



# **Thomas Jefferson Middle School**



[www.jefferson@dbqschools.org](mailto:www.jefferson@dbqschools.org)

## **STUDENT HANDBOOK**

**Main Office...552-4700**

**Attendance Office...552-4702**

**Health Office...552-4712**

**Guidance...552-4709**

**Mr. Greg Lehman, Principal**  
**Mrs. Lisa Lueken, Assistant Principal**

## **MISSION STATEMENT**

**The mission of Thomas Jefferson Middle School is to foster the intellectual and creative growth, emotional and physical development, and social responsibility of each student.**

## **WELCOME TO THOMAS JEFFERSON MIDDLE SCHOOL**

It is with great pleasure that we welcome you to Thomas Jefferson Middle School. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

This handbook was developed by our faculty and administration to help you and your parents learn as much as possible about our expectations, procedures and the services offered. It is a quick reference we hope you will find useful, as questions arise throughout the year. We encourage you to become an active member of Thomas Jefferson Middle School.

In addition to an excellent academic foundation, we offer many activities and sports to help students become well-rounded, mature young adults. Our "Commitment to Excellence" is our promise to you and our expectation of every student.

We look forward to this school year with great excitement and hope all of our students will have a rewarding and successful year. Once again, **WELCOME!**

**Together, we strive to promote the growth and development of our students to become productive citizens.**

## **PUBLIC NOTICE OF NONDISCRIMINATION**

The Dubuque Community School District does not discriminate nor tolerate harassment on the basis of age, color, creed, disability, gender, marital status, national origin, physical attributes, religion, sexual orientation or socioeconomic status in its educational program. The District does not discriminate in its employment policies or practices as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of Public Law 93-112 of the Rehabilitation Act of 1973 and the Americans with disabilities Act of 1990.

Inquiries about this statement need to be directed to the *Superintendent's Office, Dubuque Community School District, 2300 Chaney Road, Dubuque, Iowa 52001. Phone 563-552-3000.*



Thomas Jefferson Middle School is founded on the belief that families and schools working together significantly influence student performance, attitudes, aspirations, and behavior. In an effort to support the partnership between family and school, the partners agree to the following:

**School's Goals:**

- Provide a safe and positive learning environment and a high quality educational program.
- Maintain regular on-going communication with the home.
- Encourage and respect family input and participation in decision-making.
- Provide a variety of opportunities for families to be actively involved in the education of their children.
- Maintain the dignity of each individual.
- Involve all staff members in a professional development program that is responsive to the needs of students and their families.
- Respect students, families, and staff.

**Student's Goals:**

- Come to class regularly, on time, and ready to learn with all needed materials.
- Set aside time every day to complete classroom assignments and homework.
- Know and follow the school and class expectations.
- Respect your school, staff, classmates, family and yourself.
- Respect the rights of others to learn without disruption.

**Family's Goals:**

- ◆ Be responsible for the child's attending school regularly and on time.
- ◆ Support and maintain a positive attitude toward learning.
- ◆ Provide home support and monitoring of student assignments, homework, and projects to reinforce high classroom standards for learning.
- ◆ Read and respond to all school communications in a timely manner.
- ◆ Participate in school sponsored activities.
- ◆ Be respectful of school, staff, and students.

## ATTENDANCE POLICY

### Attendance Office...552-4702

Daily on-time school attendance is an important part of the learning experience and must be a top priority for the learner. Students, who miss a day of school, miss a day of learning that may never be replaced. Student's attendance will be monitored regularly to ensure compliance with state law and district Policy 5107.

## ARRIVAL TIME

**All students should plan their arrival so that they can enter the building between 7:20 to 7:35.** Students may not enter the building prior to 7:20 a.m. Exceptions can be made but need to be prearranged with the supervising teacher or administration. If for any reason (snow, fog, etc.), the school starting time is delayed, or if school is cancelled, local radio stations will broadcast this information starting approximately at 6:00 a.m. Parents can also call **552-3035**.

**School Visitors...** Visitors to Jefferson M.S. during school hours must use the front door entrance and report to the main office. In order to enter the building, you must first push the call button to alert the main office, state your name, your intentions, and enter the building when the door is unlocked. **Once in the office, visitors will need to present a valid government-issued photo ID, which will be scanned using the district's Raptor Visitor Management software.** Individuals not possessing an accepted ID may request a district-issued visitor ID by contacting the building they wish to visit in advance and complete the necessary application form.

Using Raptor, the visitor's ID will be scanned, and their name and birthdate will be checked against the National Sex Offender Registry. The system will print a time-stamped photo ID which must always be worn in a visible location while in the building. Visitors must then sign out in the main office when leaving the building. (Policy 9004; Section 1)

## ATTENDANCE PROCEDURES

- If absent, a parent/guardian should phone the school attendance secretary. **This call should be placed before 9:00 a.m. on the day of the absence. 552-4702**
- Occasionally, a student may need to be absent from school for trips or other circumstances. **A parent/guardian must notify the Attendance Office** at least one week before a planned absence. Policy 5107...The principal or designee may request documentation or verification for any absences and may consider an excess of absences as unexcused truant days.
- **It is a student's responsibility to make up all missed work.**
- To request an early dismissal, contact the Attendance Office (552-4702), or have the student bring in a signed note from the parent/guardian. The student will receive an early dismissal pass, which they will present to their teacher(s) prior to leaving the building. Students should be picked up in the front of the building. If the student returns the same day, they need to use the front entrance upon returning and must check in with the Main Office.
- After School Activities...School attendance is required for students to attend, or participate in, any after school activities. Attendance/participation at games, dances, etc., is also dependent on behavior. Attendance can be denied if behavior becomes an issue.
- **Being on time is important.** Excessive tardiness may result in lunch detentions, after school detentions and/or parent notification. Chronic absences and tardies may result in revoking the student's Open Enrollment status.

