

Jefferson Middle School

Mr. Raúl M. Gastón Jr. – Principal

Mr. Sergio Gonzalez – Assistant Principal

Mrs. Kathy Gerber - Counselor

DAILY

1	8:30 – 9:12
2	9:15 – 9:57
3	10:00 – 10:42
4	10:45 – 11:28
5	11:31 – 12:14
6	12:17 – 1:00
7	1:03 – 1:45
8	1:48 – 2:30
9	2:33 – 3:15

SEL/PBIS WEDNESDAYS

SEL, PBIS 2 nd Step	8:30 – 8:57
1	9:00 – 9:39
2	9:42 – 10:21
3	10:24 – 11:03
4	11:06 – 11:45
5	11:48 – 12:27
6	12:30 – 1:09
7	1:12 – 1:51
8	1:54 – 2:33
9	2:36 – 3:15

EARLY DISMISSAL

1	8:30 – 8:46
2	8:49 – 9:05
3	9:08 – 9:24
7	9:27 – 9:43
8	9:46 – 10:02
9	10:05 – 10:21
4	10:24 – 10:54
5	10:57 – 11:27
6	11:30 - 12:00

MORNING ASSEMBLY

Assembly	8:30 – 9:24
1	9:27 – 10:00
2	10:03 – 10:36
3	10:39 – 11:12
4	11:15-11:57
5	12:00 – 12:42
6	12:45 – 1:27
7	1:30 – 2:03
8	2:06 – 2:39
9	2:42 – 3:15

AFTERNOON ASSEMBLY

1	8:30 – 9:03
2	9:06 – 9:39
3	9:42 – 10:15
7	10:18 – 10:51
4	10:54 – 11:36
5	11:39 – 12:21
6	12:24 – 1:06
8	1:09 – 1:42
9	1:45 – 2:18
Assembly	2:21 – 3:15

MORNING TESTING

Testing	8:30 - 10:00
1	10:03 -10:33
2	10:36 - 11:06
3	11:09 - 11:39
4	11:42 - 12:18
5	12:21 - 12:57
6	1:00 - 1:36
7	1:39 - 2:09
8	2:12 - 2:42
9	2:45 - 3:15

Student Name:

Grade:

Be Respectful

_____ (Positive Recognition _____)

_____ (Positive Recognition _____)

_____ (Positive Recognition _____)

Be Safe

_____ (Positive Recognition _____)

_____ (Positive Recognition _____)

_____ (Positive Recognition _____)

Be Responsible

_____ (Positive Recognition _____)

_____ (Positive Recognition _____)

_____ (Positive Recognition _____)

Student Name:

Grade:

Be Respectful

_____ (Positive Recognition _____)

_____ (Positive Recognition _____)

_____ (Positive Recognition _____)

Be Safe

_____ (Positive Recognition _____)

_____ (Positive Recognition _____)

_____ (Positive Recognition _____)

Be Responsible

_____ (Positive Recognition _____)

_____ (Positive Recognition _____)

_____ (Positive Recognition _____)

Student Name:

Grade:

Be Respectful

_____ (Positive Recognition _____)

_____ (Positive Recognition _____)

_____ (Positive Recognition _____)

Be Safe

_____ (Positive Recognition _____)

_____ (Positive Recognition _____)

_____ (Positive Recognition _____)

Be Responsible

_____ (Positive Recognition _____)

_____ (Positive Recognition _____)

_____ (Positive Recognition _____)

Student Name:

Grade:

Be Respectful

_____ (Positive Recognition _____)

_____ (Positive Recognition _____)

_____ (Positive Recognition _____)

Be Safe

_____ (Positive Recognition _____)

_____ (Positive Recognition _____)

_____ (Positive Recognition _____)

Be Responsible

_____ (Positive Recognition _____)

_____ (Positive Recognition _____)

_____ (Positive Recognition _____)

Hallway/Bathroom Passes

Quarter 1	Date	Teacher Signature	Time Out	Time In
1				
2				
3				
4				
5				
6				
7				
8				

Quarter 2	Date	Teacher Signature	Time Out	Time In
1				
2				
3				
4				
5				
6				
7				
8				

Quarter 3	Date	Teacher Signature	Time Out	Time In
1				
2				
3				
4				
5				
6				
7				
8				

Quarter 4	Date	Teacher Signature	Time Out	Time In
1				
2				
3				
4				
5				
6				
7				
8				

WELCOME

Welcome to Jefferson Middle School! The policies and procedures included in this planner will be helpful to all Jefferson students. To avoid problems, students and parents should familiarize themselves with the content of this planner at the beginning of the school year. This handbook is not intended to create a contractual relationship with students; rather it is intended to describe the school, its current practices, procedures, rules, and regulations. The administration, faculty and staff hopes that every student's time here at Jefferson will be both happy and rewarding.

