



Jacobsen Middle School

Home of the Mighty Bulldogs

2018-2019



CONTACT INFORMATION:

ATTENDANCE & ABSENCE REPORTING (661) 822-2157.....jmsattendance@teh.k12.ca.us
 JMS MAIN OFFICE—HOURS 7:00 AM—4:00 PM (661) 822-2150
 STUDENT SERVICES OFFICE (*Counseling, Records, Career Center*)..... (661) 822-2258
 JMS FAX NUMBER (661) 822-2156
 JMS WEBSITE www.teh.k12.ca.us/Domain/10
 TEHACHAPI UNIFIED SCHOOL DISTRICT OFFICE (661) 822-2100

JMS PRINCIPAL'S WELCOME

My name is Sharon Heitman, and I welcome you to the new 2018-2019 school year at Jacobsen Middle School. I believe that a positive school climate is key to the academic, behavioral, and social-emotional success of our students. This can be accomplished through teamwork among families, staff, students, and community members. Please join me in promoting positivity in your child's educational experience while at our school. I welcome any suggestions or feedback as we embark on the journey together. I invite you to come in if you have any questions, concerns, or compliments. You may also email or call me and I will get back to you as soon as possible. Thanks for your involvement in your child's education. GO BULLDOGS!!

Email: shheitman@teh.k12.ca.us Phone: (661)822-2150

INCLEMENT WEATHER INFORMATION — PLEASE DO NOT CALL THE SCHOOL!

During inclement weather, it is important for parents and students to be aware of the procedures for informing the public of snow days, 2-hour delays, bus delays and early dismissals. In the event of inclement weather, please listen to the radio or television stations listed below or check the websites listed below for up-to-date information. **Please do not call the school!**

RADIO

KTPI — 103 FM KERN — 1410 AM
 KLYD — 1350 AM KUZZ — 55 AM
 KQXR — 94 FM KKXX — 96.5 FM

TELEVISION

Channel 17
 Channel 23
 Channel 29

WEBSITES

<http://www.teh.k12.ca.us>
<http://alertline.kern.org>

PLEASE DO NOT CALL the radio stations, the Bear Valley front gate, the bus garage, or TUSD school sites. This ties up the lines and makes it impossible to communicate when needed.

SCHOOL STARTING TIME DELAYS

The TUSD Superintendent may call a two-hour delay in the starting time for all schools. Therefore school starting times will be affected proportionately. The TUSD district office notifies parents via Blackboard Connect if a 2 hour delay or inclement weather day is called before school starts.

BUS DELAYS

On occasion, when extreme caution necessitates, all buses in specified area may be delayed.

J. M. S. – Parent Procedures for Mid-day School Closure

Revised August 2, 2016

If, at any time and for any reason, school is closed after it has begun, please note the procedures for picking up your student from Jacobsen Middle School.

If you have any questions or concerns, please email Mrs. Heitman at: shheitman@teh.k12.ca.us

- Any person coming to check a student out MUST have proper ID and be named on the emergency cards / contact forms.
- PLEASE do not contact your child via cell phone or text. Students will not be allowed to use their cell phones. We are trying to prevent an overload to the system.
- Park in the blacktop area between the gym and the pool, using the entrance on S. Snyder St.
- Parking in the front of the school is extremely limited.
- If you have your ID, know for certain that you are on the emergency card, and know where your child's homeroom is, you may go directly to the room.
- If you don't know his/her homeroom, or don't have your ID, or aren't on the emergency card, you will need to go to the office.
- Once you have shown your ID and been verified as a person eligible to pick the student up, you will need to sign the check out sheet provided by the teacher.

Parents, please expect a wait when you come to pick your child up. We have over 1000 students and the safety of those students and our campus is our primary concern. If you have any questions or concerns, please email JMS Principal Sharon Heitman at: shheitman@teh.k12.ca.us

Phone lines may be down or busy. Please do not depend upon the phone during inclement weather.

Thank you for your cooperation.

STUDENT FEES – OPTIONAL

At the beginning of the school year, when students pick up their schedules, parents often write several checks to cover the costs of an ASB Card, P. E. uniform, (see page 9) or donations for classes. These costs may be paid for individually or as a package. *(If any required fees create a financial hardship please contact the principal.)*

6th Grade - (ASB Card—optional)

ASB Card—\$15.00

8th Grade - (ASB Card - P.E. Uniform optional)

ASB Card - \$15.00

P.E. Uniform-Shorts \$12.00/ Shirts \$8.00

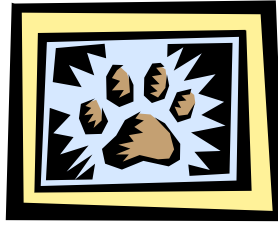
7th Grade - (ASB Card) - (P.E. Uniform optional)

P.E. Uniform-Shorts \$12.00/ Shirts \$8.00

ASB Card - \$15.00

Note: Additional expenses may be incurred throughout the school year for incentive trips, field trips, JMS activities, dances and other activities. Yearbooks sales will begin after Winter Break.

