



**JEFFERSON COUNTY MIDDLE SCHOOL
STUDENT - FAMILY HANDBOOK
2023 - 2024**

**1180 SE KEMPER WAY
MADRAS, OR 97741
OFFICE: 541-475-7253**

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

Students Flourish Here ~ Better Every Day ~ We Care For Each Other

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Mission & Vision

High Levels of Learning for ALL Students

Students Flourish Here

- We strive for a rigorous educational experience.
- We commit to preparing every student for success in high school.
- We believe in nurturing academic and social growth.

Better Every Day

- We believe in cultivating critical thinking skills and promoting personal resilience in our students.
- We commit to developing determination, grit, and a thirst for knowledge.
- We encourage students to explore their interests, discover their strengths, and make informed decisions about their future college and career paths.

We Care for Each Other

- We commit to creating a supportive and inclusive environment.
- We believe in fostering a culture of collaboration by engaging in meaningful discussions.
- We inspire students to consider diverse perspectives, helping them learn and grow together.

The material covered in this handbook is intended as a method of communicating to students and families regarding general district and school information, rules, and procedures. It does not intend to enlarge or diminish state law, Board policy, administrative regulation, or collective bargaining agreement. Material contained herein may therefore be superseded by state law, Board policy, administrative regulation, or collective bargaining agreement.

This handbook has been prepared so families/guardians of students attending our school may know the programs and policies of the school. All students have rights. These rights carry related responsibilities on the part of each student. Students are responsible for contributing to a positive educational climate, actively participating in the prescribed learning activities, using appropriate behaviors, and protecting their rights and those of others. Although these rights and responsibilities are applicable in a total society, this document relates to and is in force for those times and events that are considered "school-sponsored."

OFFICE HOURS & STAFFING

Office Hours are 7:30 am to 3:30 pm. Check the school website for the current bell schedule.

Dr. Brent Walsh, Principal: bwalsh@509j.net

Shannon Richards, Assistant Principal: srichards@509j.net

Ashley Blodgett, Counselor: ablodgett@509j.net

Jan Mendenhall, Counselor: jmendenhall@509j.net

Your first line of communication is your student's teachers. You may call before/after school or email your student's teacher.

Link to current emails for teaching and support staff: <https://www.jcsd.k12.or.us/schools/jcms/staff/>

ACADEMICS

The primary purpose of public education is the education of the youth of the community. The students have the right to an appropriate education and the responsibility to actively participate in the learning process. "Public school students shall comply with rules for the government of such schools, pursue the prescribed course of study, use the prescribed textbooks, and submit to the teachers' authority" [ORS 339.250 (1)].

Students have the RIGHT:

- To be informed of, and to participate in, an appropriate course of studies.
- To be informed of the teachers' expectations for them in their classes.
- To be informed of their academic progress or changes in grade status.

Students have the RESPONSIBILITY:

- To participate in class and do the assigned work promptly.
- To monitor their academic performance.
- To behave in a manner that does not disrupt the academic environment.
- To demonstrate a high degree of academic integrity.
- To refrain from print or electronic plagiarism, copyright infringement, or any other kind of cheating.

MAKE-UP ASSIGNMENTS

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 absence.

1. When a student/parent notifies the office, teachers will be notified by email.
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 folder with the student's name.
5. Completed work can be returned to the office and 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. Requests for homework from teachers by form (parents must request)
2. Parents/guardians can pick up homework the next day at the end of the school day.
3. Upon return from suspension, the student is responsible for making up anything that cannot be sent home.

HOMEWORK

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

Purpose of Homework:

- Homework allows students to practice concepts presented in class.
- Complete unfinished classroom work.

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 remaining 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 homework beyond the time limit maximum.

Before School/After School Resources

- If a student needs additional help or there are questions about classroom grades or procedures, please contact the student's teacher first. Email is preferred.
- Open House/Family Engagement Nights
- Conferences
- Tutoring:
 - o Through 21st Century After School Program M-TH
 - o Through JCMS M-TH from 3:00-3:55 pm

REPORT CARDS

Students will receive report cards after each grading period. Parents are encouraged to contact JCMS to set up a conference with their student's teachers when they feel it is necessary. Interim grades can be accessed via PowerSchool through the District website at <http://www.jcsd.k12.or.us>.

