

Jefferson County Handbook

The following guidelines have been developed and reviewed by students, parents and staff and serves to supplement the District Rights and Responsibilities Handbook. The handbooks are meant to help students understand expectations and be successful in our school. Material contained herein may therefore be superseded by such Board policy, administrative regulation. Any information contained in this student handbook is subject to change or elimination from time to time without notice.

541-475-7253 Main Office Phone Number. Office Hours 7:30am to 3:30pm

Simon White, Principal swhite@509j.net

Brent Walsh, Assistant Principal bwalsh@509j.net

Peter Hower, Counselor phower@509j.net

Web site: <http://jcsd.k12.or.us/schools/jcms>

The JCMS Discipline charts are designed to provide progressive discipline structure for students and staff. For general and minor classroom infractions, teachers follow preliminary progressive discipline structure outlined in CHART 1 prior to referring a student to an administrator. Administrators use CHART 2 to guide them in their efforts to deal with more severe infractions and for students who struggle with correcting their minor classroom behaviors.

BEHAVIOR MANAGEMENT PROCESS

The JCMS Discipline charts are designed to provide progressive discipline structure for students and staff. For general and minor classroom infractions, teachers follow preliminary progressive discipline structure outlined in CHART 1 prior to referring a student to an administrator. Administrators use CHART 2 to guide them in their efforts to deal with more severe infractions and for students who struggle with correcting their minor classroom behaviors.

BEHAVIOR MANAGEMENT PROCESS

Minor referrals: These are to be handled by the teacher.

<i>Minor STEPS</i>	<i>INTERVENTION by teacher</i>
1. Classroom Interventions	Includes: one on one conversations discussing the problem with the student to identify ways to help the student successfully meet expectations, modification of classroom, simple in class behavior plans/agreements, time out, teacher supervised detentions, teacher tools, communication with other staff. Contact Parent.
2. Interventions and calls to parents/Parent Conference	Includes: input from other teachers, call parents to provide information about student behavior, ask parent for help and suggestions, inform parent of in school consequences. Team completes a Informal Behavior Assessment and/or begins the Pre-SIT process. Contact Parent. Invite parents in to discuss (or observe) behaviors and make a plan to correct the behavior. The meeting should (at minimum) include teacher, parents, and student. Counselors and administrators will attend any meeting when a teacher requests their presence. Any teacher who may feel uncomfortable with meeting alone with a parent and/or student should request the presence of a counselor or administrator.
After 3 minors in your class the combination = major referral	

Major Referrals: This are written referrals sent to the administration (and student may be sent to success room). Any combination of 3 minors moves referral to a major.

1. Referral to Administrator	Administrator will counsel and administer consequences on a step basis. Parents will be notified for each step. See attached discipline chart.
2. Administrator initiated parent meeting	Inform and present parents with all of the prior discipline documentation. Discuss a plan to correct behavior. The plan could include a behavior/attendance contract. Provide parents with written information about past behavior and potential future consequences.
3. Administrative Action	Short term suspension. Long term suspension. Recommendation for alternative placement.

The above chart applies mostly to students who are displaying low level disruptive tendencies, such as, talking out of turn, bothering others, constantly off-task, non-compliance, minor profanity not directed at anyone, excessive talking, not working on assignments, poor grades, out of seat, inappropriate physical contact, non-dress for PE, teasing, etc. The process is not intended for more serious violations of the JCMS Discipline Policy, such as the behaviors listed on Chart 2. The process on Chart 1 is not intended to burden teachers and administrators. It is intended to produce school-wide consistency in handling discipline matters, assist students in changing behavior, use all of the in and out of school resources available, and assist us all in dealing with parents and students in a proactive and positive manner.

PROGRESSION OF DISCIPLINARY CONSEQUENCES

Major referrals are italicized

****Possible Police Involvement**

ATTENDANCE		
<i>Tardies- minor/single classroom</i>	1st Offense 2nd Offense 3rd Offense	Warning direct discussion with student Warning—contact parent/guardian <i>ASD assigned by teacher and the teacher will notify the parent/guardian and document conversation</i>
<i>Tardies- Major/school wide (combination of single or multiple classes)</i>	4th Offense 5th Offense 6th Offense	<i>Moves to major- ASD will be assigned through an office referral</i> <i>Multiple ASD or Saturday school will be assigned through an office referral</i> <i>Saturday school or OSS will be assigned through an office referral</i>
Truancy/attendance	1st Offense	ASD, conference with administrator, phone call to parent