ATTENDANCE (ABSENCES / TARDIES / TRUANCY / MAKE-UP WORK)

District 45's educational program is built on the premise that regular attendance and punctuality are vital to a student's success in school. Seeing that a student maintains regular attendance and punctuality requires a cooperative effort by the student, parent(s) or guardian(s) and school personnel. (*Board Policy 7:70*)

It is the responsibility of the parents to call the school before 9:00 a.m. each day of a student's absence. **The attendance line voicemail box is (630) 516-7841.** If a call is not received, school personnel will attempt to call a parent/guardian at home or work. Student absenteeism should be kept to the minimum; however, the School Board recognizes that some absences are unavoidable and classified "excused absences".

Following are valid causes for a student's absence, as specified in Section 26-2a of the Illinois School Code:

- illness
- observation of a religious holiday
- death in the immediate family
- family emergency
- other situations approved by the school principal

Assignments can be requested by calling the main office before 10:00 a.m. for pick-up at the end of the day in the main office. Parents are welcome to come to Jefferson to get books from a locker during a student's excused absence. Teachers allow the same number of days to make up work as the number of days a student is absent with valid excuse. Following any absence, it is the student's responsibility to inquire about missed assignments and to complete them.

Participation in Extracurricular Activities & Events: A student must be in attendance for the entire school day in order to participate in a Jefferson extracurricular activity or event. Students with extenuating circumstances may be allowed to participate with proper documentation of valid cause with administrator approval.

EXCESSIVE ABSENCE

Absenteeism is considered excessive when the absences amount to 5% of the school year (nine days out of a 180 day school year) or the absences significantly interferes with a student's learning, as reflected in academic performance or social development. Excessive absenteeism includes excessive tardiness. Students who have been absent for more than 5% (nine days) will be required to submit written verification of the student's absence due to illness from a licensed physician. If no medical verification is provided, the absence becomes unexcused and considered a truancy, which may be referred to the DuPage Regional Office of Education for follow-up.

TARDINESS

Tardiness to school is considered excused only in emergency situations. Students who are tardy to school must first report to the main office. Excessive tardiness to school will also be considered as truancy. Students with excessive tardiness to class or school may be considered for further attendance interventions.

TRUANCY

Students will be considered truant who are absent without valid cause for a school day or portion thereof, as defined in Section 26-2a of the Illinois School Code. Families will receive written notification from the school if their child's absences are considered truant. A referral may be made to the DuPage County Regional Office of Education for continued absences.

The following resources and support services are available to students with attendance concerns:

- conferences with school personnel
- group or individual attendance interventions

- counseling services
- schedule or program change
- special education assessment and placement
- referral to community agencies for appropriate services

Chronic truants will be referred to the DuPage Educational Service Region in accordance with current procedures established by the DuPage County Truant Office.

VACATIONS

Vacations are considered **unexcused** absences. District 45 discourages parents or guardians from taking vacations during periods when school is in session. Written assignments covering such vacation periods will be provided only if such can be provided without substantial additional time by the classroom teacher, as determined by the classroom teacher in consultation with the building principal.

BACKPACKS / BAGS

Backpacks, purses, and string bags are to be stored in lockers. They are to be used to carry school supplies and personal items to and from school.

BICYCLES

Bicycles may be ridden to school. Students need to lock their bikes with their own lock in the bicycle racks on the north side of the building near the flagpole. Jefferson is not responsible for stolen or damaged bicycles.

CAFETERIA

Students may bring a lunch from home or purchase a lunch in the school cafeteria. A complete hot lunch is available. Fast food lunches are discouraged and soda is not allowed during school hours. Students may also buy items individually. There is faculty supervision for each breakfast and lunch period, and dismissal from the cafeteria is done by the supervisors only.