## REPORT CARDS

Mid-Term and official Trimester report cards will be available electronically by logging into Infinite Campus. Upon request, a paper copy of Trimester report cards can be mailed home. Incomplete grades are converted to a permanent grade at the end of the second week of the next marking period barring unusual circumstances. Incomplete grades, not made up, become an “F” for the trimester.

Trimester Honor Roll...After each marking period, individual Houses may elect to hold assemblies to recognize those students who meet the academic criteria for the Scholastic Honor Rolls.

### GRADING

<u>Academic Grade</u>	<u>Percentage</u>
A	90-100
B	80-89
C	70-79
D	60-69
F	<59

### HONOR ROLL

Honor Roll is determined by grade point average.

<u>Honor Roll</u>	<u>G.P.A</u>
Gold	3.60-4.00
Silver	3.33-3.59
Bronze	3.00-3.32

**Non-Proficient Achievement....**Students who are non-proficient in Reading and/or Math on the i-Ready assessment and/ or the Iowa Statewide Assessment of Student Progress (ISASP), may be offered addition support by participating in an intervention classes throughout the school year.

### END OF YEAR AWARDS

<b>Diamond Award</b>	8 <sup>th</sup> Grade Only - Student has achieved a grade point of 3.60 or higher <i>each</i> trimester <i>all</i> three years.
<b>Solid Gold Award</b>	Student has achieved a grade point of 3.60 or higher <i>each</i> trimester
<b>American Legion Award</b>	8 <sup>th</sup> Grade Only-Teachers from each house nominate and select students who demonstrate ideals of courage, honor, leadership, patriotism, scholarship and service.
<b>Other Distinguished Awards</b>	Voted on by faculty... Doug Timmerman Awards – 7 <sup>th</sup> Grade Lefty Koob Award – 8 <sup>th</sup> Grade
<b>Trimester Academic &amp; Participation Recognition</b>	Will be scheduled by individual Houses throughout the school year.

## SCHOOL NURSE

**Nurse's Office: 552-4712**

**Nurse's fax: (563) 552-4701**

### **Accidents, Illness or Injuries...Health Office**

The school nurse provides assessment of illness and injury, health interventions, health education, screening for health factors that may affect a student's education, administration of medication, and accommodations in school. They also complete referrals to school and community services to help meet student needs.

**Immunizations: No child may be enrolled without an immunization record.** According to Iowa State Law (Paragraph 2, Chapter 139, Code 1977 as amended). Prior to starting school, or transferring into DCSD, students must present an approved Iowa Department of Public Health Certificate of Immunization.

### **Health Office Procedures:**

- A student who becomes ill or is injured should notify any staff member as soon as possible so the student can be sent to the health office. A school pass must be signed by a staff member from the class from which the student is excused.
- If the student is too ill or injured to remain in school, the student will be released to the student's parent/guardian or, with permission, to another person identified by the parent/guardian. In the case of a serious illness or injury, the school shall attempt to notify a parent/guardian according to the information in PowerSchool.
- ***Absences not approved through the Health Office will not be excused and may be considered truant.***
- Information regarding a health issue can be released to school personnel who need to know with parent/guardian electronically signed permission on the PowerSchool health assessment screen completed at the beginning of the year.
- Parents/Guardians are encouraged to contact the school nurse when students are absent with a communicable disease, surgery or other pertinent health concerns. Accommodations can be arranged as necessary.

### **Medication Policy:**

The administration of prescription or over-the-counter medications by the Health Office to students in school shall be done only with written authorization and direction of a licensed healthcare provider legally authorized to prescribe. The written authorization is only valid for the current school year.

- Prescription medication must be in the original containers with the pharmacy label attached. Over-the-counter medications must also be in the original containers.
- Parents should bring their child's medication to the school's Health Office or have it delivered by the pharmacy. If the medication is sent to school with your child, please call the Health Office.
- No medications will be kept at school through the summer months. Any medications left will be discarded.
- ***EXCEPTION...***Only for middle/high school students: Acetaminophen (i.e. Tylenol) and ibuprofen (i.e. Motrin) medications may be administered in the middle/high schools by the Health Office ***ONLY*** with parent/guardian consent.

**Homework Requests:**

For extended illnesses (more than 3 days), a request for homework can be made by contacting teachers and/or counselors.

**Physical Education Excusals:**

Student who are unable to fully participate in physical education class due to health reasons are required to have a written excuse from their health care provider explaining the student's limitations and the length of time the limitations will be necessary. The Health Office is able to release a student from PE for one day at the discretion of the school nurse.

A doctor's excuse may be faxed to: **(563) 552-4701**

## SCHOOL GUIDELINES

**After School Rules...**Students should leave the school building each day by 2:40 p.m. unless they are with a teacher, or participating in a school supervised activity such as athletic practice, L.E.A.P., drama, etc.

**ID Cards...**Each student will receive an ID card and lanyard at the beginning of the school year. ID cards are to be worn on a lanyard daily. ID's are needed for students to wear hats/hoods, go to the library, counselor, nurse, or office. They will also be required at lunch, dances, etc. ID's which are damaged or lost, can be replaced in the main office for \$3.00. (Lanyards: \$2.00)

**Alcohol, Drugs and Tobacco...**Use and/or possession of alcohol, drugs and/or tobacco on school grounds is in violation of state law and school policies. Student's possession or use of these items may result in a suspension, expulsion, and/or charges filed in accordance with Policy 5200. This will also jeopardize eligibility for extra-curricular activities.

**Assemblies (Behavior)...**Assemblies are a regularly scheduled part of the curriculum and as such, are designed to be educational as well as entertaining experiences. They provide students the opportunity to learn formal audience behavior. Regardless of the type of program, courtesy demands that students be respectful.

- No food, drinks, or book-bags are allowed in the auditorium
- Proceed to assembly quietly and promptly
- Find your seat quickly
- When the speaker asks for your attention, give it promptly
- Be respectful of the performers as well as the people sitting around you
- Applaud appropriately
- Do not leave the assembly until dismissed

**Bicycles/Scooters/Skateboards/Hoverboards...**They may be ridden to school as long as students observe basic safety and traffic rules. Bicycles & scooters are to be parked and locked in the rack provided. They are not allowed to be ridden on school property. The school is not responsible for these items.

