



**Thomas Jefferson
Middle School**
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 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 achievement, attitudes, aspirations, and behavior. As partners, we each have a role to play.

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 every 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.
- Respect your school, staff, classmates, family, and yourself.
- Be Responsible and set aside time every day to complete classroom assignments and follow school expectations so you don't impact the rights of others to learn without disruption.
- Make Safe decisions for your physical and emotional health.

Family's Goals:

- ◆ Ensure your child attends school regularly and on time.
- ◆ Support and maintain a positive attitude toward learning.
- ◆ Provide support at home and monitor student assignments, homework, and projects to reinforce high classroom expectations.
- ◆ Read and respond to 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 is one of the top indicators of student achievement. Students, who miss a day of school, miss a day of learning that may never be replaced. Each 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. Typically, students may not enter the building prior to 7:20 a.m. However, exceptions can be made if 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, media outlets will announce 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. To enter the building, first push the call button to alert the main office, state your name, your intentions, and then 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** 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.
- To request an early dismissal, contact the Attendance Office (552-4702), or have the student bring in a signed note from the parent/guardian to the main office. The student will receive an early dismissal pass, which they can then present to their teacher(s). Students should be picked up in the front of the building. If the student returns the same day, they will reenter the building through the front entrance and will need to 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
- **Being on time is important.** Excessive tardiness may result in lunch detentions, after school detentions and/or parent notification.

It is the student's responsibility to make up all missed work.

REPORT CARDS

Mid-Term and official Trimester report cards will be emailed to parents/guardians. Upon request, a paper copy of Trimester report cards can be mailed home. Incomplete grades are converted to an “F” at the end of the second week of the next marking period barring unusual circumstances. Grades are always available to parents/guardians by logging into their Infinite Campus accounts.

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 class throughout the school year.

END OF YEAR AWARDS

Diamond Award	8 th Grade Only - Student has achieved a grade point of 3.60 or higher <u>each</u> trimester <u>ALL THREE YEARS</u> .
Solid Gold Award	Student has achieved a grade point of 3.60 or higher <u>each</u> trimester
American Legion Award	8 th Grade Only-Teachers nominate and select students who best demonstrate the ideals of courage, honor, leadership, patriotism, scholarship and service.
Other Distinguished Awards	Doug Timmerman Awards – 7 th Grade – Voted on by basketball coaches. Optimist Award – By grade level for those students who have shown the largest academic growth as determined by the i-Ready assessments.
Trimester Academic & Participation Recognition	May be scheduled by individual Houses/Grades 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:

- ***Absences not approved by the Health Office may not be excused and could be considered truant.***
- 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 Infinite Campus.
- Information regarding a health issue can be released to school personnel who need to know.
- 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.
- ***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.
- No medications will be kept at school through the summer months. Any medications left will be discarded.

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. IDs 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. IDs which are damaged or lost, can be replaced in the main office for \$3.00. (Lanyards: \$2.00)

Alcohol, Drugs, Vapes and Tobacco...Use and/or possession of alcohol, drugs, vapes 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...These 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 outside. The school is not responsible for any of 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.
- Driver Consequences – warn students, assign seats, notify parents, and send Bus Conduct Report to School/Transportation Dept.
- School Consequences – May include, but not limited to: 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. 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 unless requested by a classroom teacher.
 - 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. Students will also be excluded if they have had more than three office referrals, or an in-school/out-of-school suspension since the date of the previous dance.

Discipline... will follow DCSD Policy #5200 guidelines. Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities, including utilizing district hardware, software, or networks; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate considering the circumstances.

This policy supports the vision and values already established by the school district and uses the following beliefs as the basis of this document.

- Rights carry responsibilities.
- Individuals can learn to demonstrate appropriate school and public behaviors.
- All students should have the right to achieve a quality education.
- The individual person must be valued.
- Positive student behavior is based on a partnership between student, family, school, and community.
- School must be a safe place for all. Students must comply with all school policies, as well as local, state, and federal laws, which enhance personal safety for the student and others.