Bulldogs Rock the House!



ADVANCED / HONORS CLASSES

Criteria for students entering middle school Advanced/Honors classes in grades 6,7,8

- Pass placement test in Math to enter Advanced Math, must have Advanced 7th grade Math to enter Algebra 1.
- Consistent report card grades of “A/B” in Language Arts, Math, and Science for prior year to enter all Honors/Advanced classes
- Teacher recommendation.

Criteria for removal from Advanced /Honors Classes Due to Performance

- Students who receive a grade of “C” in an Advanced/Honors class on any quarter report card will be placed on probation. If the student fails to bring the “C” grade up to an “A” or “B” at the end of the next grading period, the student’s placement will be changed.
- Students who earn a grade of “D” or lower on a report in any advanced/honors class will have their placement changed for the next quarter.

ATTENDANCE/TARDIES

If a student is absent, a parent can email, jmsattendance@teh.k12.ca.us, or call the Absence Recording Hotline, 822-2157. Parent must notify the Attendance and Absence Message Center within 3 school days. All absences not cleared within three days become truanancies. **NO EXCEPTIONS.** Attendance and tardies will affect student eligibility for incentives. Loss of merits will occur for every three tardies. Satisfactory school progress is dependent upon regular attendance. Students who are habitually absent or have excess tardies will be referred to the District’s Student Attendance Review Board Team (SART). Students are given two days for each day of excused absence to make up any missed work. Students coming to school tardy must be accompanied to the office with an adult to sign them in to excuse the tardy. Attendance is compulsory at all classes unless a student is participating in a school-authorized activity. A note, email, or phone call to the school explaining any absence will be required for re-admittance on the day of return. Please include the student’s name, date, reason for absence and parent’s or guardian’s signature on every note.

AWARDS

Students can earn awards at the end of each semester for the following:

- Honor Roll - 3.00 GPA to 3.29 GPA
- Vice-Principal’s Honor Roll - 3.30 GPA to 3.79 GPA
- Principal’s Honor Roll—3.80 GPA & above

Students can earn the following award at the end of the year:

- Perfect Attendance - In attendance every day more than half a day. No exceptions. *End of year award ONLY.*

BACKPACK CHECKS

Any time a school administrator has reasonable suspicion that inappropriate or illegal items may be inside a student's backpack or other personal items, said administrator has the right, for the safety of that student and all students and staff, to search the student's backpack or other personal items. There are always two or more staff members present during every such search. The student is never asked to remove any clothing other than shoes and socks or jacket. (BP5145.12)

BIKES / SKATEBOARDS / SCOOTERS

Students that ride their bike to school, need to walk their bike on the school grounds, and park the bike in the bike racks located on the west side of campus. Upon arrival at school, all bikes must be locked in the racks. The school is not responsible for lost or stolen bikes or scooters. Note: State law requires all minors to wear a bicycle helmet. Skateboards and Scooters are to be locked in the racks provided in the east end of the south hallway.

BULLYING / HARASSMENT / HATE VIOLENCE

Harassment or harassing conduct of any kind is *NOT ALLOWED*. Harassment is defined as threatening, intimidating, or demeaning conduct based on actual or perceived race, color, national origin, nationality, ethnicity, sex, gender (including gender nonconformity), sexual orientation (including homosexuality, heterosexuality, or bisexuality), religion, or disability. Harassing conduct may take many forms, including, but not limited to, verbal acts and name-calling; graphic and written statements which may include use of cell phones, or the Internet; or other conduct that may be physically threatening, harmful, or intimidating. Harassing conduct does not have to intend to harm, be directed at a specific target, or involve repeated incidents. Harassing conduct may create a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities or opportunities offered by a school. Any form of harassment toward personnel or students may call for disciplinary action, which may include suspension or expulsion. Any student who feels they are a victim of harassment should notify a teacher, counselor, administrator, or other school employee immediately.

JMS Principal, Sharon Heitman
711 Anita Drive, Tehachapi, CA 93561
(661) 822-2150

TUSD Superintendent, Paul Kaminski
300 S. Robinson St., Tehachapi, CA 93561
(661) 822-2100
pkaminski@teh.k.12.ca.us

If the harassment continues after notification to the school or District's officials, any individual may contact:

U.S. Department of Education
Office of Civil Rights
50 Beale Street, Suite 7200
San Francisco, CA 94105
(415) 486-5555
ocr.sanfrancisco@ed.gov

U.S. Department of Justice
Civil Rights Division, Educational Opportunities Section
950 Pennsylvania Ave., NW, Patrick Henry Bldg., Ste. 4300
Washington, DC 20530
(202) 514-4092/(877) 292-3804 (toll free)
education@usdoj.gov

CHECK OUT POLICY

Parents must come to the front office to check their child out *before* the child will be called to the front office. We want our students to have the maximum minutes possible in class to learn. If your child has an appointment and you must check them out early, please arrive at school with plenty of time to wait for your child to reach the front office. **A phone call ahead of time does not serve as a request to prepare the child for your arrival.** Please have a picture ID ready to present to the office staff as it is required before you check out your student.