CONFERENCES

Parent conferences are held two times each year, fall and spring. Conference dates and times will be published in the school newsletter, Facebook, and Parent Square. Parents are encouraged to contact teachers regarding their child's academic or behavioral progress through email, by calling the school and speaking with the teacher, or by setting up an appointment to meet with the teacher

SCHEDULE CHANGES

Schedule changes will be considered during the first week of each **quarter**. 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. Sometimes, the administration may reserve the right to make schedule changes outside of the first week of each quarter.

TUTORING

JCMS will offer tutoring for students Monday through Thursday from 3:05 pm - to 3:55 pm. Tutoring will be held in the library. Students who need extra help, time, or computer access can use this time. Sign-up sheets are available in the office.

Tutoring will also be available through the Jefferson County Community Learning Center's after-school program. Please visit <https://sites.google.com/509j.net/21stcccljcms/home> to enroll or call 541.475.0388 for more information.

PHYSICAL EDUCATION

Students are required to dress down for PE. Dressing down is considered part of being ready for PE, just as paper and pencil are required for your other classes. Failure to bring PE clothing and dress down will affect your participation grade. Shorts/sweatpants, shirts/sweatshirts, and athletic shoes (no sandals, slides, CROCS, etc.) are acceptable PE clothing items. Loaner clothing and shoes are available in an emergency. All PE dress should meet dress code requirements.

Please refer to PE expectations in your class syllabus for additional information about physical education classes.

FIELD TRIPS

Field trips may be scheduled for educational, cultural, or other extracurricular purposes. All students are considered “in school” while participating in district-sponsored field trips. This means students are subject to the school’s student conduct rules (i.e., dress code), applicable Board policy, and other such rules as may be deemed appropriate by the field trip supervisor.

ATTENDANCE

All students between the ages of 6 and 18 who have not completed grade 12 must regularly attend a full-time public school unless otherwise exempted by law. Staff will monitor and report violations of the state compulsory attendance law. All students enrolled at JCMS are required to attend regularly.

Consistent and punctual school attendance is essential to providing the greatest opportunity for the student to maximize learning and develop habits that result in responsible behavior. Regular attendance is crucial to help our students become lifelong learners. Parent contact for chronic absences will be made and addressed with a plan to improve school attendance.

ABSENCES

When a student is absent for any reason, the parent or guardian's written explanation or phone call is requested to excuse the absence. A student will be given an unexcused absence if a parent or guardian does not notify the office of the student's absence. Illness for a medically related reason is the only automatically excused absence from school. Jefferson County Middle School uses PowerSchool and Parent Square to notify you that your student has been absent.

TARDIES

A student is considered tardy if they are not in the classroom when the bell rings. Consequences are outlined in the behavior matrix below.

STUDENT TRANSPORTATION

Students have the RIGHT:

- To ride a bus to school if they are:
 - A JCMS student living further than a mile from the school
 - A special needs student and transportation is required by their IEP or 504 Plan; and/or would have access to cross a hazardous area. Hazardous areas are approved only through the Oregon Department of Education Pupil Transportation Division.

Students have the RESPONSIBILITY:

- To follow the instructions posted and listed in District policy.
- To participate in one bus evacuation drill each year.
- To follow the rules governing behavior on school buses and at bus stops, or they may forfeit the right to ride.

PARKING LOT TRAFFIC

Students who walk and students who are dropped off by families will use the main entrance in front of the school. The bus loading area at the back of the school is for buses only.

BUS SCHEDULE

Please check the Transportation page on the JCSD website or call the District Transportation Office at 541-475-3536 for questions regarding bus pick-up and drop-off times and locations.

BUS STOPS

The bus stop location is under the school district's jurisdiction, so students are expected to behave according to the same rules on the bus that are required at JCMS. Students should arrive approximately five minutes before the bus's scheduled arrival time.