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 dogs) to assist in the search of lockers, desks, facilities, other school owned spaces and vehicles parked on school premises under the following conditions:

- The school principal can request such assistance based upon reasonable suspicion that cannot be resolved by an individualized search.
- The superintendent authorizes such assistance.
- The search is supervised at all times by school officials.
- The police canine is under control at all times by its police handler.
- 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.

Field Trips...6th, 7th and 8th 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 Counselor, Student Needs Facilitators, or on the district’s web site: www.dbqschools.org
- 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 a counselor who provides individual and group support for students. All students are encouraged to talk with the 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 may go to the library individually if they have their lanyard and I.D. and a pass signed by their teacher. Students are responsible for all items they check out and will be charged to replace damaged or lost items.

Lockers... TJMS 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)...

Students should not wear any form of clothing or apparel, which is indecent, lewd, immodest, vulgar, obscene, disruptive of the orderly operation of the school, or which constitutes a health or safety hazard. Students are not allowed to wear or exhibit clothing, apparel, which depict, advertise, or promote any substance prohibited by these rules (including beer, alcohol, controlled substances, or tobacco products).

- 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.
- Any item that covers a student's face is not permitted.
- 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 further consequences.

Personal Electronic Devices... (Policy #5507) To ensure an optimal educational experience, it is the policy of the Dubuque Community School District that student use of **personal electronic devices is prohibited during Instructional Time** as defined by this policy at all grade levels.

- Definition of Instructional...is defined as the ***entire school day***, from the first school bell until the last school bell. This includes all periods of instruction, lunch, recess, passing periods, and school sponsored field trips.
- Definition of Personal Electronic Device... any device capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data. This includes but is not limited to: • Cell phones and smartphones • Smartwatches and smart glasses • Headphones and audio earpieces • Handheld gaming devices. Students may wear smart or electronic watches but may not use any communication applications or features that are otherwise prohibited on other electronic devices. All notifications must be turned off. *NOTE: This definition excludes laptop computers or tablets issued by the school or District for educational purposes.*
- Student Responsibility for Personal Devices... Students who violate this policy... assume all risk associated with the possession and use of such devices. If a device is collected by school officials due to a policy violation, it will be logged and stored in a secure location designated by appropriate school personnel.

Violation Consequences

- First Violation: The student will surrender the device, which will be returned at the end of the school day.
- Second Violation: The student will surrender the device, which will be returned at the end of the school day. The parent or guardian will be notified.
- Third or Subsequent Violations: School administrators will schedule a meeting with the student and their parent or guardian to develop a plan for preventing and responding to further violations. Until the meeting occurs, the student may be required to turn in their personal electronic device at the start of each school day.

Repeated violations may result in additional disciplinary action in accordance with Board Policy #5200 – Student Conduct

The District is not responsible for the loss, theft, or damage of personal electronic devices—whether it is in the student's possession, in storage, or temporarily being held by the school.

School Issued Technology (Computers)...Students are expected to use school issued technology in a responsible manner by being “Good Digital Citizens.” Students...

- **will** be a good digital citizen when using school computers and network by:
 - Using good manners.
 - Using appropriate language.
 - Never telling anyone my home address or phone number.
 - Never posting my picture on the Internet without permission of my parent(s) and teacher.
 - Not looking at anyone else’s work without permission.
- **will** keep personal information private; this includes name, address, phone number, photographs, and personal information about classmates.
- **will** keep my password private and log out of computers when they are not in use.
- **will** use appropriate language when writing on the computer; this includes assignments, social media, and email.
- **understand** that anyone can read messages I send on the network and that work stored on the computer is not private.
- **will not** be involved in cyberbullying and will report it to a teacher or my parents if I see it.
- **will** use the computer ONLY for schoolwork and learning.
- **will not** install any software or knowingly use disks/drives with viruses on any equipment.
- **will not** try to get around security settings and filters used on computers and the network.
- **will** respect all hardware and software that I use.
- **will** not use anything from the computer or Internet or send anything over the Internet that belongs to someone else without their permission.

