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## Welcome to JMS!

Dear Students and Families,

Welcome to the 2014/2015 school year here at Jefferson Middle School. We are a school of approximately 400 students and 55 staff members all dedicated to providing a strong middle school experience for our children. This size allows us to get to know each student as an individual, and offer the opportunities similar to our larger counterparts. We utilize an Advisory model and a modified block schedule so as to meet the affective and academic needs of this unique age group. We also incorporate an intervention period, called WIN (What-I-Need), to address the individual needs of students including support in reading, writing and math as well as enrichment opportunities. Our teaching teams meet daily and students are offered a variety of exploratory options, two hallmarks of a strong middle school model of adolescent education. We also offer an outstanding music program including full Band and Choir team-taught experiences. Simply put, Jefferson Middle School is a small community, with huge opportunities.

We sincerely thank you for your support, and I encourage you to contact me anytime with questions, comments, or simply to talk education.

Dave Wallace, Jefferson Middle School Principal

### **Civil Rights Information**

The Jefferson Public Schools are subject to all laws and regulations of the State of Wisconsin and the United States of America. Among those laws and regulations is the protection of the rights of all citizens, regardless of their race, creed, sex, age, or handicapping condition. The District intends to fully comply with the protection of those rights.

The Jefferson Board of Education has adopted two separate policies dealing with equal opportunities and the protection of civil rights. The District also has a grievance procedure and form for individuals who feel their civil rights have been violated. That form is available from any school office. If you have any questions or concerns relating to Equal Opportunities or Civil Rights, please contact the principal. The Department of Education-Office of Civil Rights is at 111 North Canal Street, Suite 1053, Chicago, Illinois 60606-7204.

### **EDUCATIONAL PHILOSOPHY**

#### **Mission**

The School District of Jefferson, in partnership with our community, provides an environment of excellence and opportunity for all students to achieve their dreams.

#### **Vision**

The School District of Jefferson is a student-centered organization which meets or exceeds the needs and expectations of its students, parents, and community. The District is recognized locally, statewide, and nationally as a district where “student learning and achievement” and “outstanding character development” are paramount.

The culture of the District is one in which all students are challenged to attain a maximum level of performance commensurate with their individual abilities. Student learning is individualized through early and formative intervention to ensure that high performance is encouraged and rewarded. Poor effort and failure are not acceptable options.

The District is a recognized leader in the use of innovative, research-validated teaching and learning methodologies. Using extensive collaboration among staff, students, and parents, professional learning communities are a vital part of the learning experience. The staff is among the “best in class” in quality of preparation and delivery of services, as evidenced by student performance and professional credentials. The number of certified staff attaining the highest level of professional certification (Wisconsin Master Teacher or National Board for Professional Teaching Standards) increases annually. Overall student performance, as measured by No Child Left Behind (NCLB) and state and district standards, improves annually. In addition, other measures of outstanding student performance, such as the number of National Merit scholars, Kohl scholars, Advanced Placement students, and students who score above national norms on the ACT college admissions test, continue to increase.

The district is a place where quality is pervasive and self-evident. The community and others recognize the district’s exceptional quality and thereby generously support the need for essential physical and fiscal resources. A formal “Continuous Quality Improvement” process is deployed, which ensures that high-quality systems and processes are initiated and maintained. These quality measures are used by the district to gain a competitive advantage in securing external supplemental resources.

The School District of Jefferson is synonymous with excellence. It is a place where hard work and exemplary character are expected and modeled by students and staff. Character and work ethic are valued as much as intelligence, social aptitude, and athletic ability.

This is the Jefferson Way.

## BELIEF STATEMENT

*We believe* that achievement comes from personal commitment and high expectations.  
*We believe* that education requires opportunities free of discrimination.  
*We believe* that students have the right to be educated in a physically and emotionally safe environment.  
*We believe* that continuity in the curriculum is essential to successful education.  
*We believe* that educational excellence is a product of a dynamic and creative learning environment.  
*We believe* that a passion for learning motivates an individual to excel.  
*We believe* that a better future depends upon developing good citizens.  
*We believe* that students and staff have the responsibility to use the resources provided to the best of their ability.  
*We believe* that motivation and self-worth contribute to achievement.  
*We believe* that of all assets available to students the most crucial is positive parental involvement.  
*We believe* that the more support a student has from family and community the greater the opportunity for student success.  
*We believe* that students have a right to quality education.  
*We believe* that all people have the right to be treated with respect and dignity.  
*We believe* that students who complete a high-quality education program have greater potential to become capable, productive member of society.  
*We believe* that a global perspective is essential to succeed in a changing world.

## Equal Educational Opportunities

The state of Wisconsin and the School District of Jefferson are committed to equal educational opportunity for all students. The Jefferson Board of Education, as an agent of the state, acknowledges this commitment and shall ensure that a program of equal educational opportunity exists for all students in the School District of Jefferson.

It is the policy of the School District of Jefferson, that no person, on the basis of sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap, may be harassed or denied admission to any school in this district or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity. This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race, national origin, color), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act of 1973 (handicap) and the Americans with Disabilities Act of 1990 (disability).

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The district shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

Students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the district's special education policies and procedures.

The district further assures that all contractors, subcontractors, subgrantees or others with whom it arranges to provide services or benefits to its students in connection with its educational programs or activities are not discriminating in violation of Title VI, (race, national origin, color), Section 504 (handicap), Title IX (sex) or the Americans with Disabilities Act (disability) and related regulations, guidelines and standards.

It shall be the responsibility of the High School Principal to examine existing policies and develop new policies where needed to ensure that the School District of Jefferson does not discriminate pursuant to state and federal law. The High School Principal is designated annually to receive complaints filed under this policy. He/she shall assure adoption of a complaint procedure to resolve complaints alleging violation of state and federal laws, assure that an evaluation of the district's compliance with state law is completed as required and submit the necessary forms as required by state law.

# Student School Day

## Arrival/Dismissal Times

Students should plan to be to the building by 7:45 in order to be ready for the start of the day at 7:55. Students are permitted to begin accessing their lockers and classrooms at 7:47.

The school day ends at 3:05. Students are expected to exit the building at that time unless prior arrangements have been made with a staff member or they are involved in an activity. Unless under the direct supervision of an advisor, coach, or teacher, students are expected to leave the building and grounds within 15 minutes of dismissal time at the end of the day.

Students waiting to observe a school sponsored sporting event will wait, seated, in the cafeteria until such time as the gym and supervision is ready.

Beginning the 2014/15 school year, the JMS Library will be open for students before school from 7:15-7:45 and after school from 3:15-4:00 Monday-Thursday. The library will be open at 7:05 AM on Fridays, but no after school hours will be offered. Students choosing this option must sign in/out at the library. Students will be responsible for communicating with their parents as to their location and pick-up times. Students who don't adhere to these expectations or make poor behavior choices may be asked to leave and/or prohibited from attendance in the future.

## Announcements

Morning announcements are provided for student and staff information each morning via closed circuit TV during advisory. When announcements are read, students should remain silent and listen carefully. Students are responsible for the information presented in announcements.