TAKING A DIFFERENT BUS

- A note or phone call from a family member is required.
- A note with the date, destination address, contact information, and phone number is required.
- Upon receiving appropriate notification, the office staff will assign a bus pass.
- The office must receive appropriate notification before 2:00 PM.

RIDING THE BUS

Students should understand that the bus driver is responsible for the safety of students. Consequences for misbehavior may include forfeiting the right to ride and/or, in the case of vandalism, payment of appropriate restitution (paying for damages). Parents concerned about the bus should address the concern with the school administration rather than with the bus driver. A licensed teacher is responsible for establishing departure times for field trips and maintaining order during field trip activities. All buses have video recording devices. These recordings may be used during misconduct investigations that could lead to disciplinary action.

SCHOOL BUS INCIDENT REPORT (BUS REFERRAL)

Riding the school bus is a privilege. Those not following the District bus safety rules may receive a bus citation from the driver. The purpose of this form is to inform the family and principal of a need for help in solving a problem, usually involving an action that jeopardizes the safety and well-being of other students. A student who receives a bus citation may be unable to ride the bus until the student returns the signed form. Signatures of the family and principal are required. Consequences for bus problems often include assigned seats. A student's ongoing or extreme failure to conduct themselves safely on the bus may result in an extended period of suspension from the bus.

ATHLETIC & CO-CURRICULAR ACTIVITIES

JCMS CLUBS

The school has several clubs where students can pursue special interests during the school year. Some clubs are open to everyone, while others have special requirements to qualify for participation.

- **National Junior Honor Society**
 - o The National Junior Honor Society is a nationally recognized organization that recognizes excellence in students and promotes leadership and service for its members. Membership is open to 7th and 8th-grade students who meet the required standards in five areas; scholarship, leadership, service, citizenship, and character. All 7th and 8th-grade students with a cumulative grade point average of 3.5 or above are invited to apply for membership. However, standards for selection are established by the National Junior Honor Society of the United States and the JCMS chapter. Members are expected to maintain a 3.5 GPA, complete at least 30 hours of school/community service, and participate in at least one of the club-sponsored service projects.

- **Intramurals**
 - The purpose of intramurals is to give the 6th-grade class a chance to participate in school-run athletics with an emphasis on basketball. Intramurals take place in the weeks between the end of girls' basketball and the start of spring break. Only 6th graders are eligible. Participants are encouraged to be in good academic standing.
- **FFA**
 - The National FFA Organization is a co-curricular student organization for those interested in agriculture and leadership. FFA is an integral part of agricultural education. To join FFA, you must be enrolled in a CTE course at JCMS and be in the 7th or 8th grade. In addition, you will need to pay yearly local, state, and national dues.

DANCES/SOCIALS

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

1. Students may NOT attend dances if they have ISS/OSS on 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 transportation to and from the dance.
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, piggyback rides, fighting, grinding, public displays of affection, and behaviors deemed inappropriate by chaperones are unacceptable at JCMS dances.

Students who fail to comply with these standards can be removed from the dance and may lose privileges.

SPORTS

JCMS offers several sports over the school year (* 7th & 8th grades only):

Fall- Football*, Volleyball*, Cross Country

Winter- Boys Basketball* (November), Wrestling and Girls Basketball* (January)

Spring- Track and Field

Intramurals for 6th-grade basketball and other sports are offered in March.

GENERAL INFORMATION

VISITORS & VOLUNTEERS

District policy and state law require visitors and volunteers to stop at the office, sign in, and get a visitor/volunteer badge. All district employees must wear identification badges as well. Visitors and volunteers must check out when leaving the school.

- **Volunteers**
 - The District requires a criminal history background check for any volunteers that have contact with students.
- **Student Visitors**
 - Students are not allowed to visit schools they are not enrolled in during school hours
- **Scheduling a Classroom Visit**

- Visiting classrooms must be prearranged with the teacher and approved by the school principal at least 24 hours in advance.
- Lunch Visits
 - A JCSD background check is required before eating lunch in the commons with your child. You may eat with your child in the office conference room if a background check is on file.