The District may monitor student use of the systems, devices, and digital communications used at school. If a student is found to be in violation of school policies, access to their school issued computer and/or internet privileges may be restricted or taken away.

Under no circumstances may students transmit any obscene material that is in violation of federal, state, or local law. For additional guidance, refer to Policy #5501, #5504, and #5505.

Search and/or Seizure...School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation, or law has been violated. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search. See Policy #5201.

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

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

Threats of Violence or Cause Incidents of Violence (Policy #5205)... Discipline is designed to promote behaviors that will enable students to learn and successfully participate in their educational and social environments. The district discipline policy for students who make a threat of violence or commit an act of violence is developed to help students understand their obligations to others in the school setting, ensure the safety of all students, staff and the community. Steps will be taken to correct student behavior if a violation occurs (2023 Iowa Acts, Chapter 96 [House File 604], sec. 7, new section 279.79, subsection 1). A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, and/or who commits an assault, will be subject to escalating levels of discipline. Unusually serious incidents may be escalated to a higher level.

Level	Grades 6 to 8: Escalating Response for Offender
1	• Requires parent or guardian notification. • Requires an IEP meeting to determine if the behavior of concern was caused by or has a direct and substantial relationship to the student's disability. If required, the team will assure the student's Individualized Education Program (IEP) includes a specific plan to address the behavior of concern. • Responses to an incident may include, but are not limited to, the following: ○ Parent or guardian conference that includes the student, when appropriate; ○ When appropriate and with written parent or guardian consent, counseling, and/or mental health counseling subject to available resources of the district; ○ Behavior intervention student agreement coupled with another response(s); ○ Restitution or opportunities to repair relationships coupled with another response(s); ○ Detention; and/or ○ Temporary removal from class.
2	• Requires parent or guardian notification. • Review of response to prior offense, if applicable, to inform increased level of response. • Requires an IEP meeting for any student who does not have a current Individualized Education Program (IEP) that includes a specific plan to address the behavior of concern. • Responses to an incident may include, but are not limited to, the following: ○ Responses listed in Level 1 above; ○ Temporary or permanent removal from extracurricular activities; ○ Temporary or permanent removal from class; ○ In-school suspension; ○ Out-of-school suspension; ○ Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or ○ Placement in an alternative learning environment, including online school, when appropriate.
3	• Requires parent or guardian notification. • Review of response to prior offense, if applicable, to inform increased level of response. • Requires an IEP meeting for any student who does not have a current Individualized Education Program (IEP) that includes a specific plan to address the behavior of concern. • Responses to an incident may include, but are not limited to, the following: ○ Responses listed in Levels 1 & 2 above; and/or ○ Recommendation for expulsion.

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: Student are encouraged to wear athletic shoes with non-marking rubber soles are to be worn. Boots, flip-flops, dress shoes, etc. are not optimal for wellness activities.

EXTRACURRICULAR ELIGIBILITY

Participation in school activities is a privilege, conditioned upon meeting the eligibility criteria established by the school board, administration, and individual activity coaches and sponsors. Students who participate in extracurricular activities serve as ambassadors for Jefferson and the school district throughout the calendar year, whether away from or at school. Students who wish to participate in school extracurricular activities must conduct themselves as good citizens both in and out of school.

7th & 8th grade...students must register for school-sponsored athletics through the Bound platform. The Bound platform is a completely online tool for families to register their child for athletics while providing required documents directly through the site rather than sending paper copies of documents to school. All required forms need to be entered in the Bound platform before a student can participate. **NO EXCEPTIONS**

Inter-school athletics for 7th & 8th grade students include:

- Girls: Cross-Country, Volleyball, Basketball, Cheer/Dance, and Track. Girls are also able to participate in Football and Wrestling.
- Boys: Cross-Country, Football, Wrestling, Basketball, and Track.

6th grade...students do NOT need to have a physical on file to participate in afterschool athletics.