	2nd Offense 3rd Offense 4th Offense 5th Offense	ASD, conference with administrator, phone call to parent <i>Saturday school, conference with administrator, phone call to parent, attendance contract</i> <i>1-3 day OSS and parent conference</i> <i>3-5 days of OSS **</i>
GENERAL BEHAVIOR		
Disruption of the Learning Environment, Defiance, Disobedience	1st Offense 2nd Offense 3rd Offense 4th Offense	Teacher and administrator intervention 1 teacher assigned lunch detention or ASD (if in a one week period) for period of infraction, parent contact <i>ASD, alternate placement considered</i> <i>Saturday school or 1-3 OSS, alternate placement considered</i>
Inappropriate Language (Profanity or vulgar language) toward another student	1st Offense 2nd Offense 3rd Offense 4th Offense	1-3 lunch detentions, parent contact ASD, conflict mediation, lunch detention <i>Saturday school or 1 day OSS,</i> <i>1-5 day OSS</i>
Failure to Identify Self when asked by Staff	1st Offense 2nd Offense 3rd Offense 4th Offense	lunch detention 3 lunch detentions or 1 ASD <i>Saturday school</i> <i>1-10 day OSS</i>
Insubordination, profanity or Disrespect toward Staff	1st Offense 2nd Offense 3rd Offense 4th Offense	<i>Lunch detention, apology, parent contact,</i> <i>ASD or Saturday school, apology, parent contact,</i> <i>TEAM staffing & 3-7 days OSS/ISS. Parent conference , Admin &/or counselor support behavior plan</i> <i>5-10 days OSS, parent conference & behavior plan, &/or recommendation for expulsion</i>
Lewd Conduct **	1st Offense 2nd Offense	<i>1-5 day OSS; Principal discretion; &/or recommend expulsion</i> <i>5-10 day OSS; Principal discretion written apology to victim; &/or recommend expulsion **</i>
Bus misconduct	1st Offense 2nd Offense 3rd Offense 4th Offense	Parent contact, warning <i>Temporary loss of privileges for 3 days & ASD</i> <i>Temporary loss of privileges 3-10 days & Saturday school</i> <i>Loss of bus privileges & ISS</i>
Public Displays of Affection	1st Offense 2nd Offense 3rd Offense 4th Offense	Warning to students of appropriate behavior, parent contacted ASD, parent contacted <i>Saturday school, parent contacted, behavior plan</i> <i>1-5 day OSS</i>
Minor Vandalism or Theft under \$50.00	1st Offense 2nd Offense 3rd Offense 4th Offense	<i>Parent contact, Saturday school & restitution</i> <i>Parent contact, 1-5 days ISS/OSS & restitution</i> <i>5-10 days OSS & restitution</i> <i>5-10 days OSS, restitution &/or recommend expulsion</i>
Vandalism or Inappropriate Care of School Property or Theft over \$50.00	1st Offense 2nd Offense 3rd Offense	<i>Restitution, 1 – 5 day ISS or OSS, **police involvement</i> <i>Restitution, 6-10 day ISS or OSS, ** police involvement</i> <i>Restitution, Long term suspension, * police involvement &/or recommend expulsion</i>
ACADEMIC		
<i>(referrals may be combined. IE is a student gets 2 in one area and 1 in another it will be counted as 3 and follow consequence matraix)</i>		
Cheating or Unauthorized Collaboration or Plagiarism	1st Offense 2nd Offense	Follow department policy. Most departments give a zero on assignment or exam, parent contact <i>1-5 days ISS/OSS</i>
Failure to Engage in the learning process (after all areas in Process Chart has been attempted)	1st Offense 2nd Offense 3rd Offense 4th Offense 5th Offense	Counselor and parent intervention ASD Saturday School Contract with mandatory after school tutoring Possible alternative placement.
Inappropriate use of cell phones/personal electronic devices (cells are to be out of sight during school hours)	1st Offense 2nd Offense 3rd Offense 4th Offense	<i>Immediate confiscation. Warning issued. Phone is sent to main office and student may pick up the phone.</i> <i>Immediate confiscation. Assignment to ASD. Phone is sent to main office and a parent must pick up the phone.</i> <i>Immediate confiscation. Assignment to 2 ASD's. Phone is sent to main office and a parent must pick up the phone</i> <i>Immediate confiscation. Satuday School. Phone is sent to main office and a parent must pick up the phone.</i>