**Book-bags...**The use of a book-bag during the school day is allowed and encouraged. **Students should only carry the materials needed for their classes.**

**Bus Rules...**All bus rules are based on our belief that student safety is our highest priority. Respect the bus drivers and attendants. Follow the guidelines posted on the bus. Respect each other, yourself, and the bus property.

- For buses equipped with seatbelts: Seatbelts are required to be worn by all students and staff. No exceptions. You will need to use the seatbelt, or you will not be allowed to ride the bus.
- Consequences/Driver – warn students, assign seats, notify parents, and send Bus Conduct Report to School/Transportation Dept.
- School – May include: conference with student, parent conference, and/or suspension from bus. If there is damage to the bus, the student may be required to pay for the necessary repair.

**Cafeteria...**The school offers nutritious meals. In order to have a successful lunch program, we expect you to comply with the following guidelines.

- Lanyard/ID worn daily
  - Students are allowed to eat only in the cafeteria during breakfast/lunch times. Food cannot be taken out of the cafeteria
  - Good manners, courtesy, cleanliness and a pleasant atmosphere are basic expectations for the cafeteria.
  - Students need to clean up after themselves. Tables and floor need to be free of debris
  - Breakfast Program...Breakfast is served daily from 7:20 a.m. to 7:35 a.m.
  - Students must finish eating and get to their first period class no later than 7:35 a.m.
- Note...*Breakfast will NOT be served if there is a two-hour delay.

**Dance Policy...** Students will NOT be allowed to attend if they have been absent from school the day of the dance, if they have had more than three office referrals, or if they have had an in-school/out-of-school suspension since the previous dance.

**Detention/Suspension - (DCSD Policy 5200)...**

- **Detentions** can be assigned by teachers, or administrators. If possible, Detentions may be served after school the same day it is assigned but must be served by the following day. For students who ride the bus, arrangements will need to be made with parents.
- **Suspension** can be given to students who have major or multiple violations of school rules and/or Policy 5200. Suspensions may be served either in-school or out-of-school.

**Discipline...** Consequences for inappropriate behavior may include, but are not limited to, the following: (conference/warning – conflict resolution – restitution – phone call – parent conferences – detention – suspensions – restorative practices – charges).

Discipline will follow DCSD Policy 5200 guidelines.

**Drug Dogs...**Used to deter, or detect, the presence of drugs and other contraband items on school property. School officials may request trained, certified, and reliable police canines (drug-detecting or drug-sniffing dogs) to assist in the search of lockers, desks, facilities, other school owned spaces and vehicles parked on school premises under the following conditions:

- a. The school principal requests such assistance based upon reasonable suspicion that cannot be resolved by an individualized search.
- b. The superintendent authorizes such assistance.
- c. The search is supervised at all times by school officials.
- d. The police canine is under control at all times by its police handler.
- e. All appropriate means are used to ensure no contact occurs between students and police canines.

Canines will **NOT** be used to search “protected student areas” as defined in policy 5200.

**Electronic Devices...**Unless otherwise directed by Jefferson staff for classroom activities, students are not allowed to use cell phones, ear-buds/headphones, and/or other electronic devices during passing time and academic class time. Students are allowed to use their electronic devices during their lunch as long as they follow expectations. If these items are not used appropriately, they will need to be turned in to the Main Office until the end of the day.

Repeated inappropriate use may result in contacting parent(s) and requesting they come to school in order to retrieve the item. *Note...*Students who bring these items to school do so at their own risk.

**\*\*\* The school is not responsible for these items. \*\*\***

**Field Trips...**6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students may have an opportunity to attend field trips. Field trips are an extension of the classroom. For those students who have had major infractions of school rules, administration will decide on an individual basis if a student will be allowed to participate.

**Fighting/Harassment...**Students are expected to show respect and courtesy to other students and all staff members. Respectful language and behavior are expected at all times.

- Bullying/harassment of other students, or staff, will not be tolerated. This includes verbal, physical, and/or electronic bullying/harassment.
- Bullying & Harassment forms can be located with the Counselors, Student Needs Facilitators, or on the district's web site.
- Students who engage in physical violence, or encourage/promote physical violence, will face disciplinary action and possibly charges.
- Discipline will follow Policy 5200 guidelines.

**Guidance...552-4709** Jefferson has two counselors providing individual and group counseling for students. All students are encouraged to talk with their counselor for any issues, which may arise throughout the school year.

**Hall Passes...**A student is not to be in the hall during class time without a teacher's permission and a signed hall pass.

**Learning Resource Center-Library...**It is an important partner in the educational programs offered at school. It is extensively used as a center for research, reference work, and reading for personal enjoyment. With some restrictions, resources can be checked out by using the student's ID. Books can be kept two weeks and may be renewed. Students are financially responsible for those books they check out. The student, who damages or loses a library book, will be required to pay the replacement cost. Students may go to the library individually if they have a pass signed by their teacher. In addition, students are responsible for all textbooks issued to them at the beginning of the year. Students will be charged to replace damaged or lost books.

**Lockers...** TJMS staff has decided not to assign lockers for students. However, if/when students are assigned a locker, this statement serves as "Prior Notice" for locker searches. This notice is intended for both hall lockers and/or gym lockers. **The lockers are considered the property of the school and are NOT the student's private property.** Lockers may be opened and searched by school officials at any time. This is in compliance with policy 5200. Students should not tamper with their own or anyone else's lockers. Do not share locker combos or use another's locker. Costs of damages will be assessed to the student.