CITIZENSHIP GRADE / MERIT SYSTEM (New this year)

All students begin the school year with 100 merits. Merits are added or deducted throughout the semester. Students lose merits for various infractions. For example, failure to attend an assigned Detention/Restorative Workshop during lunch, multiple tardies, or behavior violations. Students may earn merits by voluntarily attending a Detention/Restorative Workshop during lunch, community service, and/or merit contracts. At the beginning of the second semester all students' merits will be reset to 100.

A = 90-100 merits B = 80-89 merits C = 70-79 merits D = 60-69 merits

In order to participate in extracurricular activities, to include, but not limited to, dances, incentive field trips, participation in sports, students must be merit eligible. Students are merit eligible if they have 70 or more merits. Merit eligibility lists are generated weekly to inform students of their merit status. For the 2018-2019 school year, the citizenship grade will replace the Homeroom pass/fail grade. The citizenship grade will not be included in the GPA calculation.

CLOSED CAMPUS

Jacobsen Middle School is a **closed campus**. Once a student arrives on the grounds he/she is never permitted to leave campus unless parental permission has been granted and the student is appropriately signed out through the front office. For your child's safety, anyone checking out your student must be on the emergency card. We will **NOT** be able to take permission over the phone. We ask that you take your time and seriously consider who needs to be on your child's emergency card before you send it in. **NO EXCEPTIONS WILL BE MADE.**

COMMUNICATION WITH THE SCHOOL

Student success relies upon open communication between the home and the school. Please email teachers or call the school with a message if you have information that will help the staff keep your student safe and increase their learning. Each teacher has an email address that begins with the first letter of their first name, the last name, and @teh.k12.ca.us. (example: Jane Doe jdoe@teh.k12.ca.us)

COUNSELOR

The main goal of our counselor is to support each student academically in order to promote to and graduate from high school. The counselor will also advise and help with social and personal issues. Students may obtain an appointment to see the counselor by signing up in the counseling office. The counselor will call students in at the earliest possible time. Students with emergency situations will be seen immediately. Parents are encouraged to communicate with the counselor. The Counseling Office phone number is 822-2258 and the JMS Counselor is Ms. Erin Dyer.

Students are encouraged to see any adult employee if they feel immediately threatened, bullied, harassed, violated, or unsafe.

DANCES / PARTICIPATION IN SCHOOL-SPONSORED ACTIVITIES

Dances are scheduled by the ASB for eligible 6th, 7th, and 8th grade students. All students must be merit eligible (must have 70 or more merits). Dances are for JMS students only. To attend dances and participate in school sponsored activities students must attend school the day of the event and be in school for more than half the day. Students who have overdue classroom or library books or owe money to the office will also not be able to attend.

DRESS CODE

Jacobsen Middle School recognizes the following reasons for a dress code in an educational setting:

1. **To maintain a positive learning and teaching climate with freedom from unnecessary distractions, and to promote respect for self and others.**

EXAMPLES of **prohibited dress** include:

- Transparent and revealing clothing.
- Tank tops whose straps are less than 2" wide, spaghetti straps, or strapless.
- Bare midriffs, backless tops cut below the shoulder blades, or strapless tops.
- Low cut tops exposing cleavage.
- Excessively large pants or shorts/sagging or bagging.
- Exposed underwear or underwear worn as an outer garment.
- Pajamas and/or slippers.
- Sunglasses worn inside the school buildings or classrooms.
- Hemlines or shorts that are shorter than mid-thigh when standing
- Any garments with holes above the knee. No skin may be showing.

2. **To create an environment free from fear, intimidation, harassment and violence.**

EXAMPLES of **prohibited dress** include:

- Gang attire, prison attire, or tattoos with gang identification.
- Belt buckles with inappropriate graphics.
- All chains and chain-type accessories, including wallet chains.
- Bullet casings on clothing.

3. **To foster health and safety.**

EXAMPLES of **prohibited dress** includes:

- Slippers and flip-flops. Heel straps are required on all sandals. (Footwear is required at all times.)
- Clothing and accessories that advertise or promote substances which are generally recognized as illegal for minors or hazardous to health such as alcohol, tobacco or drugs.
- Clothing with sexual or implied sexual messages.

4. **To prepare students for the workplace.**

The administration shall be the final judge of whether or not apparel is appropriate, disruptive, distracting, or in violation of health/safety rules. With each violation, the student may be required to change inappropriate clothing.

Loaner clothes may be provided. Parents may be called to bring appropriate clothing or the student may be sent home. Each policy infraction may result in a warning or a loss of merits. Continued breaking of the JMS dress code policy may result in Alternative to Suspension (ATS).