	5th Offense	Immediate confiscation. Saturday School/ISS/OSS. Phone is sent to main office and a parent must pick up the phone. Phone contract in which student must check phone into office each day or not bring it to school.
Use of phone or camera in bathroom and/or lockerroom**	1st Offense	Immediate confiscation. Assignment to ASD. Phone is sent to main office and a parent must pick up the phone.
	2nd Offense	Immediate confiscation. Saturday School. Phone is sent to main office and a parent must pick up the phone.
	3rd Offense	Immediate confiscation. Saturday School/ISS/OSS. Phone is sent to main office and a parent must pick up the phone. Phone contract in which student must check phone into office each day or not bring it to school.
Computer or Internet Infractions (using the computer or internet for other than educational purposes)	1st Offense	Reminder of agreement, loss of access for 1 week
	2nd Offense	Loss of access for one month
	3rd Offense	Loss of access for remainder of semester
	4th Offense	Loss of access for remainder of school year or permanently
Dress and physical appearance (if student can't/won't change clothes ISS rest of the day)	1st Offense	Call home for change of clothes or given alternative by JCMS staff (must return items), warning
	2nd Offense	Call home for change of clothes or given alternative by JCMS staff (must return items), ASD
	3rd Offense	Call home for change of clothes or given alternative by JCMS staff (must return items), 2 ASD
	4th Offense	Call home for change of clothes or given alternative by JCMS staff (must return items), Saturday School
DRUGS AND ALCOHOL		
Under the Influence or in the Possession of Drugs and/or Alcohol	1st Offense	1-3 days OSS; **police involvement
	2nd Offense	3-5 days OSS; **police involvement
	3rd Offense	5-10 days OSS & recommend expulsion; ** police involvement
Tobacco (use and possession) **	1st Offense	Parent contact & 1-3 days OSS, Saturday school **police involvement
	2nd Offense	Parent contact & 3-10 days OSS; **police involvement
	3rd Offense	5-10 days OSS
	4th Offense	5-10 days OSS, restitution &/or recommend expulsion
Distribution of a Controlled Substance	1st Offense	1-10 days OSS; Principal discretion, **police involvement Possible expulsion;
	2nd Offense	5-10 days OSS; Principal discretion, **police involvement Possible expulsion;
HARASSMENT, INTIMIDATION, AND BULLYING		
To Other Student(s)	1st Offense	Harassment form completed, conference, mediation, separate, possible Cease & Desist form
	2nd Offense	Harassment form completed, mediation, Cease & Desist form, 1-5 days ISS, investigation
	3rd Offense	Harassment form completed, 1-5 days OSS, investigation, *police involvement
	4th Offense	5-10 days OSS, harassment form completed, **police involvement, possible recommendation for expulsion, *police involvement
To Staff	1st Offense	Harassment form completed, mediation, Cease & Desist form, 1-5 days ISS, investigation
	2nd Offense	Harassment form completed, 1-5 days OSS, investigation, *police involvement
	3rd Offense	5-10 days OSS, harassment form completed, **police involvement, possible recommendation for expulsion, *police involvement
AGGRESSIVE/DANGEROUS BEHAVIORS		
Gang behavior	1st Offense	Parent contact & lunch detention or 1- 5 days ISS
	2nd Offense	Parent contact, TEAM staffing & 3-7 days ISS. Parent conference Admin &/or counselor support
	3rd Offense	behavior plan
	4th Offense	1-5 days OSS, parent conference, admin &/or counselor support & behavior plan, * police involvement 5-10 days OSS, parent conference & behavior plan, &/or recommendation for expulsion
Fighting/aggressive behavior, Instigation of a Fight, or Fight Promotion	1st Offense	1-5 day ISS/OSS; conflict mediation; possible emergency expulsion, **police involvement
	2nd Offense	5-10 day OSS; **police involvement
	3rd Offense	Emergency expulsion, then expulsion or long term suspension**police involvement
WEAPONS		
Weapon/Fireworks (anything object that could be used to harm)	1st Offense	5-10 days OSS & recommend expulsion, **police involvement

***** Administration reserves the right to deviate from the behavior consequence matrix depending on the severity of the incident.

