett.schoollunchapp.com . Students who participated in the meal program last school year are required to reapply. During the application process, students can continue to receive their benefits for up to 30 days. After 30 days, students are responsible for the full payment if the application is not approved or processed. Contact the Café Manager, 470-564-2845 for assistance.	
Clinic	The clinic worker will be available to meet with parents and accept medications. Please complete all required forms while visiting the clinic. All medications must be brought to school by an adult.	
Lockers	Small book lockers are located in homerooms.	
PE Uniforms	PE Uniform pre-orders will be accepted throughout the school year. PE Uniforms will include a moisture wicking shirt and mesh shorts for \$25. An optional drawstring bag can be purchased for \$15. Students will be expected to wear this uniform or similar clothing when taking PE classes.	



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Connections Classes	<p>All middle school students take two connections classes each semester (18 weeks) grading period. Student participation in a fine arts program is strongly recommended: band, chorus, orchestra, or theater arts. The Central Gwinnet Cluster is a fine arts cluster developing talent in our students and we are providing a pipeline for support.</p>
Parent Center 8:15 AM – 4:15 PM daily	<p>Mrs. Felecia Sconiers will serve as our Parent Liaison. She will provide computer classes, instructional support to parents, and connect parents with resources to support their child(ren).</p>
Outside Food	<p>Students are not allowed to receive outside food of any kind. If there is a special need, please speak with the grade level administrator. All outside food that is delivered by outside deliveries (i.e. DoorDash, Grubhub) or family/friends will be refused.</p>
BYOD Bring your own device	<p>We are no longer a BYOD school as all students will be provided with a Chromebook. Cell phones and other devices should be turned off and placed in student backpack or locker during school hours. No game devices such as Game Boy, PSP, Nintendo, etc. should be brought to school at any time.</p>
School Visits	<p>For the safety of our children all visitors must check in and out through the office and wear a visitor's badge while in the building. In order to visit a child in the classroom, the individual's name must be included on the child's registration information. Parents should not visit the classroom in the morning before school. In order to protect instructional time, please notify the teacher 48 hours in advance if you would like to make a classroom visit. If you want to discuss the progress of your child, you should call, send an email, or make a conference appointment at a time when class is not in session.</p>
Dress for Excellence	<p>Student dress should not cause a distraction from the instructional program. Students are encouraged to dress appropriately for the school setting, suitable to weather conditions, and in good taste. Short skirts, short shorts, pajamas, house shoes, or halter tops/crop shirts are not considered appropriate dress for school. Hats, bandanas, and sweatbands should not be worn in school. Students should not wear any clothing that advertises alcoholic beverages, drugs, or violence. Students should wear shoes that allow for safe travel. High heels will not be allowed on the gym floor. The leadership team has the discretion to determine if clothing or attire is distracting from the instructional program. Students and parents will be asked to assist in making the attire suitable for a learning environment.</p>
Transportation	<p>Any change in dismissal/transportation requires a written note. If transportation arrangements for students need to change due to a critical need, you must send a written note to your child's teacher. In this note, you need to include the following information: your child's name, your name, his/her usual transportation home, the new arrangements home and your signature. A transportation change form must be issued from the school office in order for a student to ride a different bus. Transportation change requests are reserved for hardships or critical needs.</p>
“Power Down” Zone Cell Phones	<p>Students will be asked to “Power Down” each day they enter homeroom. Students are to secure their cell phones in their book bags or lockers. Students do not need cell phones during school time. Messages to students can be communicated through the grade level offices. Cell phones used for non-instructional purposes disrupts learning and can lead to disciplinary action. JMS is not responsible for damaged, lost or stolen cell phones or devices.</p>
Health Protocol	<p>If a student is exhibiting symptoms related to Covid-19, the school will follow the health protocols established. Students are not to attend school if feeling sick. Parents are to notify the school if their child is ill. Masks are optional while on all GCPS schools/buildings.</p>