**Personal Appearance (School, School Sponsored Activities, Field Trips)...**

Appropriate dress and grooming for school requires that one be neat, clean and modest in their appearance. Jefferson has established the following guidelines to aid parents and students in selecting the proper attire, but is not limited to the following:

- Clothing and other apparel, promoting tobacco products, liquor, controlled substances, display of weapons, obscenity, profanity, or sexually suggestive material are not permitted.
- Head coverings (i.e. hats, hoods, caps, etc.) are allowed to be worn in the building during the day as long as they meet the guidelines listed above and students are wearing their school I.D.
- We expect students to dress modestly. Undergarments and underwear must be covered.
- No strapless or sheer see-through tops. Shirts must have closed sides and extend to the top of pants/shorts/skirts/etc.
- Pants and shorts must fit securely at the waist above the hip-bone and are not allowed to hang below the waist. No “sagging”.
- Shorts and skirts must be modest and provide full coverage.
- Footwear must be worn at all times.
- Any other item of dress or appearance, which is considered distracting or disruptive to the educational process, should not be worn to school.
- If these guidelines (Board Policy 5200) are violated, the parent(s) will be notified

Generally, students who do not follow the dress code will be asked by staff to change into appropriate clothing. If a student refuses, they will be referred to the office. Repeated violations will result in more serious consequences.

**School Property/Neighbors...**Students are expected to be respectful of not only school property, but also that of our neighbors. Students are to use the sidewalks at all times. Show pride in yourself and represent Jefferson well by using good manners and appropriate language.

**Student Services...**Organized through the

Guidance Department. Students and/or parents may request help from the following agencies:

- School Resource Officer (SRO)
- School’s Substance Abuse Counselor (SASC) - Law enforcement provides SASC notification of students under the age of 18 found to be in possession of, or arrested for, illegal substances. (Iowa Code 124.415) SASC staff will meet for a minimum of one session.
- Other Community Resources based on the needs of the student

**Wellness Education...**State Law requires that every student take an active part in Wellness Education. To participate in Wellness Education, students are encouraged to wear appropriate clothing that doesn’t restrict movement and athletic shoes on the days they have gym. Examples of recommended athletic attire includes:

- Crewneck T-shirts
- Shorts/Sweats/Nylon pants: elastic waistband to fit securely at the waist.
- Footwear: only athletic shoes with non-marking rubber soles are to be worn. Boots, flip-flops, dress shoes, etc. are not allowed.

## EXTRACURRICULAR ELIGIBILITY

**In order to participate, 7<sup>th</sup>, & 8<sup>th</sup> grade students must have a current physical form signed by a licensed practitioner and a concussion form signed by a parent/guardian on file in the main office. Both forms need to be on file before students can participate.**

**---NO EXCEPTIONS---**

**At this time, 6<sup>th</sup> grade students do NOT need to have a physical on file to participate in afterschool athletics**

**6<sup>th</sup> grade...**Jefferson offers an after school intramural program. These programs for both boys and girls focus on skill development. They include: Fall-Track, Early Spring-Basketball, and Late Spring-Volleyball/Football.

**7<sup>th</sup> & 8<sup>th</sup> grade...**Jefferson offers inter-school athletics for seventh and eighth grade girls and boys. The girls' offerings include cross-country, volleyball, basketball, dance, and track. Girls are also able to participate in football and wrestling. Boys' sports offered include cross-country, football, wrestling, basketball and track. Both girls' and boys' competitive athletics are approved by the Board of Education and participation is not required.

Students also have the opportunity to participate in other non-athletic extracurricular activities. (ie. Drama, First Tech Challenge, L.E.A.P., etc.)

All students participating in any extracurricular activities need to keep in mind they are representing Thomas Jefferson Middle School and should view this as both an honor and a privilege. Extracurricular activities are seen as an important part in a student's life and of a well-rounded education. However, they must be kept in proper perspective. It is with that in mind, all students participating in any extracurricular activities must abide by the guidelines and consequences as stated in **Policy 5305: Participation Code for Activities (7<sup>th</sup> & 8<sup>th</sup> Grade).**

Any student who wishes to participate in activities must meet the scholarship requirements after each of the marking periods (Progress Reports and Report Cards)

1. Students with one (1) failure will be on probation for competitions / performances for two weeks.
2. Students with two (2) or more failures will be ineligible for competitions/performances until acceptable progress is achieved.
3. Third trimester grades will be reviewed to determine eligibility of those sixth graders wishing to participate in fall activities as seventh graders, and those seventh graders wishing to participate in fall activities as eighth graders.

Special education students or students covered by a Section 504-B plan that is directly related to their course work shall not be denied eligibility on the basis of scholarship if the student is making progress, as determined by the student's IEP or 504 plan.

**Attendance...**In order to participate in practice or in a contest/event on that day a student must attend the last three (3) periods of his/her school schedule. However, the student may be granted permission to participate by the Administration or designee.

**Conduct...**Students participating in the Activities Program are expected to observe the DCSD Student Behavior Policy 5200. In addition, participants must refrain from:

1. Possession, use, purchase or sale of tobacco products, regardless of the student's age.
2. Possession\*, consumption, or purchase of alcoholic beverages. (Consumption includes having the odor of alcohol on one's breath.)
3. Possession\*, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs (including steroids), look-alike drugs, or drug paraphernalia.
4. Sale, distribution of, or providing location for the illegal consumption of controlled substances or alcohol. (Such a violation will carry a third offense penalty.)
5. Being in a car or in attendance at a social function or party where alcohol or other illegal drugs are illegally available to or being consumed illegally by minors.
6. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted or adjudicated for the act(s). Examples include, but are not limited to theft, possession of stolen property, vandalism.
7. Inappropriate or offensive behavior. Non-exclusive examples include fighting, insubordination, refusing to cooperate with authorities, teachers, or school administrators, hazing or harassment of others, or any behavior that is not in the best interest of the district. Hazing is defined as any humiliating or dangerous activity expected of a new or potential member of a group regardless of the individual's willingness to participate.