Consequence	Description Consequence flow chart- Some behaviors will have automatic ASD, SS, ISS, OSS	Next step
Success room (old ISS) ↓	3 minors or 1 major- Student will work on packet completion and return to next class.	1. After 2 in one week move to ASD
ASD ↓	After school detention- twice a week for an hour <ul style="list-style-type: none"> If a student misses ASD they are moved to the next one. If miss they miss the 2nd they receive Saturday school 	1. Move to next 2. Additional 3. Saturday school
Saturday school ↓	Saturday school- Twice a month from 9-11:30 am at JCMS <ul style="list-style-type: none"> If a student misses SS they are moved to the next one. If they miss the 2nd one they receive OSS. Missing the last SS of the year will result in OSS 	1. Move to next 2. OSS
OSS ↓	Out of school suspension <ul style="list-style-type: none"> Case by case as defined by handbook 	1. Expulsion or Alternative Placement
Expulsion or alternative placement (AP)	Tutoring, Eagle, Online, ½ day Case by case as defined by handbook	

Consequence additional options

Loss of privileges	Dances, sports, intramurals, socials, activity days <ul style="list-style-type: none"> Maybe applied/used as additional or consequence 	
Lunch detention	<ul style="list-style-type: none"> Additional time in success room if expected work not completed 	1. ASD
ISS	In school suspension <ul style="list-style-type: none"> Case by case as defined by handbook 	1. Saturday school 2. OSS

Saturday school and ASD dates

Saturday School	10/3, 10/24, 11/14, 12/5, 1/9, 1/30, 2/13, 2/27, 3/12, 4/2, 4/16, 4/30, 5/14, 5/28
ASD	Every Tuesday and Thursday from 3:05 - 4pm. Students will bring ASD sheet home for parent signature

DISCIPLINE RATIONALE

The purpose of the JCMS discipline policy is to create a safe environment, help students learn self-discipline, and to help all students be academically and socially successful. Our rules all fit into 3 categories – *Safe, Respectful & Responsible*. For example, being safe means freedom from bullying and harassment, being respectful means no swearing, no defiance and treating others with respect, being responsible means attending all classes and arriving on time. A student who violates the JCMS rules of conduct on campus will be subject to disciplinary action. In addition, off-campus behaviors may also be subject to disciplinary action in certain circumstances. A student has due process rights and can appeal the discipline decisions of staff and administrators. Administration reserves the right to deviate from the behavior consequence matrix depending on the severity of the incident.

LOCKERS

The school furnishes lockers for student use in storing schoolbooks and school related personal belongings. **They are subject to search at any time.** The school does not assume any responsibility for damage or theft of property that is in lockers.

- a) Do **not** keep money or other valuables in your lockers.
- b) Keep your locker combinations confidential. Students are to use only their assigned lockers. Only locks issued by the school may be used, all others will be removed.
- c) Periodic checks of lockers may be made. Pictures or other items deemed unacceptable to the school will be removed. For example, pin-up types, couples in provocative poses, nudity, or gang related materials are not allowed.
- d) Any problem with a locker should be reported to the front office as soon as possible.
- e) Do **not** share or change lockers without office approval.
- f) The school will only open a locker for the registered locker owner.

BACKPACKS AND PERSONAL ITEMS

While backpacks and personal items are allowed to be carried during the day, it is strongly encouraged these items are kept securely in your locker. Backpacks should not be used for PE storage. JCMS is not responsible for items not properly locked up.

HALL PASSES

Students must have a hall pass to be out of their assigned classroom at JCMS. Teachers are asked not to have students leave the class within the first 10 minutes and the last 10 minutes of class time unless they are called to the office. It is the student's responsibility to get a hall pass from their teacher and not leave class without it. Students found without a hall pass are considered in violation of attendance policies and will be disciplined accordingly. Students may also lose hall privileges.

ASSIGNMENTS, MAKE- UP

In addition to district policy regarding make-up work, JCMS has the following:

Extended Periods of Absences: For students and or parents who notify the office before the absent.

1. Teachers will be notified by email when student/parent notifies the office.
2. Teachers will be provided a form to complete and return to the office.
3. A 24 hour time frame will be given for teachers to gather work.
4. All work can be sent to the office in a clearly marked folder with student name.
5. Completed work can be returned to the office and it will be placed in the appropriate mailboxes as long as it is clearly noted on the assignments OR students can return the work to their teachers when they return.

Homework for Suspended students:

1. Request for homework from teachers via email.
2. Parents/guardian can pick up the next day at the end of the school day.
3. Upon return from a suspension, the student is responsible for making up anything that was unable to be sent home.

ASSEMBLIES

Assemblies are to provide students with a variety of experiences that serve to develop a well rounded education. Assemblies will vary in nature with some for the entire school and others for select groups.