## Attendance

Students are expected to be at school each and every day unless they have an excused absence. It is important that students take pride in their attendance record at Jefferson Middle School. If a student cannot attend school, a parent/guardian should call the middle school office at 675-1300 prior to the start of the school day if at all possible.

If no contact is made, a "safe call" will be made to make sure the child is safe. If the call is not made on the day of the absence, a written statement, signed by the parent/guardian, is to be submitted to school upon the student's return. Normally the excuse must be presented within 48 hours or the absence may be considered a truancy.

### **10 Day Rule**

Please understand that students can only be called in excused 10 times without a doctor and/or clergy excuse. Whenever your child has been to the doctor please provide a written excuse to the office. Once a student misses 10 or more days, part or whole, we mail a concern letter home. Further absences may require doctor and/or clergy written excuse or considered truant.

### **Make up Homework**

Students have the number of days absent plus one to complete their missing work.

### **Pre-arranged absences**

Students may be excused to leave school during the school day for appointments by having a parent/guardian call, or by presenting a note to, the Attendance Office, signed by a parent/guardian, *before* they leave. We request that a doctor's note accompany the student's return whenever possible so that we can excuse the absence.

Per state statute, parents/guardians may excuse their student for up to 10 dates per school year. This generally pertains to vacations, but may also apply to other pre-arranged absences not accompanied by a doctor/clergy note.

### **School Attendance & Athletic/Co-Curricular Participation**

If a student is truant from school any part of a school day, he/she may not participate in after school programs. If a student misses any part of the school day excused or unexcused other than pre-approved doctor/dental appointments, he/she may not participate in after school programs unless otherwise approved by administration.

### **Tardiness**

Students are expected to be to school on time. After three tardies, students will be assigned a detention. Chronic tardies may lead to a truancy.

### **Truancy, Habitual Truancy and Consequences**

Truancy is any student absence from all or part of any school day in which the student's absence is not excused. Students found truant from all or part of any school day may be cited through municipal ordinance.

Habitual Truancy per Wisconsin Statutes, and school board policy, a habitual truant is any student who earns five (5) truanies in any one semester of school year. At the point of habitual truant status, a meeting will be set up to discuss student attendance, graduation status, etc. He/she will be referred to the municipal or county court for further action.

### **Cafeteria**

Breakfast and lunch are served in the cafeteria. Students will not be allowed in the cafeteria unless they are purchasing a breakfast. Students are expected to eat all food in the cafeteria. A lunch account is set up for each student and parents to put money into the account for the students to use. Students are expected to be courteous and well behaved at all times. After eating, students need to return trays and garbage to the proper area and clean up the area around their lunch table. At lunch, students may go outside (weather permitting) or remain in the cafeteria at the supervisor's discretion. While students are outside, they must remain on the school campus. The school "campus" is considered the playground area around the middle school. Students will not be permitted on High School or West Elementary property.

### **Computer Labs, District Owned Computers, and District Owned WIFI**

School Board Policy JFCK states that "the use of two-way communication devices by students on school premises is prohibited, except as specifically authorized by the building principal. Students violating this policy shall be disciplined in accordance with established procedures."

The guidelines for Jefferson Middle School will be distributed annually. These guidelines request a parent and student signature. Students may be allowed to utilize personal electronic devices for educational purposes only, and only if directed to do so by the classroom teacher.

In addition to the signed permission for guidelines, parents and students must sign an acceptable use form (AUP) each year for the student to be permitted to use district owned computers and/or district owned technology. The AUP also addresses users using their own personal technology devices via district owned WIFI.

At times, a computer lab is open after school. The lab is typically open two days per week, but this is subject to change from week to week. Changes will be shared via the morning announcements.

### **Lockers**

Student lockers are property of the school, and therefore the school district has the right to search lockers at any time for any reason. Each student is responsible for all items in their locker.

- \*Students are to use a lock at all times.
- \*Students are to use a lock purchased from the school district for their hall lock.
- \*Please keep the inside of your locker clean.
- \*Food/drink should not be stored for long periods of time in your locker.
- \*Use only your assigned locker. Locker changes need administrative approval.
- \*Do not share your locker or lock combination with other students.

- \*Do not use your locker to store anything illegal.
- \*Do not post anything on the outside of your locker without school approval. The school principal will only approve school related locker decorations. These decorations are to only remain posted until the date of the event/activity.
- \*Do not use adhesives that will destroy the paint. (Magnets work the best)
- \*Students can be held responsible for any damage to their assigned locker.
- \* Please report any damage to or theft from your locker immediately. The school is not responsible for anything damaged or stolen from your locker.

### **Phone Calls**

If a student has an emergency and must call home, the student must get permission to go to the office and the office staff will help the student contact a family member. Students are encouraged not to use school phones during the day or after school to plan evening activities with friends, but rather plan that in advance at home under parent supervision and direction.

### **Pledge of Allegiance**

The Pledge of Allegiance is read aloud each school morning during the morning announcements. Students are not required to stand or cite the Pledge, but they are required to be respectful.

### **Soda/Vending Machine Regulations**

The vending machine will not be turned on during the school day, but will be available to students who are participating in after school activities. All profits go to the school/student activity account.

## **ACADEMICS**

### **Academic Integrity**

All schoolwork submitted for the purpose of meeting course requirements must represent the individual efforts of each student. Any form of academic dishonesty is prohibited and subject to disciplinary measures. Simply stated, cheating is any instance where a person takes credit for work that is not his or her own. Cheating in any form is not acceptable at Jefferson Middle School. Any student who is discovered to be cheating may receive a “0” for the work on which the cheating occurred and/or may be required to complete an alternative assignment. Most often, the teacher will inform the students’ parents of the cheating. Appropriate disciplinary action will be taken.

### **Algebra Test**

Toward the end of the 7<sup>th</sup> grade year, students may take a math test proctored by the 7<sup>th</sup> grade math teacher. The results of this test are used to help determine whether or not a student is academically prepared for algebra (a freshman level course) as an 8<sup>th</sup> grader.

### **Grade Advancement Policy – Board Policy IKEG**

A student must demonstrate enough academic growth so that he/she may advance to the next grade the following school year. If a student does not demonstrate this necessary growth, he/she may be retained for an additional year of academic growth and maturation. This decision will be based upon multiple factors including but not limited to quarter grades, classroom observation, effort, and standardized test scores. Parents/Guardian will be contacted and communication about the possibility of retention will take place throughout the school year.

Students that do not pass a class in any given quarter will be required to make up the learning activities after school in JMS Counts the following quarter to raise their grade. Any classes in which an F has not been raised shall be required to attend JMS Counts summer school until such time as the grades have been raised. If the student does not attend or does not complete summer school, retention will be seriously considered.