*\*Possession in numbers 2, 3 and 5 is considered to be any presence while illegal transportation and/or consumption is taking place with knowledge that the illegal activity is occurring and failure to leave the location.*

**Consequences...**When the administration has reasonable grounds to believe that a student has violated the above conduct rules, the following procedures will be followed:

1. Administrator and student conference. Parent/Guardian phone call.
2. Suspension from a number of regularly scheduled contests/performances.
3. Completion of an approved education program
4. Written notice to parent/guardian and coach/sponsor.

The complete 5305 policy can be found on the district's website.

**Athletic/Music/Speech/Theatre Suspensions (Policy 5305)...**

<u>Sport</u>	<u>First Offense (Dates on Schedule)</u>	<u>Second Offense (Dates on Schedule)</u>
Basketball	3	5
Cross Country	1	2
Dance	1	1
Football	2	3
Track	2	3
Volleyball	2	4
Wrestling	2	3

<u>Activity</u>	<u>First Offense</u>	<u>Second Offense</u>
Band, Orchestra, Choir	One Performance	Twelve Weeks
Drama	One Performance (The leading roll if involved)	Remaining School Year

- Suspensions from a second offense are in addition to suspensions from a first offense.
- When a reduction of penalty occurs, the remaining penalty will be rounded up.  
(*ex. 5 game suspension, reduced to 2 1/2 = 3 game penalty*)

# Positive Behavior Intervention Supports

## COMMON AREA EXPECTATIONS

### ARRIVAL & DISMISSAL...

Expectations:	Sounds like / Looks like; Doesn't look like / Sound like:
<p><b>RESPECTFUL</b></p> <ul style="list-style-type: none"> <li>• Upon arrival to school, wait outside in the front of school until a staff member opens the doors at entry time. <b>The buzzer is to be used only in emergency situations or if you have arrived at school after staff are not at the front door station.</b></li> <li>• Show respect to supervising adults, neighbors, and other students (including not swearing, not arguing, not threatening or bullying.)</li> <li>• While waiting for the first bell to ring, keep hands, feet, and objects to self and respect the personal space of others.</li> <li>• Allow students and staff to move through the areas where you are waiting by avoiding blocking passage.</li> <li>• Use caring and respectful language.</li> </ul>	<p><i>Students standing in small groups talking and laughing with space for people to walk in between them.</i></p> <p><i>Students saying "good morning" to a neighbor as they walk by...</i></p> <p><b>Not:</b></p> <p><b>-Swinging of book bags in a crowded area,</b></p> <p><b>-Swearing</b></p> <p><b>-Name calling</b></p>
<p><b>RESPONSIBLE</b></p> <ul style="list-style-type: none"> <li>• Upon arrival go to the front doors and wait on the walkway, not the stairs. If it is before 7:20, wait until doors are opened by a staff member. After 7:20 go to the cafeteria for breakfast or head to your success time classroom area.</li> <li>• Use of cell phones is permissible before the first bell. When the first bell rings, put all electronic devices away.</li> <li>• If eating breakfast, report to the cafeteria between 7:20 and 7:35 and follow the expectations there.</li> <li>• Leave no trace on school grounds (litter, gum, personal items)</li> </ul>	<p><i>No litter left after students have cleared the hallway or left the school grounds,</i></p> <p><i>Cell phones turned off and put away as the tardy bell rings</i></p> <p><b>Not:</b></p> <p><b>-Students walking around the building in the morning,</b></p> <p><b>-Students hanging around without supervision after school</b></p>
<p><b>SAFE</b></p> <ul style="list-style-type: none"> <li>• When walking to school, stay on the sidewalks and cross streets safely.</li> <li>• Upon arrival, stay in designated areas until directed to move to class.</li> <li>• Wait in designated area for the first bell to ring, keeping hands, feet, and objects to self and respecting the personal space of others.</li> <li>• Leave school grounds within 10 minutes of the end of the school day unless you are involved with a supervised activity or with a staff member.</li> <li>• Ask for assistance if you have a question, need help with a ride or bus information, or need help.</li> </ul>	<p><i>Student saying, "I missed my bus, can you help me?"</i></p>

## HALLWAYS & STAIRS...

Expectations:	Sounds like / Looks like; Doesn't look like / Sound like:
<p><b>RESPECTFUL</b></p> <ul style="list-style-type: none"> <li>• Stay to the right if there are others in the hallway or on the stairs.</li> <li>• Keep hands, feet, and objects to self.</li> <li>• Use respectful, caring language (no swearing, teasing, or bullying.)</li> <li>• Move quietly in the hallways.</li> <li>• If using scented products, use only small amounts.</li> </ul>	<p><i>"Okay, I'll do it right away."</i></p> <p><i>Students are keeping bookbags near to their body. Students are walking with arms at their side.</i></p> <p><b>Not:</b></p> <p><b>-<i>"Hey get out of the way you fatso."</i></b></p> <p><b>-<i>Shouting, "Hey Bill, look at this!"</i></b></p>
<p><b>RESPONSIBLE</b></p> <ul style="list-style-type: none"> <li>• Follow directions of any staff member without arguing.</li> <li>• Follow dress code (no revealing pants or shirts, or any clothing with profanity or drug/alcohol messages.)</li> <li>• Carry a pass when in halls during class times.</li> <li>• Leave any displays, posters, or walls as you find them.</li> </ul>	<p><i>"Here's my pass."</i></p> <p><i>Students are walking down the hallway without touching pictures and posters hanging on the walls.</i></p> <p><b>Not:</b></p> <p><b>-<i>"Hey, I don't have to listen to you, you're not my teacher!"</i></b></p> <p><b>-<i>"I don't have a pass, I'm just checking in with my counselor."</i></b></p>
<p><b>SAFE</b></p> <ul style="list-style-type: none"> <li>• Walk up and down each step and walk safely in the hallway.</li> <li>• When traveling to a location in the school, use the route that has been designated by staff in the building (Use the correct stairs/halls etc that have been designated).</li> </ul>	<p><i>Students are walking up and down the stairwell stepping on each step.</i></p> <p><b>Not:</b></p> <p><b>-<i>"I'm just going to stop in at the library on my way to the nurse."</i></b></p>