The following procedures will be followed for assemblies:

- a. Students will be released from rooms by intercom or prearranged schedule.
- b. Teachers are to lead their students into the gym and are responsible for directing students to the designated seating assignment.
 1. *Seating Assignments*
 - a. 6th grade: Floor
 - b. 7th grade: Bleachers on West side of gym (near girls locker room)
 - c. 8th grade: Bleachers on East side of gym (near boys locker room)
- c. Seats are not to be saved for students from other classes.
- d. Teachers are to sit with their classes.
- e. Students remain quiet and keep hands and feet to themselves.
- f. Our guests are to be given our full attention and respect. Clap/applaud appropriately, no booing or whistling, be silent when signaled, stay quiet during presentations.

- g. Students who cannot be respectful or follow directions at an assembly will be asked to leave. Those students may not be allowed to attend the next assembly.

DANCES

Student dances are regularly scheduled for all students. Dances are a privilege and students must meet certain academic and behavior standards to attend. The following expectations and rules apply to dances:

1. Students may NOT attend dances if they have had an *out of school suspension*, the day of the dance.
2. Students must attend school all day on the day of the dance or they will NOT be able to attend.
3. Students are not allowed to come and go from the dance.
4. Students are responsible for their own transportation home from the dance. There will not be a bus available to transport students from JCMS to Warm Springs.
5. Dress code for dances is the same as regular school day dress, unless there is an assigned theme for the dance.
6. Actions such as moshing, slam dancing, whirling, piggy-back rides, fighting, grinding, public displays of affection and behaviors deemed inappropriate by chaperones are not acceptable at JCMS dances. If a student fails to comply with these standards they can be removed from the dance and kept from all dances for the remainder of the year.

SCHEDULE CHANGES

Schedule changes will be considered during the first week of each grading period. Teachers, parents, counselors, and administrators will be involved in any schedule change. Final approval of any schedule change is left to the discretion of the school's administration.

DISPLAYS OF AFFECTION

The following guidelines shall be enforced at all times when under the school's jurisdiction and supervision, including activities.

- No locking arms
- No holding hands.
- No hugging
- No kissing

Please refer to the Behavior Consequence matrix in this handbook.

ELECTRONICS AND CELL PHONES

To maintain the best educational setting, CD players, I-Pods/MP3 players (including headphones), cell phones, recorders, DVD players, personal gaming devices, digital and film cameras (except those used for approved school activities) are **not allowed to be on, used or in plain view during school hours (8:00 am to students assigned lunch and from end of students assigned lunch – 3:00pm), including passing times.** If you bring one of these items to school, it will be confiscated by staff if in plain view (which means the student has it out and/or it is being used in a manner that disrupts the educational process) during the blocked times. On occasion, the office staff may grant permission for a student to use his/her cell phone to call home from the office. If a cell phone goes off during a class, the teacher will confiscate the item, and the student may be referred for disciplinary action. Any electronic device or cell phone confiscated from a student will be returned to the student after 3:15 pm, unless the phone has been confiscated multiple times, in which case it will be released to his/her parent or guardian. Unauthorized or inappropriate pictures, writings, or electronic media taken or shown at school may be subject to disciplinary action. Use of phones/devices in bathrooms and/or locker room forbidden at ALL times.

Cell/electronic device usage time:

Before school (8am)- Student may use appropriately
Class start to students assigned lunch time- not to be used
Student assigned lunch- Student may use appropriately
End of students assigned lunch until end of school day- not to be used
After school- Student may use appropriately

Please refer to the Behavior Consequence matrix in this handbook.

WARNING: THE SCHOOL ASSUMES NO RESPONSIBILITY FOR ANY ELECTRONIC ITEM OR CELL PHONE BROUGHT TO SCHOOL AND WILL NOT INVESTIGATE LOSS OR THEFT OF SUCH ITEMS. BRING THEM TO SCHOOL AT YOUR OWN RISK.

FOOD, BEVERAGES, GUM

Food and beverages are **ONLY** allowed in the commons/lunch area. It is the teachers' discretion when food or pop is allowed in class on infrequent occasions and must be monitored by teachers. Energy drinks are not allowed at JCMS. Responsible gum chewing is allowed at JCMS this year, but this may be revoked if gum is not disposed of properly. It is the decision of each individual teacher to allow gum in his/her classroom or area of responsibility.

*Store purchased food is only allowed in commons during breakfast or lunch; or when prearranged with classroom teacher. Please place food and garbage in the proper containers.