VIDEO/PHOTO-RELEASE

During the school year, a video clip including your student or a photo of your student may be taken and used either in the school (celebrations; slideshow; posted in the hallway), in the newspaper, or on the school's website and social media pages. If you do not want video or photos of your student taken, please notify the school in writing. Include the date, the student's name and grade level, a decline of video or photos taken and used in the school or for media purposes, and your signature. Please contact the office if you have any questions.

LOCKERS

Students have access to lockers starting at 7:53 am each day.

The school provides lockers for students to store backpacks 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 in lockers.***

- a) Keep your locker combinations confidential.
- b) Only locks issued by the school may be used; all others will be removed.
- c) Any problem with a locker should be reported to the office as soon as possible.
- d) Do **not** share or change lockers without office approval.
- e) The school will only open a locker for the registered locker owner.

BACKPACKS & PERSONAL ITEMS

Backpacks, purses, fanny packs, personal electronics (cellphones, computers, earbuds/headphones, smartwatches, etc.), and personal items must be stored securely in lockers. Students bringing these items to class will be asked to place them in their lockers. A personal binder is all a student needs in class. Backpacks should not be used for PE storage. Students should not loan other students items of value. **JCMS is not responsible for the loss or theft of personal items.**

LOST & FOUND

There are several ways to avoid losing things:

- Label all personal items - coats, sweatshirts, PE clothes, school supplies, lunch bags, musical instruments, water bottles, and school projects.
- Develop a system to help remember things. Everything should have a place and be returned when finished with it.
- Do not bring unnecessary items to school.
- Check the lost and found in the commons for lost items.

All unclaimed items are donated at the end of each quarter.

PROHIBITED ITEMS

JCMS has seen an increase in walls, books, tables, and floors being damaged. Items that cause distraction, messes, or damage are prohibited at JCMS.

HALL PASSES

Students must have a hall pass to leave 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 obtain a hall pass and follow the hall pass expectations. Students found without a hall pass are considered in violation of attendance policies. Students may also lose hall privileges if they abuse the system. Passes must be used responsibly.

ASSEMBLIES

Assemblies are to provide students with a variety of experiences that serve to develop a well-rounded education. Assemblies will vary, 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 must lead their students into the gym and direct them to the designated seating assignment.
- 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 their hands and feet to themselves.
- f. Our guests are to be given our full attention and respect. Clap/applause appropriately, no booing or whistling, be silent when signaled, and stay quiet during presentations.
- g. Students who cannot be respectful or follow directions at an assembly will be asked to leave and have school consequences.

FOOD, BEVERAGES & GUM

Food and beverages are **ONLY** allowed in the commons/lunch area. Energy drinks are not allowed at JCMS. Responsible gum chewing is allowed at JCMS this year, but this may be revoked if the gum is not disposed of properly. The individual teacher decides to allow gum in their classroom or area of responsibility.

- Food cannot be homemade if being shared. Shared food must have all labels from the store attached.
- Store/restaurant-purchased foods are only allowed in the commons during breakfast or lunch
- If drinks or food are brought to JCMS for students, we will hold them in the office until lunch or the end of the day. In special cases, we will call a student down and allow them to consume an item in the office.
- **Coffee and other drinks must be consumed in the commons.** Only water in a container with a lid is allowed outside the commons.
- Upon preapproval by building administrators, teachers may provide food and drinks in their classrooms for special occasions.
- Please place food and garbage in the proper containers.

FOOD DELIVERIES

If a student has food delivered to the school, it must not interfere with class time, and the food must be delivered to the front office and eaten at the scheduled lunchtime only. This includes DoorDash and items delivered by family and friends. Ordering food to be delivered is at the student's own risk.

ANIMALS

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

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 to prevent a health/safety issue.

“Appropriate” is the key word for school clothes. A student wearing attire deemed inappropriate will be asked to change or remove it. Hats that are school appropriate and do not cover the eyes and/or ears are acceptable attire. Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive or displays inappropriate pictures or writing is prohibited. Any clothing or jewelry worn in the manner identified as gang-related is prohibited.