ELIGIBILITY

The primary objective of the school is to provide an appropriate education to all students. If a student chooses to engage in behavior that warrants disciplinary action, consequences will result depending upon the severity of the incident. Possible consequences include loss of merits, detention/restorative workshop, ATS, or suspension.

- To be eligible for sports a student must have a 2.0 GPA on the most recent quarterly report card and be merit eligible.
(Administration and the athletic director retain the right to remove or suspend a student from an athletic team due to poor behavior at school or school related activities.)

- To be eligible for the quarterly incentive trips, students must be merit eligible and no F grades.

(Students who have overdue classroom or library books or owe money to the office will also not be able to attend.)

HOMEWORK

All homework is due the day assigned by the teacher. If a student is absent from school due to illness, the student will have up to 2 days from the date of the assignment to make up the work and turn it into the teacher.

It is crucial that all students turn in their homework on a daily basis, in every class, every day. Homework is practice for the lessons that were taught during the day and for upcoming testing. If the student does not practice at home, there is little chance the student will succeed in school.

Please discuss the importance of doing homework and turning it in with your child. Check with your child daily, asking them if they have homework and ask to see it if you have concerns.

Every day and in almost every class (English Language Arts and Math, in particular) your child will have homework to complete at home. Please use the AERIES parent portal, email your child's teachers, call the school, or stop by to verify your child's homework progress if you have any concerns.

Thank you for your support and understanding. Please contact us if you have any questions.

JAY WALKING

To help ensure student safety, we ask that students who cross any street coming or leaving school use crosswalks. Parents should not call on their students to jay walk for convenience sake.

JC Jacobsen Award Criteria

The JC Jacobsen Award will be presented to the 8th grade male and female student with the highest GPA at the promotion ceremony. The first determining factor is highest GPA in their gender. In case of a tie, the following are then considered:

Net total of A+'s (#A+'s less # of A-'s)

Enrollment in advanced or honors classes

Rigor of elective, Example: Spanish is more rigorous than yearbook.

Participation in school-related extra-curriculum clubs and/or activities such as Robotics or sport teams.

The final determination will be made after 4th quarter grades have been assigned by administrators and counselors.

JMS ANTI-BULLYING RULES

Rule 1: We will NOT bully anyone

Rule 2: We will help students who are bullied

Rule 3: We will include all students who are left out

Rule 4: If we know someone is being bullied, we will tell an adult at school AND an adult at home.

LIBRARY/TEXTBOOKS

The JMS Library is open at break and during lunch for students' leisure reading, research and homework. Students will use their ID cards to check out books. Access to the Internet is only permitted when a student is able to present their student ID card and with their Internet permission form filled out in Aeries. The Internet will be accessed only for research and school projects in the library. Students are financially responsible for lost and/or damaged books, which generally range in price from \$5.00 to \$80.00. Each student is given a set of textbooks to keep at home and will be provided textbooks in each class at school. Computers are available for word processing and a copy machine is available for student use (10 cents per copy).

LOST AND FOUND

Anyone finding books, clothes or other articles is requested to return them to the office. Articles in the *Lost and Found* box will be given to charity quarterly. Any items remaining at the end of the school year will also be given to charity. This includes any items that have not been claimed by the last day of school.

LUNCH POLICY

Jacobsen Middle School is a closed campus. This means a student cannot leave campus for lunch. Free or reduced lunch forms are available from the office. For an online application, you may go online at: www.paypams.com/onlineapp. Lunches delivered to the school will not be delivered to the student. The student is responsible to come to the office for any delivered items.

MEDICATION AT SCHOOL

If a student needs to take medication at school, please contact the District Nurse at 822-2150. *For daily dispensing of medicine, parents will need to complete a district form requiring physician's signature.* In most cases medicine does not need to be brought to school. If it does, all medicine must be stored in the office until the appointed time to take each dose.

If there are questions regarding this policy, please contact the District Nurse at 822-2150. No student is ever allowed to carry any type of medication on their person or in their backpack or other possessions without written permission by the TUSD Nurse and JMS site administration. This includes, but is not limited to: aspirin, inhalers, cough drops, allergy medications, etc.

Confidential Medical Services Without Parental Consent (E.C. section 46010.0)

According to the law, school authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parents.

OBJECTS NOT ALLOWED AT SCHOOL

Portable gaming devices, MP3 players, iPods, rollerblades, Heely skate shoes (with wheels attached), laser pointers, permanent markers, aerosol sprays or cans, and other items not necessary to the educational process are not allowed in classrooms or on the campus. These electronic items will remain in the office until parents have retrieved them. Drugs, alcohol, weapons, "look alike" weapons, Hookah pens, electronic cigarettes, dice, poppers, firecrackers, lighters, matches, smoke or stink bombs are not allowed at Jacobsen Middle School. Possession of these items may result in a school suspension or district expulsion. Teachers have the right to confiscate any item that distracts from learning in their classroom.