## Success Time...

Expectations:	Sounds like / Looks like; Doesn't look like / Sound like:
<p><b>RESPECTFUL</b></p> <ul style="list-style-type: none"> <li>• Students will eat and drink only in the cafeteria.</li> <li>• Follow staff directions.</li> <li>• Accept feedback or correction without arguing, whining, or lying.</li> <li>• Obtain permission to work with others.</li> <li>• Respect property; yours and others.</li> <li>• Clean up after yourself.</li> <li>• Be a good classmate and use only kind and appropriate words and tone of voice with others.</li> </ul>	<p><i>Say okay and do it right away.</i></p> <p><i>"Is it okay if Billy and I work on our project together?"</i></p> <p><i>Pick up any materials or trash you have left around.</i></p> <p><b>Not:</b></p> <p><b><i>-Bringing a bag of chips from lunch,</i></b></p> <p><b><i>-Playing a game secretly on your phone.</i></b></p> <p><b><i>-"Hey Biff, you are a nerd."</i></b></p>
<p><b>RESPONSIBLE</b></p> <ul style="list-style-type: none"> <li>• Have materials and something to do in success time. (It is good to have a reading book/magazine, etc...with you at all times)</li> <li>• If you need to leave success time, obtain a pass from a staff member.</li> </ul>	<p><i>Going to Thinking Reading on time every time it's scheduled.</i></p> <p><i>"I'm going to finish my Math homework during homebase."</i></p> <p><i>"May I have a pass to see Mr. Jones. I need help with my Science."</i></p> <p><b>Not:</b></p> <p><b><i>-"Does anyone know where Sue is, she supposed to be in Band, but she's not there."</i></b></p> <p><b><i>-"Scott, you have been sitting there doing nothing and I know you have unfinished work to do."</i></b></p>
<p><b>SAFE</b></p> <ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to self.</li> <li>• Refrain from making unkind comments about classmates.</li> <li>• Make sure the teacher knows where you are at all times.</li> </ul>	<p><i>"I am going to talk to my counselor. I'll get a pass from my teacher."</i></p> <p><b>Not:</b></p> <p><b><i>-"I had an argument with Aaron. I'm going to hide his notebook in success time. He's a jerk."</i></b></p>

## CAFETERIA...

Expectations:	Sounds like / Looks like; Doesn't look like / Sound like:
<p><b>RESPECTFUL</b></p> <ul style="list-style-type: none"> <li>Walk as you enter and exit the cafeteria, keeping hands, feet, and objects to yourselves.</li> <li>Find a place to sit (or sit where directed) and welcome any other students who decide to sit at your table.</li> <li>Speak about appropriate topics, be kind to other students, and use good manners throughout lunch.</li> <li>Leave no trace.</li> <li>Use "inside" voices.</li> <li>Wait in line patiently without "cutting" or disturbing others.</li> <li>Follow directions of all staff and cafeteria workers.</li> <li>Cell phones are allowed to be used in the cafeteria to watch videos, listen to music (ear buds must be worn but not shared or volume must be off), play games, etc...</li> </ul> <p><b>Pictures, videos and SnapChat pictures are prohibited.</b></p>	<p><i>Student saying, "Did anyone see the game last night?"</i></p> <p><i>Students calmly walking in and going to a table to sit down.</i></p> <p><b>Not:</b></p> <p><i>-Hearing the words, "No one is allowed to sit here except my friends."</i></p> <p><i>-Someone shouting, "Hey Bob, do you want my apple?" across the lunchroom.</i></p> <p><i>-Seeing a student in tears because some kids have been bullying them</i></p>
<p><b>RESPONSIBLE</b></p> <ul style="list-style-type: none"> <li>Remain in your seat until you are excused to get your food. Return to the seat where you were sitting after getting your food.</li> <li>Students with ID cards will be dismissed first.</li> <li>Keep food on trays, refrain from touching anyone else's food.</li> <li>Get all food on first trip through line.</li> <li>When finished, dispose of trash and uneaten items appropriately and stack trays and utensils neatly.</li> <li>Report any concerns or problems to the lunch supervisor.</li> <li>Take responsibility for personal possessions, especially cell phone and other electronic devices.</li> <li>Stay in seat until dismissed.</li> </ul>	<p><i>"I'll pick up that wrapper."</i></p> <p><i>"Our homeroom is eating in the small cafeteria."</i></p> <p><i>"Mr. Lehman, there is a boy teasing a girl at my table and she is starting to cry."</i></p> <p><i>Students are throwing away uneaten food and stacking trays.</i></p> <p><b>Not:</b></p> <p><i>-Students wandering around talking to friends at other tables.</i></p> <p><i>-Trash on the floor and tables after the students have left the lunchroom.</i></p>
<p><b>SAFE</b></p> <ul style="list-style-type: none"> <li>Walk in hallway and lunchroom.</li> <li>Leave book bags and coats in classrooms or lockers.</li> <li>Stay in the designated eating area unless given permission to leave.</li> <li>Use the directed route in the cafeteria to go through the line and return to your seat.</li> <li>Keep all items on your tray or in your hands. (Never, ever, ever throw anything in the lunchroom.)</li> <li>Report directly to the lunchroom at the start of the lunch period and directly back to class after lunch.</li> </ul>	<p><i>Students calmly and quietly leaving the lunchroom and reporting back to their classroom.</i></p> <p><b>Not:</b></p> <p><i>-Piles of book bags obstructing the aisles,</i></p> <p><i>-Items being thrown across from one table to another</i></p>