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

All Students also can participate in other extracurricular activities. (ie. Drama, L.E.A.P., etc.)

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

A. Athletics

Marking periods will be checked for eligibility every 20 calendar days.

1. Students with one (1) failing grade will be on probation for competitions/performances until the next marking period.

- If acceptable progress is achieved, the student will no longer be on probation and will be considered in good standing.
- If acceptable progress is not achieved, the student will become ineligible for competitions/performances until acceptable progress is achieved.
- Acceptable progress is determined by administrator/activities director.

2. Students with two (2) or more failing grades will be ineligible for competitions/performances until acceptable progress is achieved.

- All failing grades must meet acceptable progress in order to return to competitions/performances.

B. Fine Arts

Marking periods will be checked for eligibility every 20 calendar days.

1. Musical - 30 calendar days prior to the first performance students with 2 or more failing grades may be ineligible for one or all performances.
2. Extra- Curricular Musical Activities - Students with 1 failing grade will be on probation for competitions/performances until the next marking period.
 - If acceptable progress is achieved, the student will no longer be on probation and will be considered in good standing.
 - If acceptable progress is not achieved, the student will become ineligible for competitions/performances until acceptable progress is achieved.
 - Acceptable progress is determined by administrator/activities director.

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 based on scholarship if the student is making progress, as determined by the school.

Attendance... 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 follow the DCSD Student Conduct Policy #5200 and Participation Code for Activities Policy #5305.

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

1. Administrator and student conference. Parent/Guardian phone call.
2. Suspension from a number of scheduled contests/performances. (refer to the tables below)
3. Written notice to parent/guardian and coach/sponsor.

The complete #5200 and #5305 policies can be found on the district's website.

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

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

<u>Activity</u>	<u>First Offense</u>	<u>Second Offense</u>
Band, Orchestra, Choir	One Extra- Curricular Event	Next 2 Extra- Curricular Events
Drama	One Performance	Two Performances

- Suspensions from a second offense are in addition to suspensions from a first offense.

Positive Behavior Intervention Supports

RESPECTFUL / RESPONSIBLE / REGULATED

ARRIVAL & DISMISSAL...

Expectations:	Sounds like / Looks like; Doesn't look like / Sound like:
RESPECTFUL - Upon arrival to school, wait outside in the front of school until a staff member opens the doors at entry time. 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. - Show respect to supervising adults, neighbors, and other students (including not swearing, not arguing, not threatening or bullying.) - While waiting for the first bell to ring, keep hands, feet, and objects to self and respect the personal space of others. - Allow students and staff to move through the areas where you are waiting by avoiding blocking passage. - Use caring and respectful language.	<i>Students standing in small groups talking and laughing with space for people to walk in between them.</i> <i>Students saying "good morning" to a neighbor as they walk by...</i> Not: -Swinging of book bags in a crowded area, -Swearing -Name calling
RESPONSIBLE - 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. - Use of cell phones is NOT permitted after the first bell. When the first bell rings, turn off all electronic devices and put them away in your bookbag. - If eating breakfast, report to the cafeteria between 7:20 and 7:35 and follow the expectations there. - Leave no trace on school grounds (litter, gum, personal items)	<i>No litter left after students have cleared the hallway or left the school grounds,</i> <i>Cell phones turned off and put away as the tardy bell rings</i> Not: -Students walking around the building in the morning, -Students hanging around without supervision after school
REGULATED - When walking to school, stay on the sidewalks and cross streets safely. - Upon arrival, stay in designated areas until directed to move to class. - Wait in designated area for the first bell to ring, keeping hands, feet, and objects to self and respecting the personal space of others. - 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. - Ask for assistance if you have a question, need help with a ride or bus information, or need help.	<i>Student saying, "I missed my bus, can you help me?"</i>

HALLWAYS & STAIRS...