LEADERSHIP

Serving on JCMS leadership is a privilege and opportunity for students at JCMS. Students in Leadership are expected to maintain behavioral and academic standards including:

Standards to run for Leadership

- 1) C or better average in all classes.
- 2) No out-of-school-suspensions in prior school year.
- 3) No more than one in-school-suspension in the prior school year.
- 4) Good attendance. (90% attendance and consistently to class on time).
- 5) No record of excessive behaviors referrals

Standards to stay in Leadership

- 1) C or better average in all classes.
- 2) No out-of-school-suspensions.
- 3) No more than one in-school-suspension in the school year.
- 4) Good attendance. (90% attendance and consistently to class on time).
- 5) Demonstrate positive leadership, respect and conduct to students and staff.
- 6) Students can be removed for excessive behavior referrals.

TUTORING

Tutoring will be available starting on October on Tuesdays and Thursdays from 3:05 to 4:15pm. Sign-up sheets will be available in the office with dates.

DRESS CODE

Student Dress & Personal Grooming Students have the RIGHT: • To dress and groom according to their choice consistent with the goals and purposes of the educational environment.

Students have the RESPONSIBILITY: • To dress and groom so the teaching/learning process is not disrupted. • To be dressed, groomed and clean so that a health/safety issue is not created

Student dress and personal grooming is the responsibility of the individual student and parent. Students are expected to dress in proper fitting clothing, through a normal range of bending, reaching, or kneeling, which is suitable for school. Students are not to wear clothing that is distracting to others. Appropriate skirt, dress and shorts length should extend the length of the arms to the fingertips, which includes a slit in the skirt/shorts. The wearing of leggings or tights under the skirt or shorts does not change this requirement and leggings or tights may NOT be worn by themselves. Students who are in violation of the dress code will be asked to cover, change, or turn inside out the article of clothing that is inappropriate. The following guidelines have been established as a general outline for student dress and grooming to prevent the disruption to the teaching/learning process. Each school may implement additional guidelines as deemed necessary.

- 1. Dress and personal grooming shall be clean in keeping with health, sanitary practices.*
- 2. Footwear must be worn.*
- 3. Platform, high-heeled, and open toe (flip flops) shoes are not appropriate at the elementary level, as they are unsafe for playground activity.*
- 4. Sandals that lack proper support are discouraged.*
- 5. Students representing schools in school-sponsored activities such as athletic events, concerts, or plays etc., shall obey the rules for dress and grooming set by the coach, director, or advisor of the group.*
- 6. When a student is participating in extra-curricular or special activities, dress and grooming shall not disrupt the performance or constitute a health threat to the student or others.*
- 7. Students registered in such classes as agriculture, woods, and science must meet State safety standards regarding acceptable clothing and the wearing of protective eye covering.*
- 8. Students may not wear hats inside the building.*
- 9. Excessive cologne, perfumes, body sprays, etc. may not be worn at school. If sprayed into air they will be taken and consequences will follow.*

The following are examples of clothing and accessories that are considered to interfere with the normal process of instruction and are, therefore, unacceptable at school or school sponsored activities:

Any items commonly considered as evidence of membership or affiliation with any gang or hate group: Bandanas, do-rags of any color, gloves, hairnets, hanging belts, buckles with any inappropriate or gang related symbols, or attire that has been identified by law enforcement agencies, as being associated with gang activity may not be worn. . Properly fitting clothing is to be worn. Clothing with holes, ragged hems or cut-off hemlines, or made of transparent or fishnet fabric, or clothing that exposes the chest, legs above mid-thigh, abdomen, genital area, buttocks, or undergarments shall not be worn in the buildings. Low-cut tops, spaghetti straps, halter tops, backless tops, tube tops, A-shirts (muscle shirts), clothing that allows for bare midriffs, low necklines, and/or short shorts are not allowed. Undergarments cannot be showing. A general rule is that shirts should not be low-cut and display cleavage. Straps should be at least 1 inch wide. Articles of clothing that advertise illegal activities or promote the use of alcohol, tobacco or drug products, promote acts of violence and/or intimidation, or that display sexually suggestive words or pictures are not permitted in school since they contradict the mission and curriculum of the district. Chains or spikes (including wallet, key, security, and dog chains). Roller skate shoes. Dark glasses shall not be worn in the schools, unless prescribed by a physician. Gang related garments: Bandanas, do-rags of any color, hairnets, hanging belts, buckles with any inappropriate symbols, clothing that are gang related or which contain gang symbols.

Please Note: Some items of clothing, for reasons of health and/or safety, may be restricted as the need arises. Both boys and girls should wear clothing that provides sufficient coverage so that no anatomical details are apparent. Writing on skin, face and clothing will not be allowed, as it is distracting to the learning process.