## RESTROOMS...

Expectations:	Sounds like / Looks like; Doesn't look like / Sound like:
<p><b>RESPECTFUL</b></p> <ul style="list-style-type: none"> <li>• Wait patiently for sinks or stalls if none are open.</li> <li>• Speak respectfully to others.</li> <li>• Respect the privacy of others in the restrooms.</li> </ul>	<p><i>Wait off to side when stalls are occupied.</i></p> <p><b>Not:</b></p> <p><b><i>-Looking into stalls.</i></b></p>
<p><b>RESPONSIBLE</b></p> <ul style="list-style-type: none"> <li>• Use restrooms only with permission from staff and have a pass.</li> <li>• Leave no trace (throw paper towels in trash can, pick up any litter, flush toilets after use, leave walls clean and unmarked, dispose of any items appropriately, etc.)</li> <li>• Use restrooms quickly and quietly.</li> <li>• Use restrooms between classes or during scheduled breaks whenever possible.</li> <li>• Use the restroom that has been designated as the grade level restroom or the closest to your current location.</li> <li>• Return to your classroom or other location immediately after using the restroom.</li> </ul>	<p><i>"May I please have a pass to use the restroom?"</i></p> <p><i>"I need to report a broken faucet in the upstairs girls' bathroom."</i></p> <p><b>Not:</b></p> <p><b><i>-Hey Jennie, get a pass out of 3<sup>rd</sup> period and meet me in the restroom way downstairs.</i></b></p> <p><b><i>-I'm going to write Bonnie and Biff, True Love Forever on the bathroom wall.</i></b></p>
<p><b>SAFE</b></p> <ul style="list-style-type: none"> <li>• Report any issues from the restrooms to a teacher or administrator as soon as possible (property damage, inappropriate behavior or bullying, or students who are in the restroom to hide out or waste time.)</li> <li>• Wash and dry hands after using the toilet.</li> </ul>	<p><i>"Ms. Moloney, the urinal in the boy's bathroom is flooding."</i></p>

## MAIN OFFICE AREAS...

Expectations:	Sounds like / Looks like; Doesn't look like / Sound like:
<p><b>RESPECTFUL</b></p> <ul style="list-style-type: none"> <li>• Enter the office area quietly.</li> <li>• Approach person in the area and wait until they acknowledge you or are able to speak to you.</li> <li>• Use an appropriate tone of voice and good manners when talking to staff.</li> <li>• Follow directions of staff.</li> <li>• Use good body basics.</li> <li>• Respect property in school offices and staff work areas.</li> </ul>	<p><i>"May I please speak to Mr. Lehman? Thank you."</i></p> <p><i>Sit in a chair quietly while waiting.</i></p> <p><b>Not:</b></p> <p><b><i>-Shouting, "This school sucks! I need to talk to Mrs. Haverland right now!"</i></b></p> <p><b><i>-Walking into a person's office without permission.</i></b></p>
<p><b>RESPONSIBLE</b></p> <ul style="list-style-type: none"> <li>• Check in with teacher to get a pass for the main office, health office, or guidance area.</li> <li>• Upon leaving get a pass from the person who has met with you.</li> <li>• Go to school offices alone unless there is a valid reason to have another student with you.</li> <li>• Visit school offices only if necessary.</li> <li>• If serving a detention or suspension, report on time and have all materials with you.</li> <li>• If the person is unavailable, leave your name with the receptionist and return to class.</li> </ul>	<p><i>"I need to see my counselor. Will it be okay for me to get a pass to go during home base time?"</i></p> <p><i>"I'd like to leave my name so that Mrs. Schroeder can call me down when she gets back."</i></p> <p><b>Not:</b></p> <p><b><i>-Hey, Jim, come to the counselor's office with me. We can miss Science class.</i></b></p> <p><b><i>I'm mad, so I'm going to march right in to Mrs. Anderson's office and tell her what's bothering me."</i></b></p>
<p><b>SAFE</b></p> <ul style="list-style-type: none"> <li>• Take the route that has been designated by house teachers or if an emergency take the shortest route to go to the location you need to be.</li> <li>• Have a pass and be wearing your ID/lanyard when leaving the classroom.</li> <li>• Keep hands, feet, and objects to yourself.</li> </ul>	<p><i>Walking down the closest stairway and not stopping anywhere else on the way to a school office.</i></p> <p><i>"I am feeling poorly, may I have a pass to see the nurse?"</i></p> <p><b>Not:</b></p> <p><b><i>-Texting: "Yolanda, I'm going to the nurse, meet me at the bathroom in the hall."</i></b></p>

## AUDITORIUM...

<b>Expectations:</b>
<b>RESPECTFUL</b> <ul style="list-style-type: none"><li>• Quietly enter and exit</li><li>• Follow directions given by staff</li><li>• Sit where directed – fill front to back</li><li>• Feet flat on the floor, sit up straight and face forward in the seat</li><li>• Applaud and cheer at appropriate times.</li></ul>
<b>RESPONSIBLE</b> <ul style="list-style-type: none"><li>• Enter Auditorium only when adult supervision is present</li><li>• Keep drink, food and gum out of the auditorium</li></ul>
<b>SAFE</b> <ul style="list-style-type: none"><li>• Walk when entering and exiting</li><li>• Keep feet out of the aisles</li><li>• Wait to be dismissed by staff member</li><li>• Exit from back rows to front rows directed by staff</li></ul>

## LIBRARY...

<b>Expectations:</b>
<b>RESPECTFUL</b> <ul style="list-style-type: none"><li>• Use appropriate voice tone and language</li><li>• Search quietly and independently – use the search terminals first and then ask an adult for assistance if needed</li><li>• Sit on the furniture appropriately in the library reading area</li><li>• Follow directions first time given</li><li>• Follow cell phone use procedure (cell phone use is not allowed in the library)</li></ul>
<b>RESPONSIBLE</b> <ul style="list-style-type: none"><li>• Have a staff signed pass for reason visiting the library</li><li>• Show pass to library staff</li><li>• Students should have their IDs</li><li>• Use search terminals first and if need further assistance ask library staff for help</li><li>• If using computers in the library – students are expected to use the technology expectations</li><li>• If using the library for group work at tables – check in with library staff for directions. Work quietly and stay focused following all of the library expectations.</li><li>• If using the library for reading, sit on the furniture appropriately in the library reading area</li><li>• Return materials to their proper locations if not checking materials out (If unsure where the proper location is, put books in the book return at the front of the library)</li><li>• Find materials, check out (with ID), have staff sign pass, and return to class</li><li>• Push in chairs when leaving tables</li><li>• Give pass to teacher upon returning to class with signature from library staff</li><li>• Return or renew books on time.</li><li>• Books may be returned during passing time (placed in the book return), but books must be checked out during home base or class time with a signed pass from the class room teacher and/or staff.</li></ul>
<b>SAFE</b> <ul style="list-style-type: none"><li>• Keep hands and feet to self</li><li>• Horseplay is not allowed</li></ul>