Expectations:	Sounds like / Looks like; Doesn't look like / Sound like:
RESPECTFUL - Stay to the right if there are others in the hallway or on the stairs. - Keep hands, feet, and objects to self. - Use respectful, caring language (no swearing, teasing, or bullying.) - Move quietly in the hallways. - If using scented products, use only small amounts.	<i>"Okay, I'll do it right away."</i> <i>Students are keeping bookbags near to their body. Students are walking with arms at their side.</i> Not: <i>- "Hey get out of the way you fatso."</i> <i>- Shouting, "Hey Bill, look at this!"</i>
RESPONSIBLE - Follow directions of any staff member without arguing. - Follow dress code (no revealing pants or shirts, or any clothing with profanity or drug/alcohol messages.) - Carry a pass when in halls during class times. - Leave any displays, posters, or walls as you find them.	<i>"Here's my pass."</i> <i>Students are walking down the hallway without touching pictures and posters hanging on the walls.</i> Not: <i>- "Hey, I don't have to listen to you, you're not my teacher!"</i> <i>- "I don't have a pass, I'm just checking in with my counselor."</i>
REGULATED - Walk up and down each step and walk safely in the hallway. - 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).	<i>Students are walking up and down the stairwell stepping on each step.</i> Not: <i>- "I'm just going to stop in at the library on my way to the nurse."</i>

Homebase Time...

Expectations:	Sounds like / Looks like; Doesn't look like / Sound like:
RESPECTFUL - Students will eat and drink only in the cafeteria. - Follow staff directions. - Accept feedback or correction without arguing, whining, or lying. - Obtain permission to work with others. - Respect property; yours and others. - Clean up after yourself. - Be a good classmate and use only kind and appropriate words and tone of voice with others.	Say okay and do it right away. <i>"Is it okay if Billy and I work on our project together?"</i> Pick up any materials or trash you have left around. Not: <i>-Bringing a bag of chips from lunch,</i> <i>-Playing a game secretly on your phone.</i> <i>-“Hey Biff, you are a nerd.”</i>
RESPONSIBLE - Have materials and something to do in success time. (It is good to have a reading book/magazine, etc...with you at all times) - If you need to leave success time, obtain a pass from a staff member.	Going to Thinking Reading on time every time it's scheduled. <i>"I'm going to finish my Math homework during homebase."</i> <i>"May I have a pass to see Mr. Jones. I need help with my Science."</i> Not: <i>-“Does anyone know where Sue is, she supposed to be in Band, but she's not there.”</i> <i>-“Scott, you have been sitting there doing nothing and I know you have unfinished work to do.”</i>
REGULATED - Keep hands, feet, and objects to self. - Refrain from making unkind comments about classmates. - Make sure the teacher knows where you are at all times.	<i>"I am going to talk to my counselor. I'll get a pass from my teacher."</i> Not: <i>-“I had an argument with Aaron. I'm going to hide his notebook in success time. He's a jerk.”</i>

CAFETERIA...