Cold Weather Clothing: Students should be prepared with clothing for cold weather (coats, long pants, appropriate foot wear, hats, gloves, etc.). At the elementary schools, recess is normally outside, even in sub-freezing weather. Buildings may implement additional policies regarding dress and personal grooming.

PHYSICAL EDUCATION

Students are required to wear a designated uniform for PE classes. PE uniforms may be purchased from the school. The PE uniform is considered part of the equipment for class (like paper, pencil). Failure to bring the PE uniform may result in school discipline. Loaner uniforms are available in the event of an emergency; students are only allowed to use loaners three times.

Please refer to Physical Education Expectations.

ENGAGEMENT

Engagement is visible in the classroom through a variety of ways. Staff at JCMS will use the District Non-Negotiables teaching strategies to increase student participation. These strategies include: Bell Ringers, Precision Partner Talk, Sentence Starters, Choral response, Continuous Monitoring, and explicit vocabulary instruction. Students will have the opportunity to become an active learner at JCMS.

ATTENDANCE

Regular school attendance is essential to success in school. Good attendance and good grades go hand in hand. Parents are asked to phone the school whenever their child is absent. Illness for a medically related reason is the only automatically excused absence from school. When a student is absent for any reason, a written explanation or phone call by the parent or guardian is requested. Jefferson County Middle School uses an automated calling system to notify you that your student has been absent AND you have not contacted the school prior to the call.

Please refer to the Jefferson County School District Rights and Responsibilities Handbook.

ANIMALS

Animals (this includes fish, insects or reptiles) will **not** be allowed at JCMS without prior approval from the principal.

BULLYING/HARASSMENT

Bullying or harassing behaviors will not be tolerated at Jefferson County Middle School. Our goal is to provide each student with a safe learning environment. Please read our Anti-Bullying Contract; it clearly defines the responsibility of students and parents of JCMS with bullying in mind.

Anti-Bully Contract

Our goal at Jefferson County Middle School is to provide each student with a safe learning environment.

Bullying is defined as intentionally aggressive behavior that can take many forms (verbal, physical, social/relational/emotional, or cyber bullying—or any combination of these); it involves an imbalance of power, and it is often repeated over time. **At JCMS, bullying will not be tolerated.** Bullying can

consist of one child bullying another, a group of children ganging up against one lone child, or one group of kids targeting another group. Common behaviors attributed to bullying include put-downs, name calling, racial slurs, rumors, gossip, verbal threats, menacing, harassment, intimidation, social isolation or exclusion and physical assaults.

Oregon State Law (ORS 339.351-339.364) prohibits bullying that takes place on or immediately near the school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop. It also applies to “cyberbullying” or the use of any electronic communication device to harass, intimidate, or bully. The Jefferson County School District has a policy on harassment and bullying that is clearly outlined in the Student Rights and Responsibility Handbook. If a student is found to be harassing or bullying another student, appropriate disciplinary action will be taken against the harasser.

Student’s Responsibility

Everyone has the right to feel physically and emotionally safe at school. As a member of our school’s community I will do everything I can personally to create and preserve a physically and emotionally safe environment.

I agree to:

- Treat other students with kindness and respect
- Not engage in verbal, relational, physical bullying or cyberbullying
- Be aware of and follow the school’s anti-bullying policies and procedures
- Support students who have been victimized by bullies
- Speak out against verbal, relational, and physical bullying and cyber bullying
- Notify a parent, teacher, school counselor or administrator when bullying does occur
- Be a good role model for other students

Parent Responsibility

- I have read the Anti-bullying contract and have reviewed it with my students. I commit to encouraging my child to always respect others, no matter their differences. I have instructed my child not to bully. I have advised my child to report any bullying to an adult.

*Please see the signature page. Please return signed to your guide room.

STUDENT-TEACHER-PARENT-ADMINISTRATION COMPACT

An educationally rich climate must be a partnership of parents, students, and teachers working together. This partnership can make JCMS the best that can be imagined!

As a Parent, I will be responsible for...

- Making sure my child attends school and is on time.
- Making sure my child receives an adequate amount of rest and nutrition.
- Attending school activities such as conferences and programs.
- Providing a quiet place for my child to study and ensuring homework is completed.
- Reading with my child.
- Supporting the rules and discipline policy of JCMS.
- Communicating and working with teachers to support and challenge my child.

As a Student, I will be responsible for...