Please note that clothing and accessories may not depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups (including but not limited to : items displaying racial or ethnic slurs or negative symbolism.

Please see the [Jefferson County School District Rights and Responsibilities Handbook](#) (page 31) for more information.

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

PUBLIC DISPLAYS OF AFFECTION

The following guidelines shall be enforced at all times when under the school’s jurisdiction and supervision. This includes school-sponsored activities. Consequences are outlined in the behavior matrix below.

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

TECHNOLOGY MONITORING

JCSD monitors student usage and scans student Google Workspace accounts (including emails, chats, and files) for potential issues like threats of violence, cyberbullying, and more. Administrators and counselors receive alerts if an issue is indicated and will follow up with students and guardians as warranted. Please remember to use technology appropriately.

SCHOOL-PROVIDED CHROMEBOOK

JCMS students are responsible for the device that has been assigned to them. In the event that the device is lost (stolen, not returned, missing, etc.), liquid-damaged, or otherwise non-repairable due to extensive non-warranty damage, the student and parent/guardian will be responsible for the costs associated with the repairs or replacement of the device. If a student is willfully damaging the device, they are subject to the behavior matrix below.

ELECTRONICS & CELL PHONES

At JCMS, we are focused on creating a culture that seeks to engage our learners, supporting their academic and social development. We strive to create a positive, productive learning environment where we build a sense of belonging and positive relationships among students. With that goal in mind, we believe cell phones and other recreational electronic devices should not be used in classrooms or common areas during the school day.

Over the past few years, we have seen how cell phones and other electronic devices are increasingly distracting from learning and causing social issues among students. Reducing access to social media and electronics during school hours can play a huge part in creating a safe and respectful learning environment.

JCMS expectations regarding electronic devices:

- Off and Away During the School Day
- Cell phones, associated watches, personal computers/gaming devices, and earbuds must be off (by “off,” we mean silent: no buzzing, no ringing, no distraction whatsoever) and away during the school day - from entering the building in the morning until the final bell rings to dismiss students for the day.
- “Away” means devices will be placed in student lockers during the school day.
- Cell phones, earbuds, or any other electronic devices should not be seen or heard in hallways or classrooms at any time.
- Personal communication devices shall not be used in a manner that disrupts the educational process, school programs, or activities or in a manner that violates the law, Board policy, administrative regulation, or school rules
- Unless authorized in advance by the principal or designee for health or safety reasons, or in the event of an emergency that involves imminent physical danger, devices shall be turned on and operated only before and after the regular school day.
- Cellular phones that can take photos or videos shall not be used for such purposes while on district property or at school-sponsored events unless expressly authorized in advance by the principal or designee.
- **JCMS is not responsible for loss, theft, or damage to electronic devices brought to district property or school-sponsored events. We strongly encourage you to leave them at home. Bring them to school at your own risk.**
- The use of personal communication devices to send or receive messages, data, or information that would threaten academic integrity, contribute to, or constitute academic dishonesty is strictly prohibited.
- Students shall comply with any additional school rules established by the principal and classroom rules approved by the principal concerning the appropriate use of personal communication devices.
- Personal communication devices used in violation of law, Board policy, administrative regulation, or approved school rules will be confiscated, turned in to the school office, and returned to the student or parent following parent notification, conference, detention, suspension, expulsion and/or referral to law enforcement officials as appropriate.
- The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.), may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

What happens if the “Off and Away” rule is broken?

- *1st Reminder* - Students are reminded to place devices in their lockers and will be asked to do so.
- *2nd Reminder* - Cell phone/device is turned over to the office until the end of the school day. Students can pick up their devices at the end of the day.
- *3rd Reminder* - Cell phone/device is turned over to the office until the end of the school day. The parent/guardian must pick up the phone.
- *4th Reminder* - Cell phone/device turned over to the office, a student management referral is issued, the family is contacted, and a plan is developed for student success. Please refer to the student handbook for the student management plan process and steps.
- Students refusing to turn over their phones will have consequences as outlined in the student management plan.

BULLYING & HARASSMENT

JCMS is committed to social and academic learning using responsive classroom strategies. We will build strong learning communities and practice cooperation, assertion, responsibility, empathy, and self-respect every day.