Aerosol sprays such as Axe or Body spray or spray deodorants are no longer allowed at JMS for safety and health reasons for our students and staff members. Due to the fact that the state prohibits the sale of caffeinated drinks on a school campus because of lack of nutritional value (SB-1566, SB-12, and SB-965), these types of drinks are not allowed on our campus. Energy drinks e.g., Monster, AMP, Rockstar, Red Bull, Jolt, etc., have proven to be harmful to our youth and many now have versions containing alcohol that look like the non-alcoholic versions. For safety reasons we ask that students bring only approved drinks in plastic bottles on campus.

OLWEUS BULLYING PREVENTION PROGRAM

JMS is home to the Olweus Bullying Prevention Program (OBPP). Students receive instruction for dealing with bullying situations regularly in their homeroom classes, in part through Class Meetings that Matter. Bullying means repeated and purposefully saying or doing mean or hurtful things to another person who has a hard time defending himself or herself. Bullying involves aggressive behavior, a pattern of behavior repeated over time, and an imbalance of power or strength (actual or perceived). Bullying includes cyberbullying. The use of electronic devices and social networking sites to perpetrate threats or acts of harassment of any nature is strongly discouraged and when appropriate may result in suspension or possible expulsion.

PARENT-TEACHER ORGANIZATION

The Parent-Teacher Organization (PTO) is a non-profit organization composed of volunteer JMS students and staff members who wish to provide support for student activities and programs. Meetings are held the first Thursday of every month during the 7/8th grade lunch and all parents of JMS students are encouraged to get involved. Please contact PTO through the JMS website, school office, or find us on Facebook (Jms Pto).

PHYSICAL EDUCATION

All 7th and 8th grade students at Jacobsen Middle School need a uniform for physical education. This uniform can be purchased at JMS and consists of gray shirt (\$8) and blue shorts (\$12). Students are allowed to wear their own uniform as long as the shirt is gray and the shorts are blue. It is recommended that students wishing to wear alternatives to the uniform speak with their P.E. teacher first so that their uniform complies with the P.E. dress code. Lockers will be assigned by the teacher. Students will be issued a school lock. If it is lost, a replacement will be provided for (\$6).

Any student who needs a private place to change their clothes will be given an alternate place to change by their P.E. teacher.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

We use a school wide approach to teaching appropriate school behavior. During Homeroom, students will learn the following “BDOGS” area expectations under our umbrella rules: Just be Responsible, Must show Respect, and Safety first. The following classroom expectations will also be taught:

Believing that I can control myself.	I will... <ul style="list-style-type: none"> • Use appropriate tone and volume of voice. • Keep my hands, feet and objects to myself. • Use appropriate language and good manners. • Listen to others when they speak. • Follow adult instructions during emergency drills. • Respect everyone’s personal space. • Follow all regulations to ensure the safety of myself and others.
Determined to prevail.	I will... <ul style="list-style-type: none"> • Be to class on time. • Have all my materials and be ready for class. • Do work that reaches the high expectations of myself, my family, my class and the school community. • Ask for help when needed. • Dress according to the handbook guidelines. • Cooperate with adults to resolve conflicts.
Outstanding In keeping my environment clean.	I will... <ul style="list-style-type: none"> • Respect school property. • Use trash cans. • Remind others to use trash cans. • Use recycling bins appropriately.
Growing to be more responsible	I will... <ul style="list-style-type: none"> • Complete my own work. • Own up to my own actions-right or wrong. • Make an adult aware of anything that could be a threat to the safety of someone in my class or the school community. • Follow teacher guidelines with substitutes. • Ask Permission before using other’s property. • Use good manners. • Model good citizenship; be good and helpful to others.
Successful	24/7

POSITIVE BEHAVIORAL INTERVENTIONS and SUPPORTS (PBIS)

	Library	Computer Lab	Before School	Dismissal
Just Be Responsible	<ol style="list-style-type: none"> 1. Keep food and drink outside. 2. Ask for help. 3. Use trash cans. 	<ol style="list-style-type: none"> 1. Treat the equipment with care. 2. Food and drinks stay out. 3. Stay on task to finish work. 4. Use appropriate language. 	<ol style="list-style-type: none"> 1. Arrive on time. 2. Be prepared for class with all materials. 3. Turn off and put away all electronics. 	<ol style="list-style-type: none"> 1. Wait for teacher to dismiss you. 2. Keep hands and feet to yourself. 3. Leave areas clean.
Must Show Respect	<ol style="list-style-type: none"> 1. Be quiet. 2. Be gentle with books. 3. Obey directions. 	<ol style="list-style-type: none"> 1. Follow directions. 2. Inside voice. 3. Respect other's space. 	<ol style="list-style-type: none"> 1. Respect staff & others' property. 2. Use appropriate language and volume. 3. Keep hands and feet to self. 	<ol style="list-style-type: none"> 1. Respect property. 2. Listen to and obey adults. 3. Use appropriate language. 4. Leave campus promptly.
Safety First	<ol style="list-style-type: none"> 1. Keep hands and feet to self. 2. Push chairs in. 3. Walk 	<ol style="list-style-type: none"> 1. Use only appropriate sites. 2. Keep hands and feet to self. 3. Sit in chair with all four legs on the floor. 	<ol style="list-style-type: none"> 1. Use crosswalks safely. 2. Walk bikes, scooters and skateboards to racks and lock up. 	<ol style="list-style-type: none"> 1. Watch for vehicles. 2. Walk bikes and scooters. 3. Use crosswalks and sidewalks.