## **Grading System**

**Grading Scale:** The Jefferson Middle School grading scale is as follows:

100-92% = A	77-72% = C
91-90% = A-	71-70% = C-
89-88% = B+	69-68% = D+
87-82% = B	67-62% = D
81-80% = B-	61-60% = D-
79-78% = C+	59-0 = F

**Other Possible Grades:** W (withdrawal) P (pass) E (effort) I (incomplete)

**Grade Point Averages and Equivalents:** GPA is calculated based on each letter grade given the following numerical value:

A=4.00; A-=3.60; B+ = 3.40; B=3.00; B-=2.60; C+=2.40; C=2.00; C-=1.60; D+=1.40; D=1.00; D-=0.60; W=0.00; P=0.00; E=0.00; I=0.00; F=0.00. To compute your grade point average, take the sum of the numerical values of the letter grades and divide this total by the number of courses taken.

Students who achieve a 3.0 average for the grading period will be included in the honor roll.

**Honor Roll:** A student must earn a 3.0 or greater for their quarter GPA.

## **On-Line Grades**

Parents/Guardians and students have access to view their current grades on-line. A guardian access username and password is provided each year to parents/guardians for your use.

## **Progress Reports**

Progress reports for all classes are sent home to parents/guardians of all students earning Ds or Fs, or to parents who request paper copies, midway through each grading period.

## **Report Cards**

Report cards will be mailed home or given to parents at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters. Incomplete grades may be changed to an "F" by the third week of the next grading period if work is not made up.

## **Schedule Changes**

Very few schedule changes will be allowed after students sign up for/enter a course. Students may add or drop music classes during the last week of a course marking period only with parent and administrative approval. The schedule change, if approved, will start at the beginning of the next marking period.

# **Enrichment Opportunities**

## **Athletics/Other Co-Curriculars – Eligibility**

A student's top priority in school should be to maintain the highest academic performance consistent with his/her ability. No one should confuse that priority. With this in mind, to participate in co-curricular activities at Jefferson Middle School, a student must continually make a commitment to pass all courses in which he/she is enrolled.

An academic eligibility check system in the form of an Assignment(s) Missing Form (AMF) will be applied each week throughout the activity/sport season. Students must complete, at passing levels, all unfinished class assignments to be eligible for co-curricular activities. In the event a student has outstanding/unfinished class assignments, or assignments that have not been completed to a passing level as judged by the classroom teacher, he/she will not be eligible to participate for that one week grade check period.



Teachers will report to the Dean of Students on Monday of each week those student participants that have missing work. Students with missing work will receive the AMF on Wednesday morning before school and/or during their Advisory. It is their responsibility to check in with their teacher to clarify what is missing, complete the work to satisfactory level, and have their teacher indicate receipt by signing the form. The student athlete must have the form completed and turned into the middle school office by Thursday at 3:30. When missing work is not turned in on time it is assumed that extra-curricular participation at this time is too much for a student and he/she will not be allowed to participate for that one-week grade check period. That period will be from Saturday to Saturday. Students will not be allowed to participate in games during that week, or travel with the team.

Parents and students will be notified of ineligibility through email and in person, respectively.

Students who earn an F on their quarterly report card immediately preceding the start of the season will be required to maintain a grade higher than an F in that class throughout the season. If at any time during the season this student is earning an F in that class, they will be ineligible for the following week as described above. Teachers will be responsible for notifying the Dean of Students, who will in turn notify the student, parents and coaches.

Co-curricular activities do not include Band or Choir. They do include all JMS sports (Cross Country, Girls Volleyball, Girls Basketball, Boys Basketball, Wrestling, Track) as well as Drama, Show Case Singers, and other activities with defined rosters.

Additionally, if a student is on Honor Level 4 of the Honor Level System, he/she is ineligible to participate in co-curriculars, including practices, until s/he is no longer at that level. If a student is on Honor Level 3, he/she can practice but cannot participate in a game or a contest until no longer on Honor Level 3.

### **Battle of the Books**

The statewide Battle of the Books program is designed to promote a love of reading among our students. It encourages students to read a variety of books and remember information about the plot, character, and setting of the books. It is an exciting and challenging academic competition that has proven to be very successful in schools across the state for encouraging students to read.

### **Cards for a Cause**

Students have the opportunity to use their artistic skills to make a difference in their community. They are taught how to use scrapbooking tools and supplies to create cards for different community groups and individuals in need, and sometimes for personal birthday cards for friends and family.

### **Drama**

Drama club provides cast and crew opportunities for stage or musical productions during the school year. Students also have an opportunity to become involved in set making, stage crew and behind the scenes work.

### **Investors' Club**

Investors Club gives JMS students the opportunity to participate in a state-wide stock market simulation sponsored by Economics Wisconsin. Students work as a team buying and selling stocks in order to have the highest portfolio value over a 10 week period. The top performing team in each division will receive recognition and prizes at the annual Stock Market Simulation Awards Banquet; the overall winning team in the state receives an all-expense paid trip to New York City!

### **Lego Club**

Students work with a teacher advisor to create three-dimensional objects based on a defined theme. Much of this work is collaborative, and the final products are on display within the school

### **Math 24**

Math 24 is a math game that uses a set of cards with four numbers on each. Players use all four numbers and mathematics to solve each card with an answer that equals 24. The cards have different themes and vary in difficulty. Students participate regionally in a tournament sponsored by UW Whitewater.

### **Memory Book**

Students work with a teacher advisor to plan the Memory book for the school. This involves page layout, pictures and general organization.

### **Newspaper**

Students work with a teacher advisor to produce a school paper. This involves planning, writing, reporting, and page layout.

### **Show Case Singers**

An auditioned group of Middle School Singers, who love to sing, dance, travel and perform! Open to sixth, seventh and eighth grade choir students.

### **Southern Lakes Anthology**

UW-Whitewater TAG sponsors this opportunity for students to participate in a writing competition involving poetry, prose or illustrated writing. An anthology is created each spring of the strongest entries. Each of the last two years have featured a JMS student's artwork on the cover!

### **Spelling Bee**

Each spring student participate in a school-wide spelling bee. Students participate in Advisory and Grade Level Bees, this way everyone has an opportunity to compete.

### **Technology Club**

This is a "hands-on" club for all students investigating various technologies. This involves research and development, design and problem solving.

### **WIN (What-I-Need) Period**

Jefferson Middle School has created an opportunity to hone in on the individual needs and interests of our students. This half hour period is a mixture of opportunities utilizing the RTI model of instruction focusing on using data to determine and meet the needs of our students. This will include support classes in reading and math, as well as, a series of Gifted/Talent and other Enrichment classes.

## **Student Services**

### **Bus Information**

The Jefferson School District provides bus transportation to all students who meet transportation criteria. (Parents who are interested in purchasing bus service may call 920-674-5112.) Riding the school bus is a privilege. Please make sure that you understand and follow all bus rules.

### **Health Room**

A student who is ill and wishes to go home must first report to the Health Room with a pass from a teacher. The Health Room is located in the Main Office. An attempt will be made to contact parents for permission for the student to leave school. If a contact cannot be made, the office staff will determine if the student will need to go back to class or remain in the health room.

Students are not permitted to carry medication with them, according to School Board Policy. If there is a need for a student to receive medication during the school day, a parent/guardian must first fill out the appropriate form.