The following general rules apply to all breakfast and lunch periods:

1. Act in an orderly manner while in the cafeteria.
2. Stay in your seat. Ask a supervisor for permission to leave your seat.
3. Return all trays and utensils. Deposit litter in the trash and recycling containers.
4. Leave the tables and floor in clean condition.
5. Do not take any food from the cafeteria.
6. Borrowing and lending money is not permitted.

CELL PHONES & ELECTRONIC DEVICES

Only students who have written parent permission forms are permitted to bring a cell phone to school. During school hours, cell phones are to be turned off. Students are permitted to use cell phones during athletic events and school dances. Students are not permitted to use cell phones or other electronic devices during after-school club meetings, or tutoring sessions. Improper use of cell phones during these extracurricular events will result in the phone being confiscated and a parent/guardian must come to pick it up from the main office. Cell phones that are heard by a staff member during school hours, or are being used by a student during school hours, will be confiscated and must be reclaimed in the main office by a parent/guardian. Repeat infractions will cause the student to lose the privilege to bring a cell phone to school for the remainder of the year and the student will be issued a disciplinary consequence. The phones in the office are available during the school day for emergency calls. Students must also keep all other personal electronic and/or digital devices locked in their lockers.

CLASSROOM PROCEDURES

Students should be seated in their assigned seats when the bell rings at the beginning of each class period. Each student is expected to bring the proper materials to class daily. These materials include: 1) textbook 2) notebook paper 3) pen & pencil 4) assigned work 5) a fully charged Chromebook

COURTESY IN THE HALLS AND CLASSROOMS

Students are expected to move quickly and respectfully through the hallways during the passing periods, keep to the right when walking in the hallways, and avoid blocking other students' access by standing in groups. Students should demonstrate good citizenship by maintaining clean hallways by picking up papers from the floor, recycling paper, and

discarding trash in the containers provided. Students are dismissed at 3:15 PM and are expected to be out of the building or in a designated area under the supervision of a teacher for their after-school activity by the 3:25 PM bell. Any student moving around the building during class must have a hall pass. All hall passes must be obtained from a member of the staff.

DRESS AND GROOMING

Proper student dress and grooming is the responsibility of the student and his/her parents. However, a student's dress and grooming must be in the best interest of the school with respect to the health, welfare, and safety of the individual and the student body, and must not disrupt the orderly process of education in the school at any time. Students are to dress appropriately to learn.

A student whose appearance is inappropriate or disrupts the educational environment will be sent to the office to remedy the situation by (1) making adjustments to the clothes (2) changing into PE clothes or (3) calling home to have appropriate clothing brought to school to change into. The dress code is outlined below.

1. Students will maintain a clean and neat appearance.
2. Tops must cover the torso. No low cut or see-through tops. (No exposed cleavage.)
3. All tops must have sleeves. (No spaghetti straps, halter-tops, sleeveless shirts, etc.)
4. Pants are to be appropriately sized and worn at waist level. Students that repeatedly wear their pants below waist level will be required to wear a belt/zip tie. No skin or undergarments should show.
5. Skirts/shorts are to be no shorter than mid-thigh (halfway between top of leg and knee).
6. The midriff is covered even with arms raised or when sitting. ("North must pass South.")
7. No caps, hats, bandanas, headbands, or hoods on with the exception of religious headwear
8. Outerwear (jackets, coats) is to be secured in lockers and not worn to class.
9. No chains (wallet chains, chains for leashes/collars, chains attached to clothes)
10. No clothing that displays a message or symbol referring to tobacco, alcohol, drugs, obscenities, vulgarities or inappropriate sexual connotation.

EMERGENCY CLOSING OF SCHOOL INFORMATION

The Superintendent is authorized to close schools due to hazardous weather or other emergencies that threaten the safety of students, staff members, or school property. School closings due to weather and other emergencies are posted on the main page of the District website. A call will also be made using our automated calling service, Alert Solutions.

The following radio and television stations will be notified of any emergency closing of school in District 45.