	Locker Rooms	Hallways	Blacktop	Cafeteria	Snack Bar
Just Be Responsible	<ol style="list-style-type: none"> 1. Be prompt and know where to go. 2. Lock up your items. 3. Dress out appropriately. 	<ol style="list-style-type: none"> 1. Use restroom at beginning of passing. 2. Go directly to where you are supposed to go. 3. Leave food outside. 	<ol style="list-style-type: none"> 1. Listen for and respond to the bell. 2. Stay in approved area. 3. Remind each other and clean up. 	<ol style="list-style-type: none"> 1. Keep yourself in your own space. 2. Accept your place in line. 3. Use quiet voice. 	<ol style="list-style-type: none"> 1. Stay within designated eating areas. 2. Pick up after yourself. 3. Head to class promptly after first bell.
Must Show Respect	<ol style="list-style-type: none"> 1. Personal space - hands to yourself. 2. Phones in locked in locker. 3. Use kind words. 	<ol style="list-style-type: none"> 1. Politely greet and acknowledge others. 2. Hold doors open. 3. Use inside voices. 	<ol style="list-style-type: none"> 1. Use appropriate language and volume. 2. Include others. 3. Engage in respectful 	<ol style="list-style-type: none"> 1. Say "please" and "thank you". 2. Use good table manners. 3. Eat what you put on your tray or brought from home. 	<ol style="list-style-type: none"> 1. Respect each other's person, food and property. 2. Use proper language. 3. Show courtesy to staff and peers.
Safety First	<ol style="list-style-type: none"> 1. Walk. 2. Use only approved hygiene items. 3. Take care of spills immediately. 	<ol style="list-style-type: none"> 1. Walk with a purpose. 2. Hands and feet to self. 	<ol style="list-style-type: none"> 1. Take drama to the office. 2. Play fairly. 3. Play in designated areas. 	<ol style="list-style-type: none"> 1. Place trash and recyclables in appropriate trash can. 2. Double-check your area & report spills. 3. Exit quietly. 	<ol style="list-style-type: none"> 1. Single file lines at each window. 2. Keep hands and feet to self.

PROGRESSIVE DISCIPLINE

Students are responsible for their own behavior and know the school and classroom expectations. In order to facilitate and promote a proper educational environment JMS utilizes a “progressive” approach to discipline designed to change inappropriate behavior. If positive interventions are not enough and if a student chooses to misbehave, they will face logical consequences. The consequence will be dependent on the severity of the behavior.

Minor Behaviors (Staff managed): Examples of possible consequences: Verbal Warning, Private Conference with Student, call to parent, or assignment to Detention/Restorative Workshop

Wearing sunglasses in class or in school halls.

Violation of dress code (see handbook)

Disruption of Class: (talking, out of seat, writing notes, pencil fights, etc.)

Consumption of gum, food, or drinks (other than water) in unauthorized areas

Use of inappropriate items: toys, water pistols, electronic devices (Ipods, handheld games, etc.) Items remain in office until end of the day.

Use of cell phones at any time during the day (unless permission is given by an adult and call is made in their presence)

Littering or writing on desks or other school property

Use of profanity

Horseplay on campus

Major Behaviors (Office Managed Referral): Examples of possible consequences: Loss of Merits, Lunch Detention/Restorative Workshop, or ATS (Alternative to Suspension)

Copying another student’s work, plagiarism

Cutting class

Leaving campus without permission

Disrespect to school staff/misbehavior or lack of cooperation for a substitute

Inappropriate Behavior i.e. stealing, lying, cheating, etc.

Throwing food, rocks, snowballs, or other objects that could cause injury

Excessive use of profanity or inappropriate language

Horseplay/Fighting

Use of laser pointers on campus

Defiance of School Staff

Excessive disruption of class

ED Code Violations-not all inclusive (Office Managed Referral) : Examples of possible consequences: Loss of Merits, ATS, Suspension, Referral to Expulsion, Referral to Law Enforcement

Defiance of School Staff

Smoking or possession of any tobacco product

Cyber bullying

Harassment

Fighting

Damage to school or private property

Furnishing, possessing, using, or selling any controlled substance

Arson

PROMOTION POLICY

Any qualifying student not being retained in 8th grade will be allowed to participate in the JMS 8th grade promotion celebration. The promotion celebration will consist of a short evening event.

Students may wear any clothing that is consistent with the JMS Dress Code. Heels for girls are discouraged as students will be walking in dirt and on damp grass. The use of graduation gowns is reserved for graduating seniors from the high school. The following day, students who qualify can participate in the promotion trip to Magic Mountain.