### **LMC (Library Media Center)**

Library rules will be posted. The library will be open when staffed; no students should be in the library unsupervised at any time.

Beginning the 2014-2015 school year, efforts will be made to keep the JMS library open from 7:15-4:00 Monday through Thursday, and 7:15-3:15 on Fridays.

Students choosing this option must sign in/out at the library. Students will be responsible for communicating with their parents as to their location and pick-up times. Students who make poor behavior choices may be asked to leave and/or prohibited from attendance in the future.

### **Lost and Found**

The Lost and Found is located outside the main office. Items are always available for students to look through. Once each month items will be laid out on tables for students to view and go through and take what is theirs. Once every two months leftover items will be donated.

### **On-Line Grades - Powerschool**

Parents/Guardians and students have access to view their current grades on-line. A guardian access username and password is provided each year to parents/guardians for your use. This is a great communication tool for parents to remain informed as it relates to grades, progress, and missing work.

### **School Counselor**

The school counselor works as a team member with school staff, parents, and the community to create a caring and supportive atmosphere whereby children can achieve academic, social, and personal success. The Jefferson Middle School Counseling Department offers individual counseling with students in addition to the opportunity for students to participate in Student Assistance Programs groups (SAP). SAP groups allow students to talk within a small group setting about topics such as but not limited to bullying, friendship concerns, family concerns, drugs/alcohol, anger and peer pressure. Jefferson Middle School also offers a variety of activities to help with the transition to and from the middle school in order for students to feel comfortable with the transition process. As individual student needs arise, students, parents, and teachers are encouraged to contact the counselor. Contact Person-Deanna Battist, JMS Counselor(920-675-1326)

### **Social Worker/Psychologist**

There is a social worker and a psychologist on staff that specialize in helping students, parents and schools deal with issues that affect school performance. Students and parents/guardians are encouraged to contact a social worker/psychologist, especially with issues dealing with student attendance, emotional or psychiatric issues or family issues. If a student wants to see a social worker/psychologist an appointment should be made in the main office. The JMS social worker is Mrs. Danyel McIntosh-Robb (920-675-1341), and the JMS psychologist is Mr. Matt Bullamore (920-675-1340).

### **Web Pages**

Each teacher at JMS has a web page that allows her/him to share information about their classroom with parents. Information commonly found on these pages includes supply lists, homework assignments, schedules, calendars showing due dates, upcoming tests and special events in their classroom, special announcements, answers to frequently asked questions, links or references to relevant websites and information about the teacher. Teacher classroom web pages can be found by clicking on the middle school link off of the district web site. [www.jefferson.k12.wi.us](http://www.jefferson.k12.wi.us).

## **Rights and Responsibilities**

You, the students of Jefferson Middle School have the right

- To learn in a safe and secure place
- To be treated politely and respectfully by all persons
- To use the school according to the rules

You, the students of Jefferson Middle School have the responsibility

- To know school rules and consequences
- To respect all property and materials
- To be polite and respectful to all persons
- To look like, act like, and be a learner
- To complete all learning activities to the best of your ability

**Accidents and Injuries**

All accidents and injuries should be reported immediately to the Main Office. The school does not carry insurance to cover students for injuries which occur while in school or going to and from school. At the start of the school year students are offered the opportunity to purchase group insurance. Please discuss the insurance program with your parents so that the proper decision can be made.

**Alcohol, Tobacco and Other Drugs**

Alcohol, tobacco, and other drugs, along with associated paraphernalia (lighters, nicotine delivery devices, etc) are not allowed and will not be tolerated at school, on campus or at any school related functions. Students violating this policy may be suspended, cited by local police, and may be expelled.

**Cases Not Covered By Specific Rules**

It is understood that the rules contained in this handbook are not all inclusive. The administration and teachers may take such action as is necessary and not forbidden by law to ensure the orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which affects the safety and welfare of students either individually or collectively, regardless of the existence or non-existence of a rule covering the offense. School rules apply to all students enrolled regardless of age.

**Cell Phones and Any 2-Way Communication Devices – Board Policy**

Students may not bring, or use any 2-way communication devices while at school. (i.e. beepers, walkie talkies, or electronic pagers).

The exception to this rule is regarding cell phones and some personal electronic devices (iPods, tablets, etc). Although not recommended, JMS students are allowed to bring cell phones to school. The cell phones can be used prior to school and after school, but should not be on or with a student during the school day. From 7:55 to 3:05 cell phones are to be turned off and stored in the student's locked locker, unless specified by teacher direction and/or principal permission.

Please see *Appendix A* for more detail regarding these expectations.

**Bicycles/ Skateboards, Roller Blades**

Students may bring bicycles to school. However, it is the student's responsibility to lock and secure their bike. Any bike, skateboard, or scooter brought to school must be locked to the bike rack. If it cannot be locked, it should not be brought to school. These devices should not be kept in lockers.

**Bus Rules**

Rules and regulations on the bus are meant to ensure the safety of all children and adults on the bus. **In general, the students must follow all school rules on the bus.** However, there are a few additional rules that must be followed.

The same rules apply to transportation during summer school and bus rides for field trips.

1. Respect your bus driver and other students
2. Be at your stop on time.
3. Keep your head, hands and other body parts inside the bus at all times.
4. Do not throw objects on the bus or out of the bus.
5. Follow all directions given by the bus driver. Remain in your seat until the driver tells you to leave.
6. Silence must be maintained at railroad crossings.
7. Feet and other body parts, as well as books and other materials must be kept out of the aisles.

8. Bus property must be respected. Students will be assessed fines for damages if they occur.
9. Depart the bus one at a time.
10. Wait for the bus driver's hand signal.
11. Stay clear of the outside of the back and side of the bus at all times.
12. If you miss your bus at the end of the day, report to the office for assistance.
13. You must ride only on your assigned bus. You must exit at your regular exit. An exception can be made if your parent sends a note to the principal for approval on the day of the request. The principal or designee will sign the note and you will give it to the bus driver. This must be done each time you alter your stop. The principal reserves the right of approval of this privilege.
14. In the morning the bus will let you off. At that time you can wait quietly outside the building. You may enter the building and be seated in the cafeteria if you are eating breakfast (enter the cafeteria through the front cafeteria door).
15. You cannot have in your possession on the bus any item you are not permitted to have in school. However, music (i-pods, CD players, etc.) are permitted.

Please be advised that video cameras will be used on school buses for the purpose of monitoring behavior on the bus and may result in student discipline.

### **Bus Consequences**

If a student violates a rule on the bus, the driver will write a bus conduct report. This report is sent to the building principal. After it has been dealt with the parents of the students will be notified.

*First Offense:* Conference with student

*Second through Fourth Offense:* Conference and suspension\* from the bus (1-5 days)

*Fifth Offense:* Conference with student, parent, school personnel and suspension from bus (Up to 4 weeks)

\* When a student is suspended from the bus, he or she is suspended for both AM and PM bus. The suspension will start within 48 hour of the parent notification of the offense.

If a student reaches the sixth offense in one school year, the meeting with the business manager and/or the superintendent will be held for the purpose of deciding if the student will be suspended from the bus for the remaining school year.