Everyone has the right to feel physically and emotionally safe at JCMS. As such, we will do everything we can as members of our school's community to create and preserve a physically and emotionally safe environment. We will strive to treat everyone with respect, regardless of differences. This includes using anti-bullying strategies. Students will learn about bullying, how to prevent it, and what to do if they or someone they know is experiencing it. Bullying is "intentionally aggressive behavior that can take many forms (verbal, physical, social, emotional, cyber, or any combination of these); it involves an imbalance of power and is often repeated over time." Bullying can consist of one child bullying another or a group of children against one lone child. Cyberbullying means bullying using any electronic communications device, including email, instant messaging, text messages, blogs, mobile phones, online games, and websites.

Student's responsibility:

- I am empowered and committed to not bullying my peers. When I recognize bullying, I will refuse to participate and report it to an adult, such as my teacher, counselor, or administrator. I will be an upstander, not a bystander, regarding bullying. This means that when I see bullying, I will stand up for the victim, report the bullying, and encourage my peers to treat people with respect.

Family responsibility:

- I commit to encouraging my student to respect others. I will also respect all other adults (families and staff) at JCMS. I have instructed my child not to bully. I have advised my student to report any bullying to an adult. When I hear of a student being bullied, I will be an upstander, not a bystander, by standing up for the bullied student and reporting the bullying to the school. I will encourage my student and their peers not to bully.

BEHAVIOR MANAGEMENT PROCESS

The JCMS behavior policy aims to create a safe environment, support students in upholding and learning positive behaviors and help all students succeed academically and socially. JCMS is a Positive Behavioral Interventions and Support (PBIS) school where the student and staff focus areas are to be *Safe, Respectful & Responsible*. Our focus is prevention rather than punishment.

JCMS will focus on interventions and support systems to help students learn and practice behavior expectations. Restorative practice is a proven approach to discipline in schools that favors relationships over retribution and has been shown to improve behavior and enhance teaching and learning outcomes (Thorsborne & Blood, 2013).

If a problem arises, JCMS uses the JCMS Behavior Matrix to provide interventions, support, and reteaches before consequences. The administration may deviate from the behavior matrix based on the severity of the incident. A student has due process rights and can appeal the discipline decisions of staff and administrators.

JCMS BEHAVIOR MATRIX

Classroom Managed Behaviors	
Definition: Failure to follow school or classroom rules. These behaviors are handled in the classroom using intervention strategies and teachable moments. Administrative help may be requested. Parents are notified of escalating behavior before it reaches a major referral.	
BEHAVIOR	RESPONSES/CONSEQUENCES
<p>Minor:</p> <ul style="list-style-type: none"> ● Defiance <ul style="list-style-type: none"> ○ Failure to follow rules/directives ● Disrespect <ul style="list-style-type: none"> ○ Others and/or property ● Disruption of the learning environment <ul style="list-style-type: none"> ○ Interrupting instruction ○ Inappropriate voice level ○ Off-task ○ Note-passing ● Lying/Cheating ● Inappropriate language/comments ● Inappropriate use of equipment/classroom resources ● Physical contact <ul style="list-style-type: none"> ○ Inappropriate displays of affection ○ Hands/feet/objects on others (low level) ● Failure to engage in the learning process ● Field trip bus misconduct ● Technology violation <ul style="list-style-type: none"> ○ Inappropriate use of cell phone/personal electronic devices ○ Inappropriate use of computer or internet ● Dress code violation ● Public displays of affection 	<p>1st minor offense:</p> <ul style="list-style-type: none"> ● Reteach/Redirect/Reinforce Appropriate Behavior ● Model and practice appropriate behavior ● Closer monitoring/proximity ● Conference with student <ul style="list-style-type: none"> ○ Which rule was broken ○ Determine motivation for action ○ Determine replacement behavior ● Ignore negative behavior/acknowledge appropriate behavior ● Contact family <p>Repeated minor offense (2nd & 3rd offense):</p> <ul style="list-style-type: none"> ● Complete digital minor behavior report ● Contact home ● Re-teach appropriate behavior with student practice ● Mild interventions/consequences <ul style="list-style-type: none"> ○ Problem solving conference with student ○ Write a plan for change/BufF Statement ○ Clean up ○ Consult with colleagues or reference minor behavior report responses for previous colleague interventions ○ Create a plan of support ○ Apology