- TV: WMAQ FOX 32
- AM: WGN WBBM
- FM: B96 US99
- Emergency Closing Center: <http://www.emergencyclosingcenter.com>
- District 45 Website: <http://www.d45.org>
- District Social Media
- School Messenger

EMERGENCY DRILLS

Fire drills and other emergency actions are practiced regularly throughout the school year. A fire exit chart and emergency procedures are posted in every room. Students should be familiar with the fire exit from every classroom to which they are assigned. These drills are designed to save lives. Students that are outside classrooms (in the hallways or bathrooms) are to move quickly to the nearest supervised classroom.

EMERGENCY INFORMATION

Parents are responsible for providing an up-to-date emergency contact information in PowerSchool. It is very important that any changes be reported to the main office as soon as possible.

ENTRANCE AND DISMISSAL

Students are not to arrive at Jefferson before 7:30 AM unless participating in a before-school activity. Outside supervision begins at 7:30 AM. The supervisors will admit the students into the building at 8:20 AM. Seventh and eighth grade

students will enter Jefferson through the front Door #3 on the north side of the building. Sixth grade students will enter through the doors on the north side, at the west end of the building (7A & 7B). At that time, students may go to their lockers and must report to their first period class before the 8:30 AM bell rings. Students arriving for assistance from teachers or arriving for breakfast may enter the building at the main office from 8:00 – 8:20 AM at Door #2.

All students planning to stay in the building past 3:25 PM may do so only if they are meeting with a teacher, participating in a supervised extracurricular activity, attending an athletic contest, or receiving academic support in Quiet Zone. All other students are responsible for immediately exiting the building and the school premises. Students designated to walk home must do so promptly after school or at the conclusion of their organized activity. Those waiting for a ride from a parent are expected to be picked up within 15 minutes of their dismissal from school or from the end of their extracurricular activity. Supervision will not be provided outside of the building after 3:30 PM.

GUIDANCE COUNSELOR AND SOCIAL WORKER

The Guidance Counselor and Social Worker are available to students for personal and school problems. If students wish to talk to the Guidance Counselor or Social Worker, they should obtain a pass from a teacher and fill out the request form outside his/her office.

HEALTH OFFICE

The health office is located in the main office and is available for special student health concerns between the hours of 8:30 a.m. and 3:15 p.m. Monday through Friday.

EXCUSAL FROM PE

All health-related notes from parents and doctors, including requests to be excused from physical education, are to be brought to the health office at the beginning of the day. A doctor's note is mandatory for any student who needs to be excused from physical education for more than three consecutive days.

ILLNESS OR INJURY AT SCHOOL

If a student is injured or becomes ill at school, the student should report to his/her teacher and ask for a pass to the health office. In an emergency situation, students may go directly to the health office.

Any telephone calls home regarding illness or injury must be made by school personnel. Students are not to leave school unless permission is granted by school personnel. All students being dismissed early or being sent home due to illness must be signed out by their parent/guardian in the main office.

Please note: Students with a fever of 99.6 degrees or higher will be sent home. Students must be fever free for 24 hours before they are able to return to school. If a student vomits at school, he/she may not return to school for 24 hours.

MEDICATION

Students needing medication while at school must have a completed **School Medication Authorization** form on file and comply with the rules in accordance with Board of Education Policy 7:270. The permission form is valid only for the school year in which it is written and accepted. The possession of over-the-counter medication (ex. cough drops, Advil, etc.) or prescription medication by students during school hours is prohibited unless authorized by the school nurse, based upon the written request of parent or guardian and written authorization by the prescribing physician. Special authorization must be given for students to self-carry and administer an inhaler for the treatment of asthma and must be signed by both the parent and the doctor.

To avoid the carrying of medications to school by students, parents are urged to deliver the required medication directly to the health office.

HOMELESS INFORMATION

If you have questions or concerns regarding homelessness, please contact the school principal. The District 45 Homeless Coordinator is the Assistant Superintendent of Human Resources, Ms. Nancy Munoz. She can be reached at 630 516-7700.

HOMEROOMS

All students are assigned a homeroom. During homeroom, students engage in activities that focus on current social emotional issues, instruction in positive behavioral expectations, silent sustained reading, etc.

HOMEWORK

The purpose of homework is for students to review previously mastered skills, to practice and/or apply newly taught skills, to check for understanding, to develop age-appropriate study habits, to prepare students for new content, and to extend and enrich the curriculum. Homework is any task assigned by teachers to be completed by students either inside or outside the classroom.