Expectations:	Sounds like / Looks like; Doesn't look like / Sound like:
RESPECTFUL - Walk as you enter and exit the cafeteria, keeping hands, feet, and objects to yourselves. - Find a place to sit (or sit where directed) and welcome any other students who decide to sit at your table. - Speak about appropriate topics, be kind to other students, and use good manners throughout lunch. - Leave no trace. - Use "inside" voices. - Wait in line patiently without "cutting" or disturbing others. - Follow directions of all staff and cafeteria workers.	<i>Student saying, "Did anyone see the game last night?"</i> <i>Students calmly walking in and going to a table to sit down.</i> Not: <i>-Hearing the words, "No one is allowed to sit here except my friends."</i> <i>-Someone shouting, "Hey Bob, do you want my apple?" across the lunchroom.</i> <i>-Seeing a student in tears because some kids have been bullying them</i>
RESPONSIBLE - Remain in your seat until you are excused to get your food. Return to the seat where you were sitting after getting your food. - Students with ID cards will be dismissed first. - Keep food on trays, refrain from touching anyone else's food. - Get all food on first trip through line. - When finished, dispose of trash and uneaten items appropriately and stack trays and utensils neatly. - Report any concerns or problems to the lunch supervisor. - Stay in seat until dismissed. - Cell phones are NOT allowed to be used in the cafeteria.	<i>"I'll pick up that wrapper."</i> <i>"Our homeroom is eating in the small cafeteria."</i> <i>"Mr. Lehman, there is a boy teasing a girl at my table and she is starting to cry."</i> <i>Students are throwing away uneaten food and stacking trays.</i> Not: <i>-Students wandering around talking to friends at other tables.</i> <i>-Trash on the floor and tables after the students have left the lunchroom.</i>
REGULATED - Walk in hallway and lunchroom. - Leave book bags and coats in classrooms. - Stay in the designated eating area unless given permission to leave. - Use the directed route in the cafeteria to go through the line and return to your seat. - Keep all items on your tray or in your hands. (Never, ever, ever throw anything in the lunchroom.) - Report directly to the lunchroom at the start of the lunch period and directly back to class after lunch.	<i>Students calmly and quietly leaving the lunchroom and reporting back to their classroom.</i> Not: <i>-Piles of book bags obstructing the aisles,</i> <i>-Items being thrown across from one table to another</i>

RESTROOMS...

Expectations:	Sounds like / Looks like; Doesn't look like / Sound like:
RESPECTFUL - Wait patiently for sinks or stalls if none are open. - Speak respectfully to others. - Respect the privacy of others in the restrooms.	<i>Wait off to side when stalls are occupied.</i> Not: -Looking into stalls.
RESPONSIBLE - Use restrooms only with permission from staff and have a pass. - 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.) - Use restrooms quickly and quietly. - Use restrooms between classes or during scheduled breaks whenever possible. - Use the restroom that has been designated as the grade level restroom or the closest to your current location. - Return to your classroom or other location immediately after using the restroom.	<i>"May I please have a pass to use the restroom?"</i> <i>"I need to report a broken faucet in the upstairs girls' bathroom."</i> Not: -Hey Jennie, get a pass out of 3rd period and meet me in the restroom way downstairs. -I'm going to write Bonnie and Biff, True Love Forever on the bathroom wall.
REGULATED - 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.) - Wash and dry hands after using the toilet.	<i>"Ms. Moloney, the urinal in the boy's bathroom is flooding."</i>

MAIN OFFICE AREAS...

Expectations:	Sounds like / Looks like; Doesn't look like / Sound like:
RESPECTFUL - Enter the office area quietly. - Approach person in the area and wait until they acknowledge you or are able to speak to you. - Use an appropriate tone of voice and good manners when talking to staff. - Follow directions of staff. - Use good body basics. - Respect property in school offices and staff work areas.	<i>"May I please speak to Mr. Lehman? Thank you."</i> <i>Sit in a chair quietly while waiting.</i> Not: -Shouting, "This school sucks! I need to talk to Mrs. Haverland right now!" -Walking into a person's office without permission.
RESPONSIBLE - Check in with teacher to get a pass for the main office, health office, or guidance area. - Upon leaving get a pass from the person who has met with you. - Go to school offices alone unless there is a valid reason to have another student with you. - Visit school offices only if necessary. - If serving a detention or suspension, report on time and have all materials with you. - If the person is unavailable, leave your name with the receptionist and return to class.	<i>"I need to see my counselor. Will it be okay for me to get a pass to go during home base time?"</i> <i>"I'd like to leave my name so that Mrs. Schroeder can call me down when she gets back."</i> Not: -Hey, Jim, come to the counselor's office with me. We can miss Science class. I'm mad, so I'm going to march right in to Mrs. Anderson's office and tell her what's bothering me."
REGULATED - 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. - Have a pass and be wearing your ID/lanyard when leaving the classroom. - Keep hands, feet, and objects to yourself.	<i>Walking down the closest stairway and not stopping anywhere else on the way to a school office.</i> <i>"I am feeling poorly, may I have a pass to see the nurse?"</i> Not: -Texting: "Yolanda, I'm going to the nurse, meet me at the bathroom in the hall."