### **Bus Transportation - Parent Rights**

If there is a concern or question regarding any issue, parents should contact either the principal or the Jefferson Bus Service (920-674-5112).

### **Cafeteria Rules**

1. No food or beverage is to leave the cafeteria. This means no food or beverage outside or in the hallways.
2. As a general rule, students may sit with friends, and may choose their seats. Assigned seats and seat table limitations will be determined by the supervisors. Student choice is a privilege. If this privilege is abused by causing a disturbance, you will be assigned a seat. If the disturbance continues, the student will be temporarily assigned a consequence or eat alone in the office.
3. Everyone who sits at a table is responsible for the condition of the table and the floor.
4. Students may not go back and forth to lockers during lunch. Students are expected to bring coats when necessary to the cafeteria.
5. When students are done eating they are to return their trays to the tray-return station, place all garbage in the proper containers, and return to their seat until dismissed.
6. Students needing to use the restroom must get permission from a lunchroom supervisor first.
7. After the supervising teachers are finished eating, they will either escort students outdoors and/or students will be expected to remain in their seats in the cafeteria. Once dismissed to go outside, students must remain outside until the supervisor allows them to return back inside the building.

8. Students who throw food will be required to clean the cafeteria, and may be subject to other consequences.
9. You are middle school students and we only ask that you act as such– showing common courtesy, responsibility, and respect of school property and other people. Thanks!!

### **Outside Rules at Lunch**

Students enjoy going outdoors at lunch. This is a wonderful time to be with friends and to get some exercise.

Students must understand that teachers supervise students at all times. Students cannot be outside without teachers and students cannot go where teachers cannot see them. In this way, students are safe and protected.

Therefore, the following rules must be followed while at lunch outside.

1. Students must remain on Middle School grounds.
2. Students cannot be on the parking lot. For safety reasons, students need to be away from vehicles.
3. Students cannot remain in the cafeteria or in the building without supervision. We only have so many teachers on duty, so if they are needed outside for the majority of students, it is very difficult for one to stay with a few students indoors.
4. Students must respect property, take care of and return any equipment that is used for activities.
5. Students may not take food or beverage outdoors.
6. Students must respect trees, bushes, grass, etc. as property of the school district.
7. Students need to be respectful of others in class – therefore it is very important that they are quiet and moving in an orderly fashion upon entering the building.
8. Students are to return to the building and enter the building quietly using one set of doors and one stairway.

### **Classroom Policies and Procedures**

Each teacher will give students an overview of the class and school expectations. Though all students are expected to follow school rules, teachers may also have specific expectations in their class.

### **Computer Use and the Acceptable Use Policy (AUP)**

The AUP document describes the general procedure covering the use of computing facilities that are under the direction of the School District of Jefferson (SDJ). Computing facilities means any district-owned computing machinery, software related to teaching, learning and research activities, and related facilities. While SDJ may grant users the privilege of using its computing facilities, SDJ continues to retain ownership and control of all computing facilities. Every user of computing resources is expected to understand and follow this procedure. Annually, the teachers and staff will instruct all students as to the meaning of this procedure. The School District of Jefferson has an Instructional Computer Use Policy. All users of our computers are expected to follow this policy. A user account will be established for students when they have signed the Instructional Computer Use Contract available from either a classroom teacher or in the Library Media Center. It will take one school day to set up your account-

Please read the following reminders carefully!!

1. Students are to use their account only.
2. You are to keep your password private. Your account is only for your use.
3. Only staff may add software to your computer accounts menu. Keep your personal software at home. Only district authorized software may be used on the computers.
4. Students are not to use, copy or alter any files not belonging to them or that reside anywhere outside of their home (H) directories.
5. Students are responsible for any files in their accounts, even if they did not create them.
6. All files within your account must be school related any may be examined at anytime by staff.
7. Students are to use only software that has been assigned by a teacher to their accounts and that is on their menus.

8. Any act of vandalism on the school's computer network or computer equipment will result appropriate consequences possibly including compensation for damages.
9. If you are in doubt as to the appropriateness and/or legality of any of your actions or whether they are within the guidelines of the Jefferson School District's Computer Use Policy; please ask the Library Media Director for clarification.

Any student found in violation of any of these rules will be dealt with by loss of computer privileges, administrative action and/or possible legal action. Please help make computing a safe, fun and instructional activity at JMS by following these rules, encouraging others to do so and reporting any violations to a school employee in the Library Media Department.

### **Dress Code** (Per Board Policy JFCA)

Jefferson Middle School prides itself as being a place where students can enjoy their freedom to get involved in many activities and express their individuality. Although we respect a student's right to make these choices, we also need to set appropriate standards.

As always, garments bearing offensive words or offensive slogans including references to alcohol, tobacco, drugs, or sexual activity are not allowed. In addition, hats, bandanas, and other headwear are not acceptable.

When disagreements about appropriateness arise, JMS will defer to the judgment of the adult teacher or administrator.

The following additional guidelines have been established.

- 1) Visible undergarments are not appropriate in a school setting.
- 2) No coats may be worn in the classroom. In case of colder than usual classrooms, students should be prepared with appropriate clothing.
- 3) No bare midriffs, open-back shirts, halter tops, strapless shirts, spaghetti straps, or single strap shirts may be worn. All shirts must have straps that are at least 2 inches thick. All shirts must cover the back, stomach, and cleavage.
- 4) Very short mini-skirts, dresses, or shorts are not appropriate for school. In general, attire should extend beyond the fingertips when the hands are held loosely at the side.
- 5) Neither wallet nor hip chains should be worn to school.
- 6) Gang-affiliated jewelry or dress of any kind will not be allowed.
- 7) Pajamas are not to be worn in school.
- 8) In the event a student wears clothing that is inappropriate, the student will be asked to change the clothing.

We appreciate your support in helping to maintain a safe and effective educational environment at Jefferson Middle School. If you have any questions, please call the main school office at 920-675-1300.

### **Emergencies**

#### **Fire Drills**

Fire drills are required routinely throughout the school year. When the fire alarm sounds, students and staff will quietly and calmly exit the school building. Do not reenter the building until directed to do so by a staff member. Regard a fire drill seriously; any fire alarm signal could be a warning of an actual fire.

#### **Lockdowns and Bomb Threats**

Jefferson Middle School has a complete plan regarding student and staff safety procedures and emergency procedures in the event of a lockdown or bomb threat. These procedures are updated regularly and approved by the local police department. The staff at JMS are trained annually.

#### **Severe Weather Emergencies and School Closings**

If it becomes necessary to alter school hours due to a emergency, this information will be broadcast over WFAW 940 AM Fort Atkinson, WSJY 107.3 FM, Fort Atkinson, WTTN 1580

AM Watertown, WTMJ 620 AM/Channel 4 Milwaukee, WTSO 1050 AM Madison, WMTV Channel 15 Madison, WSLD 104.5 FM Whitewater, 675-1100 and select Option #5 as early in the morning as possible. Severe weather emergency procedures are published yearly. In the event of severe weather, students will be directed to take cover in the nearest weather emergency shelter. Students are to cooperate with teacher directives in order to ensure safety of all persons.