Promotion Activity Participation Qualifications

- Promotion Celebration:
- * Any student not retained in 8th grade
 - * No at-home suspensions in the last quarter of school
 - * No more than 10 failed classes total for the 2017-2018 school year or 3 or more failed core classes in the 4th quarter
 - * Students must be merit eligible.
 - * Students who cannot behave during practice or the actual ceremony will disqualify themselves and be asked to leave.

- After Promotion Dance:
- * Student must have participated in the promotion celebration
 - * No at-home suspensions earned in the second semester
 - * Have no days in Alternative to Suspension (ATS) in the last quarter
 - * Students must be merit eligible.

- Magic Mountain:
- * No at-home suspensions earned in the second semester
 - * Have no days in ATS in the last quarter
 - * Have a 2.0 GPA cumulative for their 8th grade year
 - * Students must be merit eligible.

REASONS FOR SUSPENSION / EXPULSION

Students may lose merits, be placed in ATS, suspended at home, or recommended for expulsion by the administration for the following reasons (Ed. Code 48900) if it is determined that the student violation is committed during any of the following; including but not limited to: (1) While on school grounds (2) While going to or coming from school (3) During the lunch period whether on or off the campus (4) During or while going to or coming from a school sponsored activity.

- Caused, attempted to cause or threatened to cause physical injury to another person. (E.C. Section 48900 (a)(1))
- Willfully used force or violence upon the person of another, person of another, except self defense. (E. C. Section 48900(a)(2))
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or designee (E.C. Section 48900(b))

- Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of controlled substance, as defined in the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind. (E.C. Section 48900(c))
- Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in the health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant. (E.C. Section 48900 (d))
- Committed or attempted to commit robbery or extortion. (E.C. Section 48900(e))
- Caused or attempted to cause damage to school property or private property. (E.C. Section 48900(f))
- Stole or attempted to steal school property or private property. (E.C. Section 48900(g))
- Possessed or used tobacco or any products containing tobacco or nicotine products. (E.C. Section 48900(h))
- Committed an obscene act or engaged in habitual profanity or vulgarity. (E.C. Section 48900 (i))
- Had unlawful possession of or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined Section 11014.5 of the Health and Safety Code. (E.C. Section 48900 (j))
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties. (E.C. Section 48900(k))
- Knowingly received stolen school property or private property. (E.C. Section 48900 (l))
- Possessed an imitation firearm. (E.C. Section 48900 (m))
- Committed or attempted to commit a sexual assault or a sexual battery as defined by the Penal Code. (E. C. Section 48900(n))
- Engaged in or attempted to engage in hazing. (E.C. Section 48900(q))
- Aide or abet to cause or attempted to cause physical injury to another person. (E.C. Section 48900(t))
- Sexual Harassment. (E.C. Section 48900.2)
- Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act. (E.C. Section 48900(r))
- Harassed, threatened, or intimidated a pupil who is a complaining witness or witnesses in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or retaliating against that pupil for being a witness, or both. (E.C. Section 48900(o))
- Pupil has made terroristic threats against school officials or school property or both. (E.C. Section 48900.7)
- Has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils. (E.C. Section 48900.4)

REGULATIONS REGARDING SCHOOL PROPERTY

When damage to property occurs, all possible means will be made to identify the student(s) responsible and to deal with the situation accordingly. The identified student(s) will be responsible for paying the damage. If textbooks given to students by the school are damaged or lost, the student must replace them or cover their cost. When damage is done by a group of students, and it is impossible to identify the individuals responsible, the cost will be shared by the entire group.

REPORT CARDS/PROGRESS REPORTS

Report cards are sent home with the students at the end of each quarter. These grades are part of each student's permanent record. Progress reports are sent home with the students after the fourth week of each quarter and are an indication of student performance in the classroom. Students should pay close attention to progress reports and work toward achieving their goals. Parents should access the AERIES parent portal for daily monitoring of their students' progress, homework, grades, and assignments. Parents with questions about their students progress should directly contact the teacher first.

STUDENT BEHAVIOR EXPECTATIONS

At all times, students should conduct themselves in a manner which respects the rights of other students and staff.

These include:

- * *The right to a safe, non-threatening environment.*
 - * *The right to have a clean school.*
 - * *The right to courtesy at all times.*
 - * *The right to hear only acceptable language.*
 - * *The right to protection of private property.*
- ◆ Students in the halls during classes must possess a pass authorizing him/her to be out of class.
 - ◆ Smoking is not permitted in the building, on school grounds, within view of the school, or at any school-sponsored activity by anyone.
 - ◆ Gum is not permitted on campus at any time, including before and after school or at any event on campus.
 - ◆ Gambling in any form is illegal and is not permitted on campus. Students may be suspended for this offense.
 - ◆ JMS observes a zero tolerance for drugs, alcohol and weapons.
 - ◆ Students may remain after school for supervised activities only. Otherwise students are expected to leave campus immediately after school.
 - ◆ Students are not permitted in the following areas:
 - * *staff parking lots*
 - * *unsupervised classrooms*
 - * *all storage areas*
 - * *locker rooms when unsupervised*
 - * *staff lounge*
 - * *private properties neighboring the school grounds*
 - ◆ It is inappropriate for students to romantically touch, hold hands or kiss other students at school or at any school sponsored activity.
 - ◆ Students are expected to **keep hands, feet and other objects to themselves at all times**. There will be no horseplay, wrestling, pretend fighting, or scuffling.
 - ◆ Students claiming another student's work as their own will be subject to suspension.
 - ◆ NO sales of any drink, food, or any other item without specific written permission from Jacobsen Middle School administration.