Office Managed Behavior	
BEHAVIORS	RESPONSES/CONSEQUENCES
<p>Minor:</p> <ul style="list-style-type: none"> ● (3) Unexcused tardies in a week (resets each quarter) ● Becomes a major referral after three minor referrals 	<ul style="list-style-type: none"> ● Complete necessary tardy paperwork ● Re-teach appropriate behavior with student practice ● Determine motivation for behavior and provide support ● Closer monitoring ● Lunch Detention ● After School Detention ● Contact parent
<p>Definition: Serious misbehavior that endangers the safety or well-being of students/staff or makes normal classroom activities difficult or impossible.</p>	
<p>Major:</p> <ul style="list-style-type: none"> ● Chronic minor behavior (3 minors of the same problem behavior in a quarter) ● Bullying or harassment (physical, verbal, written, cyber, electronic, or sexual) ● Inappropriate touching ● Inappropriate language (abusive; profanity) towards others ● Unauthorized collaboration, plagiarism or cheating ● Defiance/insubordination ● Severe disruption ● Fighting/assault/physical aggression/instigating or promoting a fight ● Threats (physical, written, verbal, cyber, or electronic) ● Inappropriate touching ● Vandalism; theft ● Truancy/skipping class ● Weapons ● Distribution, use, or possession of tobacco products, vaping, alcohol, or drugs 	<ul style="list-style-type: none"> ● Complete a digital referral ● Send student to office and call or email office secretaries the details ● Parent contact, by teacher for repeated minor behaviors ● Parent contact, by administrator, if a non-repeated minor behavior ● Notify law enforcement, if necessary ● Potential interventions/consequences <ul style="list-style-type: none"> ○ Meeting with school counselor ○ Lunch Detention ○ After School Detention ○ Saturday School ○ Restitution ○ Loss of Privileges ○ No-contact order ○ Suspension (in or out of school) ● At any time, if additional problem solving is needed, staff may contact the counselor, behavior specialist, administration, or PBIS team <p>**Administration has the right to deviate from the behavior consequences matrix, depending on the severity of the incident.</p>

BEHAVIOR CONSEQUENCES

- **Interventions:** Adjusting the student's daily routine or privileges to improve behavior.
- **Conference:** Students, staff, and families come together to collaboratively problem solve, design solutions, and set goals for school success.
- **Timeout:** A student spends time in the success room, office, or designated safe space.
- **Detention:** A student spends additional time in the success room during lunch or after school.
- **Restorative Options:** For certain incidents, students may “give back” to the school community for their behavior, such as cleaning up designated areas. In addition, JCMS staff may deem it necessary to provide mediation or restitution to repair or restore relationships.
- **Loss of Privileges:** A student may be excluded from certain activities, such as attending school events or other privileges.

- **In-School Suspension (ISS):** A student spends a complete class period, part, or all day in the success room. Students will be given classwork that needs to be completed. Student may not participate in co-curricular activities or athletics the day they are in ISS. Parents/Guardians will be notified if their child is in ISS. If ISS behavior is not appropriate, it may result in OSS.
- **Out-of-School Suspension (OSS):** A student is excluded from school for a period of time. During a suspension, the student may make up any schoolwork while out. The student may not be on any JCSD grounds until the suspension is completed. This includes all co-curricular activities and athletic participation.
 - **First offense:** 1-5 days
 - **Second offense:** 3-7 days
 - **Third offense:** 5-10 days
- **Contract:** A student is placed on a behavior contract for a designated period. Parents/Guardians will be notified of the conditions of the contract. The contract may include a reduced day, alternative placement, or loss of privileges. Violations of the contract may result in suspensions.
- **No-Contact Order:** A contract between two students that restricts contact and potentially changes a student's class schedule.