### **Canine Dog Drug Searches**

In an effort to help assure that JMS remains drug free, a canine dog unit may check lockers and other areas at JMS for illegal drugs. Typically this is done on an annual basis. We do not announce these searches in advance to our students or our staff. Typically, and fortunately, no illegal drugs are found.

### **Fighting and Physical Assault/Verbal Assault**

Physical assault or severe verbal intimidation will not be tolerated at any time. Students will be suspended and may be referred to the police department for disorderly conduct. If the conduct is significant enough, students may be referred to the Superintendent for expulsion.

### **Fines and Fees**

All fines/obligations/fees must be paid prior to the student participating in a field trip, a reward day dance/activities, or co-curricular activities. Students are responsible for all materials, equipment, and facilities assigned to them or provided for their use.

### **Fundraising**

The Jefferson Middle School Parent-Teacher Organization (PTO) will coordinate fundraising events. On rare occasions, co-curricular organizations may organize and run community-school fundraising events. We appreciate the support of students, parents and the community in these worthwhile events that add so many things for students. Students should not feel forced to participate in such events. There will be no individual door-to-door selling of products by students. This means that students will not sell anything at school unless they are part of a school-sponsored event. When students do participate in fundraisers, we encourage parents to sell to friends and relatives. We discourage door-to-door sales and prohibit this by students of Jefferson Middle School.

### **Gambling**

Gambling of any kind is prohibited.

### **Gang/gang-like Behavior**

Gang/gang-like Behavior of any kind is prohibited. This includes wearing or drawing or using gang/gang-like signs or symbols.

### **Guest Teachers**

Substitute teachers are to be given the same respect as regular classroom teachers. The responsibility is on the student to treat a substitute teacher with the respect and courtesy that is due all persons at JMS.

### **Gym Rules for After School Athletic Event Spectators**

Students who wish to attend an athletic event after school may stay in the assigned area, usually the cafeteria, and do homework or quietly visit until the game starts. Games start at 4:00. It is your responsibility to contact your parents in advance of any event you plan to stay for. The school office phone will not be available for use except in the case of an emergency. The office closes for the day at 4:00 p.m.

### **Additional Rules while games are in progress:**

Backpacks are not allowed in the bleachers and may be left by the gym door.

If you are absent the day of a game you may not attend.

If you leave the building during the game you will not be allowed to return.



Cheer only for your team, but do not mock the visiting team, officials, or coaches.  
 Remain in the bleachers until either half-time or at the end of the game.  
 If gym rules are not followed, you may be asked to leave by a chaperone.

**Hall Passes**

Students should be in class during class time. If there is a need for a student to leave the room, during the class he/she will need a pass.

**Harassment**

Jefferson Middle School is committed to providing an educational environment for its students, which is free from physical, psychological, or verbal harassment based upon race, religion, color, sex, sexual orientation, creed, national origin, age, arrest and/or conviction record, veteran status, and handicap status. The school will provide an environment free from intimidation and harassment based on any of the following factors:

*Definition:* Harassment is any verbal, written, visual, or physical act which has the purpose of effect or creating a hostile, offensive, or intimidating school environment, or interferes with a student’s education. Harassment can occur as a result of a single incident or as a pattern of behavior. Harassment encompasses a broad range of physical or verbal behavior, which can include but is not limited to, the following:

- Physical or Mental Abuse*
- Racial Insults*
- Derogatory Ethnic Slurs*
- Unwelcome Sexual Advances or Touching*
- Sexual comments or Sexual Jokes*

Any student who believes that he/she has been the subject of harassment should report the matter immediately to a teacher, guidance counselor, or principal. Students harassing others may be suspended, referred to the police department, and/or referred for expulsion.

**Immunizations**

According to State Law s.252.04, all students entering a school in Wisconsin must be immunized against the following communicable diseases: diphtheria, tetanus, pertussis, polio, measles, rubella, mumps, hepatitis B and varicella. The following are minimum immunization guidelines. Additional boosters for some of the vaccines may be medically recommended.

**STUDENT IMMUNIZATION LAW -- AGE/GRADE REQUIREMENTS  
 2014-2015 School Year**

<b>Age/Grade</b>	<b>Number of Doses</b>					
Grade 6 thru 10	4DTP/DTaP/DT/Td	1 Tdap	4 Polio	3 Hep B	2 MMR	2 Var

Tdap means tetanus, diphtheria and acellular pertussis vaccine, recommended for adolescents. If your child received a dose of tetanus or diphtheria containing vaccine such as Td within the past 5 years, Tdap is not required.

Var /varicella (chicken pox) vaccinations will be a requirement for all students. A history of chickenpox disease is also acceptable.

Waivers to these immunizations can be granted for health, personal, or religious conviction reasons.

**Laser Pointers/Pens**

Students are not to bring/use laser pointers/pens in school.

## **Medications**

1. Students are encouraged to take medication at home rather than at school whenever possible.
2. Medication may be dispensed, when necessary, by designated school personnel if the following conditions are met:
  - a) The parent submits a signed and dated School District Medication Form (Appendix B) for the school to administer medication. The request must include the name of the drug, the exact dose to be given, and the time the medication is to be given. Forms can be obtained from the school office.
  - b) For prescription medication, the School District Medication Form must also be signed by a physician, dentist, nurse practitioner, or other legal provider. Forms can be obtained from the school office.
  - c) Prescription medication to be administered at the school must have a pharmaceutical label giving:
    1. Child's name
    2. Name of drug and dosage
    3. Name of pharmacy and telephone number
    4. Name of physician. It may be necessary to ask the pharmacy for an extra-labeled container to send to school.
  - d) Non-prescription medication to be given at school must be labeled with:
    1. Child's name
    2. Name of drug and dosage. The medication must be sent to school in its original container. Medications in baggies or envelopes will not be administered.
3. Refer to board policy JHCA for specifics regarding self-medicating, forms, and parent responsibilities.

## **Medication Standing Orders**

Dr. David Rutledge, as medical advisor for the School District of Jefferson, has created a medication standing order for the use of Epinephrine (EpiPen) at school. Epinephrine injections are used to treat potentially life-threatening allergic reactions. If a student has an allergic reaction that may be life threatening while at school he/she may be administered an injection of epinephrine. Attempts to contact parent(s)/guardian prior to administration of the medication will be made. However, the severity and emergency nature of the situation may not allow contact with parent(s)/guardian prior to administering the medication. If epinephrine is administered the rescue squad will be called. If you have questions regarding this standing order, please contact the school nurse, Lynn Zaspel RN at 920-675-1094.

## **Physical Display of Affection**

Overt signs of affection, such as kissing, holding hands and sitting on each other's laps, are not considered desirable for the reputation of the individual or the school, nor are they appropriate for a school setting. Therefore, they will not be permitted at any time.

## **Profanity**

Profanity and vulgarity, and defiance of duly constituted authority are examples of unacceptable behavior. Excessive/frequent use of profanity may be referred to the police department for disorderly conduct, and students may be suspended from school.