AUDITORIUM...

Expectations:
RESPECTFUL • Quietly enter and exit • Follow directions given by staff • Sit where directed – fill front to back • Feet flat on the floor, sit up straight and face forward in the seat • Applaud and cheer at appropriate times.
RESPONSIBLE • Enter Auditorium only when adult supervision is present • Keep drink, food and gum out of the auditorium
REGULATED • Walk when entering and exiting • Keep feet out of the aisles • Wait to be dismissed by staff member • Exit from back rows to front rows directed by staff

LIBRARY...

Expectations:
RESPECTFUL • Use appropriate voice tone and language • Search quietly and independently – use the search terminals first and then ask an adult for assistance if needed • Sit on the furniture appropriately in the library reading area • Follow directions first time given • Follow cell phone use procedure (cell phone use is not allowed in the library)
RESPONSIBLE • Have a staff signed pass for reason visiting the library • Show pass to library staff • Students should have their IDs • Use search terminals first and if need further assistance ask library staff for help • If using computers in the library – students are expected to use the technology expectations • 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. • If using the library for reading, sit on the furniture appropriately in the library reading area • 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) • Find materials, check out (with ID), have staff sign pass, and return to class • Push in chairs when leaving tables • Give pass to teacher upon returning to class with signature from library staff • Return or renew books on time. • 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.
REGULATED • Keep hands and feet to self • Horseplay is not allowed

TECHNOLOGY...

Expectations:	Sounds like / Looks like:
RESPECTFUL • Use equipment only in the manner you have been instructed. • Ask before printing. • Follow staff instructions. • Raise your hand if you have a question. • Use electronic device only with teacher permission. • Cell phones are turned out and put in your bookbag.	<i>"Is it okay for me to print this picture?"</i> <i>"May I please get a laptop to type my report?"</i> <i>Student put cell phones away after the first morning bell.</i>
RESPONSIBLE • Focus your attention on your assignment. • Keep your personal information to yourself (log in, password.) • Use only approved sites. • Use only devices assigned to you. • Log off and make sure device is put back in proper location. • Report any damage or problems to staff immediately.	<i>"I can't tell you my password, sign in with your own password."</i> <i>"I need to find tablet number 345 because that is the one that is assigned to me."</i> <i>"I better log off before I go to lunch."</i> <i>"This laptop is missing a key."</i> <i>Students are staying on the site related to their report and not switching to games or Facebook.</i>
REGULATED • Carry device with both hands. • Keep water, food and other fluids away from electronics. • Keep personal information to yourself. • Use devices to take pictures or videos only with teacher and subjects' permission. • Objects should be passed hand-to-hand (no throwing of items.) • Use only kind and/or appropriate words when talking about others on-line (no cyber-bullying.)	<i>"I'll leave my water bottle in my book bag when I'm doing this research on the computer."</i> <i>"Is it okay if I record my classmate talking about earthquakes for our report?"</i> <i>"You shouldn't respond to Billy when you are mad, you might say something you'll regret."</i> <i>Students are carefully taking devices out of the cart and walking to the location where they will use them.</i>

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

Expectations:
RESPECTFUL • Cheering for their team and NOT against our opponents • Being respectful towards the officials • Being respectful towards the visiting team, their coaches, and their fans • Being respectful towards all event and school staff
RESPONSIBLE • Have a staff signed pass for reason visiting the library • We have the same expectations for student behavior during an athletic event as we would during the school day • Students should wear (and display) their student ID to all athletic events • Students should sit/stand in designated student sections and not be running around the facility
REGULATED • Keep hands and feet to self; horseplay is not allowed • Inappropriate and/or disrespectful spectator behavior: • Students displaying behavior deemed inappropriate and/or unacceptable by staff will be ejected from the event • 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) • Depending on the severity of an incident a longer time away from school and district events could be enforced • 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

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