SCHEDULE CHANGES

Any schedule changes must be pre-approved by the site principal and/or counselor. Changes may take up to a week to implement.

STUDENT IDENTIFICATION CARDS/ASB CARDS

Student ID Cards are issued to every student free of charge. If lost, replacement cards are \$5.00. ID cards will be used in the library to check out books. ID cards need to be brought to school every day. With the purchase of an ASB sticker, students are entitled to discounts for ASB-sponsored activities at Jacobsen Middle School and Tehachapi High School athletic events.

STUDENT INJURIES/ILLNESS

It is the responsibility of the student to inform a school employee if, at any time, they do not feel well or have injured themselves during a school activity. When a student is injured and the injury is witnessed by a school employee, immediate action will be taken to determine the extent of the injury, notify the parent, if appropriate—call 911, notify the school nurse, provide immediate and appropriate care of the student until further actions are necessary. At no time should any student feel they should not or are intimidated to report an illness or injury to a school staff member. If there is a possible concussion, the school/district nurse will issue a concussion protocol.

TELEPHONES / STUDENT CELL PHONES

Phones in the office are for student use only when minor catastrophes or emergencies are encountered. Cell phones are permitted at school for emergencies only. Cell phones must be turned off and stored out of sight during school hours, including before school, break, lunch, and passing periods but they may be used in the office after asking office staff for permission. Students violating this policy will have their phones confiscated until the end of the day and the student will receive the appropriate and progressive consequences. Repeated offenses may result in more severe and progressive consequences.

As noted in CA Education Code, “students are allowed to bring their personal cell phone to school.” At no time (including any time while on campus, during break or lunch, in restrooms, etc.) should any student have their cell phone out unless permission is given by a school employee and the student makes the call in the presence of said employee.

Cell phones have been inappropriately used for many prohibited things at JMS that include, but are not limited to: taking photos in the boy’s or girl’s gym while students are changing clothes, making threats to other students, making fun of other students, calling or texting parents without express permission and not in a defined emergency. Any or all of these actions are subject to suspension, possible expulsion, and notification to police. Some of them fall under categories such as sexual harassment or bullying. Others are specifically illegal. During state testing, students must have their cell phones off and in their backpack.

Should any student be seen with their cell phone in hand, the cell phone will be confiscated and remain in the front office until the end of the school day. The student may claim their phone as they leave school.

Each policy infraction may result in a warning, loss of merits, lunch detention/restorative workshop, ATS, or at-home suspension. Cell phones may be searched if there is reasonable suspicion that the law, Board policy, administrative regulation, or other rules have been violated. (BP 5145.12)

TRANSPORTATION INFORMATION/REGULATIONS

Please call TUSD Transportation at 822-2115 with any questions regarding fees.

According to Education Code 1085. “Pupils transported in a school bus shall be under the authority of the driver of the bus. Continued disorderly conduct, or persistent refusal to submit to the authority of the driver shall be sufficient reason for the pupil to be denied transportation”. Busses can only be used from home to school transportation. Riding another bus is prohibited unless prior approval is made for emergency reason. Student bus riders misbehaving will be subject to progressive discipline.

TRIPS

Students traveling as part of a group that is school sponsored must ride school-provided transportation to the event. Students may return by other means only if their PARENT/GUARDIAN takes custody from the person in charge of the trip. The principal/administration must approve exceptions prior to the trip. **No exceptions will be made by phone or at the last minute.**

VISITORS

Our school policy is to welcome adult visitors who have legitimate business at school. Guests and visitors must register in the Main Office and wait there for further instructions. Parents are always welcome. Visitors are expected to leave promptly when their business is completed. Visitors are not allowed to walk the halls or campus without direct permission.

Appointments are necessary for teacher conferences.

ALL VISITORS MUST WEAR A VISITORS PASS AT ALL TIMES WHILE ON CAMPUS.

WEB SITE INSTRUCTIONS

To access the JMS teacher web site type in the following address in your browser: www.teh.k12.ca.us/Domain/10. Welcome to Jacobsen Middle School Web Site will open, on the menu bar below the school’s name click on about us and scroll down to staff directory. Teachers and Staff Web page will open. If the teacher’s name is underlined you may click on their name to check for assignments or click on their email address to send an email.

Any and all policies are subject to change at the discretion of the JMS principal