## **Snowballs**

Students are asked not to throw snow/ice balls on school grounds.

## **Student Code of Conduct**

Per Wisconsin Act 335 pursuant to Section 118.164, Wis. Statutes, the Jefferson School Board has met state compliance by adopting a student code of conduct. This code gives teachers an increase in authority to remove disorderly students from class. This code includes reasons for removal, procedures for appropriate alternative educational placement, and procedures for notifying parent/guardian.

For specific questions please refer to the appropriate School Board Policy.

## **Student Search and Seizure**

### ***Rationale***

School authorities have an interest in the preservation of property, health and safety of others, and in the maintenance of order for all those in the schools of the District.

In order to maintain order and discipline in the schools and to protect the safety and welfare of students and school district personnel, school authorities may search a student or student's lockers under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. For purposes of this policy, "school authorities" shall be defined as building administrators or their designees.

As used in this policy, the term "unauthorized" means any item dangerous or potentially dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as "unauthorized" in school rules available beforehand to the student.

### ***Locker Searches***

School lockers are the property of the School District of Jefferson. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. Periodic inspections of lockers may be conducted by school authorities for any reason at any time, without student consent, and without a search warrant.

The School District of Jefferson does not assume responsibility for the loss, damage or destruction of any property stored in the student lockers.

### ***Search of Students***

If the school authority has reasonable suspicion to believe that the student is violating either the law or rules of the school and that a student search will turn up evidence of such a violation, a more intrusive search of the student's person may be conducted. Such a search may be conducted in private by a school authority of the same sex with an adult witness of the same sex unless the health or safety of the students will be endangered by the delay which might be caused by the following of these procedures. This section does not authorize a strip search of any pupil prohibited by Wis. Stat. 948.50.

## **Textbooks and other School Owned Supplies/Materials**

All textbooks, library books, and equipment remain the property of the school district. Students are expected to be responsible for textbooks and other school equipment assigned to them. Students will be charged for excessive wear and tear or damage to text books or equipment left in their care. Students will be charged for replacement value for any lost, stolen or excessively damaged textbook or equipment.

## **Weapons or Dangerous Materials**

Possession of weapons and possession/use of explosives, including firecrackers and smoke bombs, is forbidden in the school building, on school grounds, or at school functions. No one shall possess, use or store a dangerous weapon on school premises, (any school building or school grounds), or at any school-sponsored event. According to state law, any person who knowingly possesses or goes armed with a dangerous weapon on school premises is guilty of a misdemeanor or felony, depending upon the seriousness of the offense. A child who violates this law is subject to provisions outlined in Chapter 48, Wisconsin Act 17 and 18 (1991) of the state statutes, unless jurisdiction is waived. Violators will be referred to the police, suspended and may be referred to the school board for expulsion.

### **Vandalism and the Treatment of School Property**

Vandalism, such as intentionally defacing school or personal property, as well as theft of school or personal property will not be tolerated. Students should not mark school furniture, equipment, walls, ceilings, or floors with pens, pencils, paints, or other marking devices. Tampering with fire alarms and extinguishers is a violation of state law. Anyone willfully damaging or destroying school property through arson, vandalism, or larceny, or creating a hazard to the safety of others will be suspended from school, will face possible expulsion, and will be referred to the proper law enforcement agency.

### **Visitors**

All visitors must check in the main office for a visitor's pass. All door entrances are locked during the school day. The south door has a buzzer system for entrance. Due to safety and security of our students, staff, and facility, please be patient and understand that our procedures are an effort to assure safety. For safety and insurance purposes, student guests are rarely permitted.

## **Consequences for Poor Decisions**

### ***\*Discipline Referral to the Principal or Dean of Students***

There are two reasons a student is referred:

1. The classroom plan has not been effective for the student and the problem is getting worse.
2. The misconduct or misbehavior of the student is too serious to be dealt with by the classroom discipline policy.

A referral can result in any of the following actions, based on the student's behavior:

#### ***Consequences:***

Warning

Loss of privileges

Noon consequence\detention

M.A.S.H. (Mandatory After School Homework)

In School Suspension

After school detention with the teacher

Out of School Suspension

Police Referral

Expulsion from school

### ***\*Noon Consequence***

Students assigned a noon consequence are required to report directly to the noon consequence room at the beginning of lunch. The supervisor will walk the student(s) to the lunch room to pick up their lunch and bring it back to the noon consequence room to eat. Students are to remain quiet during the whole consequence. Failure to behave during noon consequence may result in an in-school suspension.

### **In-School-Suspensions**

When it is determined appropriate by the administration, the student will be assigned a work area in the (Alternative Learning Center) or In-School-Suspension Room. Before being readmitted to classes and other school activities, the student must serve the assigned time in a manner acceptable to the administration. The student will be responsible for any and all actions while assigned to this facility. The following procedures must be followed. The student will:

1. sit quietly and not sleep
2. work on school studies at all times with the exception of time allowed for lunch
3. maintain the cleanliness of the facility
4. not communicate with any other student(s) sharing the facility
5. pick up sufficient assignments from teachers before school to keep busy all day

6. be assigned additional time and consequences by the administration if the above procedures aren't carried out. When a student is suspended in school, he/she may not participate or be a spectator at after school practices, activities, or games the evening of the suspension.

### **Out-of-School Suspension**

When it is determined appropriate by the administration, a student may be suspended from school for up to 15 consecutive school days. Parents will be notified prior to the student being removed from school for the set period of time. While students are suspended from school, they are not allowed on any school grounds at any time until the suspension is completed. They are also not to participate or be a spectator at practices, activities, or games during the time of the suspension.

### **Expulsion**

Expulsion from school means that a child may be denied his or her right to a free, public education in the School District of Jefferson. The time period for this consequence varies, but can be extended until the student is 21 years of age. The principal refers only very serious rule or policy violations to the superintendent for expulsion. They include, but are not limited to alcohol and other drug violations, serious safety issues, or repeated refusal to follow school rules.

## **Honor Level Behavior and Reward System**

### **The System**

At Jefferson Middle School, we promote an environment that positively reinforces responsible student behavior. We expect students to display good citizenship. This way of doing things is known as "The Jefferson Way". Students who display good citizenship are given special recognition and incentives.

The Honor Level Behavior System is comprised of four separate Honor Levels and seven progressive consequences. A student's Honor Level is determined by the number of points received. Students have privileges based on their Honor Level. Points received are actually demerit points given to a student by a staff member for poor student behavior choices.

### **The Levels**

#### *Honor Level 1 (0 points)*

To qualify for honor level 1, a student has no infractions for the last fourteen (14) calendar days. All students begin the school year at Honor Level 1. Students at this level have all privileges such as grade level rewards, school wide reward day dances and roller skating, field trips, and other such rewards.

#### *Honor Level 2 (1-10 points)*

Students at Honor Level 2 may have only one or two infractions in the last fourteen (14) calendar days. Students have all privileges with the exception of the loss of special grade level activities, special building activities/reward days, and some field trips.