- Believing that I can and will learn.
- Coming to school each day prepared and ready to learn.
- Spending time at home reading and studying daily.
- Participating cooperatively in classroom activities.
- Following school and classroom rules.

As a Teacher, I will be responsible for...

- Providing a safe and pleasant classroom for learning.
- Clearly explaining lessons and assignments to students.
- Using activities that will encourage learning.
- Respecting the culture of each child.
- Showing high expectations for all students.
- Creating a classroom in which parents, students and I are partners in the students' learning.
- Using student data to monitor progress and support classroom improvement.
- Providing information about student progress.

As an Administrator, I will be responsible for...

- Supporting our school mission statement and monitor the progress toward our school goals that are aligned with state, district and school performance.
- Supporting an environment that allows for positive communication between the students, parents and staff.
- Supporting an environment that is conducive to learning.
- Supporting the JCMS rules and discipline policy.

**<https://sites.google.com/a/509j.net/jcms-site-council/>*

HOMEWORK POLICY

We have developed a school-wide homework policy to help you, as parents, support your child's education at school. Homework, along with activities, sports and special programs are an important link in our total educational program. This policy was developed from research on best practices on homework. We appreciate your help and support!

Purpose of Homework:

- Homework provides students an opportunity to practice concepts that have been presented in class. This might include memorization of basic rules or facts, increase in skill speed and deepening understanding of a concept—providing students time to read further, expanding their understanding.
- Preparation for the following day's learning.
- Complete unfinished classroom work.
- Develop a sense of self-discipline, self-reliance, personal responsibility and accountability and independent thinking.

Student Responsibilities:

- Give homework your best effort before asking parents for help.
- Understand and record (planner recommended) what the assignments are and when they are due.
- Deliver all written communication between home and school.
- Ask questions when instructions/assignments/or deadlines are not clear.
- Hand completed assignments in ON TIME.
- For preplanned absences (family vacations, school activities, sports, etc.) you should approach the teacher at least a day prior to the absence for assignments so work is completed upon the student's return.

Teacher Responsibilities:

- Provide clear instructions as to what is expected and when. (check for understanding)
- Assign homework that reinforces what has been learned or serves as an extension of classroom activities.
- Provide feedback in a timely manner.
- Communicate with student (then parent) if a pattern of missing assignments develops.

Parent/Guardian Responsibilities:

- You are not expected to teach your child new concepts, you don't have to be an expert in every subject.
- Establish a regular time and quiet area for homework to be done.
- Be supportive, give assistance, (*but don't do the work*) and encourage student to ask teacher for guidance when necessary (taking longer than necessary, not understanding subject matter)
- Communicate with teacher to resolve any questions or problems with student completion of assignments.
- Respond to school communication in a reasonable timeframe.
- Request homework assignments for days absent by 9:15 AM on the morning of the absence if possible.

Administration Responsibilities:

- Ensure that everyone receives a copy of the homework policy.
- Monitor the implementation of the policy.
- Develop homework incentive programs/practices for students and teachers to assist and enhance homework completion.
- Respond to student, teacher and parent homework concerns.

Homework Time Frame:

- **Grade 6: A maximum of 60 minutes of homework per night.**
- **Grade 7: A maximum of 70 minutes of homework per night.**
- **Grade 8: A maximum of 80 minutes of homework per night.**
- Homework may be assigned Monday-Thursday but not on weekends or holidays.
- If students do not have the maximum minutes of homework assigned they should read for the remainder amount of time.
- When assigning homework and due dates, major school functions, such as, band concerts, field

trips, and school plays should be considered.

- Assignments will be coordinated and planned with input from the team teachers and other grade level teachers to avoid overloading of homework beyond the time limit maximums.

Before School / After School Resources

- TeachersInformation will be sent home by October 1.
- Tutoring before school and after school is available..... Information will be sent home by October 1.

Please sign and return this page to your Pride-Time teacher by _____.

Student's Name:_____ Pride-Time Teacher:_____

School Year_____

I have received, read and understand my responsibility in the following:

- ☐ **Anti-bullying Contract (pg. 13).**
- ☐ **Student-Teacher-Parent-Administration Compact (pg. 14)**
- ☐ **Student-Teacher-Parent-administration Homework Policy (pg. 15)**
- ☐ **JCMS Student Handbook**
- ☐ **District Rights and Responsibilities Handbook (Supplemental)**

Parent Signature_____ Student Signature_____ Teacher _____

Principal_____ Asst. Principal _____
Simon White Brent Walsh