## TECHNOLOGY...

Expectations:	Sounds like / Looks like:
<p><b>RESPECTFUL</b></p> <ul style="list-style-type: none"> <li>• Use equipment only in the manner you have been instructed.</li> <li>• Ask before printing.</li> <li>• Follow staff instructions.</li> <li>• Raise your hand if you have a question.</li> <li>• Use electronic device only with teacher permission.</li> <li>• Use cell phones only in the cafeteria unless given permission (for academic use, in an emergency, or as a specified incentive)</li> </ul>	<p><i>“Is it okay for me to print this picture?”</i></p> <p><i>“May I please get a lap top to type my report?”</i></p> <p><i>Student put cell phones away upon leaving the cafeteria.</i></p>
<p><b>RESPONSIBLE</b></p> <ul style="list-style-type: none"> <li>• Focus your attention on your assignment.</li> <li>• Keep your personal information to yourself (log in, password.)</li> <li>• Use only approved sites.</li> <li>• Use only devices assigned to you.</li> <li>• Log off and make sure device is put back in proper location.</li> <li>• Report any damage or problems to staff immediately.</li> </ul>	<p><i>“I can’t tell you my password, sign in with your own password.”</i></p> <p><i>“I need to find tablet number 345 because that is the one that is assigned to me.”</i></p> <p><i>“I better log off before I go to lunch.”</i></p> <p><i>“This laptop is missing a key.”</i></p> <p><i>Students are staying on the site related to their report and not switching to games or Facebook.</i></p>
<p><b>SAFE</b></p> <ul style="list-style-type: none"> <li>• Carry device with both hands.</li> <li>• Keep water, food and other fluids away from electronics.</li> <li>• Keep personal information to yourself.</li> <li>• Use devices to take pictures or videos only with teacher and subjects’ permission.</li> <li>• Objects should be passed hand-to- hand (no throwing of items.)</li> <li>• Use only kind and/or appropriate words when talking about others on-line (no cyber-bullying.)</li> </ul>	<p><i>“I’ll leave my water bottle in my book bag when I’m doing this research on the computer.”</i></p> <p><i>“Is it okay if I record my classmate talking about earthquakes for our report?”</i></p> <p><i>“You shouldn’t respond to Billy when you are mad, you might say something you’ll regret.”</i></p> <p><i>Students are carefully taking devices out of the cart and walking to the location where they will use them.</i></p>

## Attendance of Athletic Events... (Jefferson and District Events)

<b>Expectations:</b>
<b>RESPECTFUL</b> <ul style="list-style-type: none"><li>• Cheering for THEIR TEAM and not against our opponents</li><li>• Being respectful towards the officials</li><li>• Being respectful towards the visiting team, their coaches, and their fans</li><li>• Being respectful towards all event and school staff</li></ul>
<b>RESPONSIBLE</b> <ul style="list-style-type: none"><li>• Have a staff signed pass for reason visiting the library</li><li>• We have the same expectations for student behavior during an athletic event as we would during the school day</li><li>• Students should wear (and display) their student ID to all athletic events</li><li>• Students should sit/stand in designated student sections and not be running around the facility</li></ul>
<b>SAFE</b> <ul style="list-style-type: none"><li>• Keep hands and feet to self; horseplay is not allowed</li><li>• Inappropriate and/or disrespectful spectator behavior:<ul style="list-style-type: none"><li>• Students displaying behavior deemed inappropriate and/or unacceptable by staff will be ejected from the event</li><li>• If ejected from an event a parent will be contacted and that student will not be allowed to attend another school or district event for a minimum of 8 calendar days from the date of their ejection (ie. ejected on Friday, August 26...you would not be able to attend any school or district events until Saturday, September 3)</li><li>• Depending on the severity of an incident a longer time away from school and district events could be enforced</li><li>• In all cases the student must meet with school and/or district staff prior to their return as a spectator for any school or district events</li></ul></li></ul>

## SOCIAL SKILLS FOR SUCCESS

### ***HOW TO...***

➤ **GREET / INTRODUCE SELF TO OTHERS:**

1. Look at the person
2. Smile
3. Use a clear and calm voice
4. Make a verbal greeting
  - a. Hello, good morning, good night, etc
  - b. "Hello, my name is..."

➤ **APLOGIZE:**

1. Look at the person
2. Use a calm and clear voice
3. State the reason you are apologizing
4. Make and state your plan for how you are going to handle the situation in the future
5. Ask the person to please accept your apology

➤ **FOLLOW INSTRUCTIONS:**

1. Look at the person
2. Say, "O.K."
3. Do the task immediately

➤ **ACCEPT FEEDBACK / CONSEQUENCES:**

1. Look at the person
2. Say, "O.K."
3. No arguing
4. If you disagree, bring it up a respectful way

➤ **ACCEPTING "NO":**

1. Look at the person
2. Say, "O.K." without arguing, whining, or pouting
3. If you don't understand, calmly ask for a reason
4. If you disagree, bring it up in a respectful way

➤ **DISAGREE APPROPRIATELY**

1. Look at the person
2. Use a calm, pleasant voice tone
3. Make an empathy / concern statement
  - a. I understand how you feel
  - b. I understand this can be frustrating
  - c. I know this is confusing
  - d. Let's see if we can figure this out together
  - e. I can see you really care about this
4. State the disagreement specifically
5. Give your rationale
6. Listen to the other person