#### *Honor Level 3 (11-20 points)*

Students at Honor Level 3 will have had three or more infractions within the past fourteen (14) calendar days. Students at this level are not able to participate in special grade level activities, special building level activities, incentive drawings, and dances. They are eligible to practice in co-curricular activities, but are not able to play in games unless the participation is part of a grade for a class.

#### *Honor Level 4 (21 or more points)*

Students at Honor Level 4 have lost all privileges. Practice and participation at co-curriculars is prohibited unless it is for a grade for a class.

### **Infractions and consequences**

The Honor Level System provides for both forward and backward movement through these 7 stages of consequences. Forward movement occurs as an individual student is cited repeated times within a fourteen (14) day period of time. Backward movement occurs as points are removed once the 3 or 5 point consequence is (14) days old, or the 1 point consequence is (7) days old. One point infractions are not cumulative; therefore, they will cause the student to receive no more than a noon detention. In other words, in only 14 days, students can earn their way back to honor level I.

All one point infractions are 15 minute noon detentions.

All three and five point infractions are cumulative. In other words, {all within a 14 day window}, if a student earns any single 3 or 5 point infraction, their consequence is #1 below. If, within a 14 day window, a student earns a 2<sup>nd</sup> 3 or 5 point infraction, the consequence is #2 below. If, within a 14 day window, a student earns a 3<sup>rd</sup> 3 or 5 point infraction, the consequence is #3 below.....etc.

1. 15 minute noon detention
2. 30 minute noon detention
3. 25 minute M.A.S.H. (Mandatory After School Homework)
4. 40 minute M.A.S.H.
5. In-School-Suspension
6. Administrative Action -1
7. Administrative Action -2

### **ATTI-DUDE Program Rewards Kids!**

The Honor Level Program at Jefferson Middle School is a program that will encourage our students to make good choices for themselves and others. One aspect of this discipline program is our ATTI-DUDE coupons. These coupons are earned when students are caught "doing the right thing".

Any staff member that observes a student helping another student, giving extra effort to assist a teacher, helping out in the cafeteria or exhibiting constructive/positive behavior anywhere at any time is rewarded with an ATTI-DUDE coupon.

These coupons may be dropped into a grade level bucket in the main office. If a student's coupon is pulled out of the 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade bucket at one of our weekly or monthly drawings they receive a prize. Usually these weekly prizes are things like ice cream treats. We save all of the coupons and at the end of each quarter we draw for larger prizes.

## Appendix A

### GUIDELINES FOR STUDENT USE OF TWO-WAY COMMUNICATION DEVICES

#### *Frequently Asked Questions:*

**1. What is an electronic two-way communication device?**

- Any electronic device capable of sending and/or receiving communication
- For the purposes of these guidelines, electronic two-way communication devices and two-way communication devices are synonymous
- For the purposes of these guidelines, two-way communication devices refer to student owned devices, not district owned devices
- Examples are, but not limited to:
  - Cell phones, Beepers, Walkie Talkies
  - Laptops, Tablets, Kindles, iPads, iPods, Chromebooks
  - Cameras

**2. Can two-way communication devices be brought to school?**

- Yes

**3. Where must two-way communication devices be kept/stored?**

- Devices are to be turned off and stored in the student's assigned locker between the hours of 7:55 a.m. and 3:05 p.m. other than the exceptions as described below.

**4. Can two-way communication devices be used on school grounds prior to the start of the school day (7:55 a.m.)?**

- Yes

**5. Can two-way communication devices be used on school grounds after the school day (3:05 p.m.)?**

- Yes

**6. Can two-way communication devices be used during the lunch period?**

- 6<sup>th</sup> grade = No, unless principal approved
- 7<sup>th</sup> grade = No, unless principal approved
- 8<sup>th</sup> grade = No, unless principal approved
- As a general rule, students in 6<sup>th</sup> and 7<sup>th</sup> grade will not have access to two-way communication devices during the lunch/recess period. Students in 8<sup>th</sup> grade may have time periodically throughout the school year as we prepare 8<sup>th</sup> graders for the transition to high school when students are more prepared for this increase in responsibility.

**7. Can two-way communication devices be used on the school bus?**

- Yes, when riding the bus to and from school
- No, when riding the bus for a field trip, unless otherwise approved by the principal
- Yes, when riding the bus to and from an athletic event. If an athlete mishandles this privilege, the coach has the authority to limit two-communication privileges.

**8. Where and when can two-way communication devices never be used?**

- Never use an electronic two-way communication device in a bathroom
- Never use an electronic two-way communication device in a locker room
- Never use an electronic two-way communication device during a school emergency such as a fire, tornado, lockdown, or bomb threat
- Never use an electronic two-way communication device in the hallways during passing time

**9. Can two-way communication devices ever be used in the classroom?**

- Yes, with teacher approval
- Teachers are the decision-makers regarding appropriate uses of technology in classes. Use of personal devices unrelated to assigned learning tasks is not permitted.
- Teacher approval can be on a case-by-case and student-by-student basis
- Teachers may approve the use of electronic two-way communication devices only if the purpose of the approval is for academic and/or educational purposes directly related to the lesson.
- Each teacher has the latitude to allow students to bring and use two-way communication devices in the teacher's classroom for educational purposes depending upon the lesson. This implies that some teachers may allow devices to be used in his/her classroom quite regularly and other teachers may allow this use infrequently.

**10. What two-way communications can never be used in a classroom?**

- Beepers and Walkie Talkies

**11. What are the consequences for violation of the two-way communication device policy and guidelines?**

- 1<sup>st</sup> offense = Device is confiscated, stored in the office, the event is logged, a staff member may fill out an infraction, and the student can pick the device up at the end of the school day
- 2<sup>nd</sup> offense = Device is confiscated, stored in the office, an infraction is written, parents are contacted, the event is logged, and the student can pick the device up at the end of the day
- 3<sup>rd</sup> offense = Device is confiscated, stored in the office, an infraction is written, parents are contacted, the event is logged, a parent can pick the device up at their earliest convenience
- 4<sup>th</sup> offense = Student earns an in-school or out-of-school suspension
- Students who use a device to access information or sites that are not appropriate for school may earn greater consequences
- Students who use a device to harass or bully someone may earn greater consequences

***Additional Information***

**I. Use of School's Internet**

- Students may access the Internet only through the district's wireless public network, which provides filtered Internet access. The school does not approve or encourage the use of other Internet connection methods such as 3G/4G data plans, and is not responsible for any accrued data charges.

**II. Personal Device Safety & Security**

- Students and their families assume responsibility for their device. The school is not responsible for the safety, security, loss, theft, damage, or misuse of any personal device.
- Students and their families assume responsibility for the technical support and maintenance of personally owned devices, including troubleshooting and repair costs.
- Students and their families assume responsibility for any desired insurance for their personal device.
- District staff may examine personally owned devices and search their content as permitted by state statute.
- A permission slip signed by a parent/guardian and by the student indicating acknowledgement of, and agreement to, these guidelines must be received by the school prior to student bringing and using the device in school.