Students' Responsibilities

- Get the assignment and ask for help if the assignment is not clear.
- Bring your planner to class and copy all assignments, carefully record due dates, etc.
- Set a time and quiet place, each day, to do homework.
- Check work, and if possible, explain it to an adult.
- Maintain the highest quality of work on assignments.
- Take home all necessary resources, such as packets, textbooks, notes, study guides, and supplies.
- Bring the completed homework to school when it is due, and turn it in to the appropriate teacher.
- Be responsible for getting assignments when absent from school.
- Be responsible for taking care of, and returning, any borrowed resource materials.

Parents' Responsibilities

- Check your child's folder/planner nightly for homework completion.
- Make sure all assignments and materials are returned to school by the due date.
- Promote a positive attitude toward homework as part of the learning process.
- Understand and reinforce expectations for the quality of student work.
- Provide a quiet area and tools needed to help your child organize and complete homework.
- Be available to provide supervision and support, but do not do the assignment.
- Understand the amount of assistance appropriate for homework assignments.
- Communicate often with your child and his/her teacher, giving feedback to the teacher when there is a concern.

Time Range

The time dedicated to homework will range from 30 to 90 minutes per night. The range of time is expected to fluctuate. The number of minutes should not be at the low end each night, nor should they be consistently at the high end. Students that are taking accelerated courses may require additional minutes to complete homework.

IDENTIFICATION CARD

Each student is issued a student ID card at the beginning of the school year at no cost. Lanyards are provided for 6th grade students or new students. Students are expected to maintain their IDs in good condition free of marking, drawings, stickers, or any other form of defacing it. The ID is used to access a variety of services provided by the district. These services include bus transportation, gaining entrance to extracurricular activities, borrowing books from the school's LRC, and accessing all food services in the cafeteria. Lost IDs will incur a replacement fee of \$5.00 for the ID and \$1.00 for the lanyard.

LEARNING RESOURCE CENTER

The Learning Resource Center is open during school hours from 8:30 AM to 3:15 PM. A variety of print and electronic materials is available. Books circulate for two weeks and may be renewed. For each school day that a book is overdue, a fine of \$.05 is charged. Materials designated *overnight* may be signed out after school and are due before first period the following school day. Students who lose or damage materials will be charged the replacement cost of the book and processing. Students sign a code of conduct for the use of technology. A violation of the code may result in the loss of computer privileges.

LOCKERS

Each student is provided with a student locker and lock. The locker should be kept locked. The student is not to share the combination with anyone. Locks must be school issued or they will be removed. Lost locks will incur a \$5 replacement fee. The school retains ownership of lockers and locks. A separate lock will be required for use on P.E. lockers. PE locks will be available for purchase at registration and in the main office. **Jefferson Middle School is not responsible for any lost or stolen items.**

LOST AND FOUND

Articles of value are regularly turned in to the main office. Labeling belongings helps to promote the prompt return of lost articles. Students should turn in anything of value that is found to the main office. If a student loses something, he/she should always check the lost and found that is located in the main office.

PARENT CONFERENCES

Parents may make appointments with teachers, the counselor, the assistant principal, or the principal by calling the school office at 630-516-7800. Parents may also communicate with teachers by writing notes to the teacher, or by sending an email. The email and phone directory is available on the school web site at www.d45.org/jefferson. Click on the *Staff Directory* link to find staff phone numbers and email addresses.

PHYSICAL EDUCATION AND ATHLETICS

Physical Education is an integral part of student development. Each student must purchase a Physical Education shirt through the school, maintain it in good repair, and wear it with gym shoes and approved shorts or pants to P.E. class each day. Excuses from P.E. must be reviewed by the health office.

Students are invited to participate in interscholastic sports. Any student wishing to try out for an interscholastic athletic team must have a physical signed by a licensed doctor and a completed District 45 *Agreement to Participate in Interscholastic and Intramural Athletics* form signed by the student and a parent/guardian. Forms are available in the main office. Students must be active participants in their Physical Education class in order to be eligible for extracurricular athletic activities that day. Students who wish to participate in interscholastic sports must be academically eligible. They must maintain a passing grade of a C or higher in each of their classes to fully participate in all team activities. Each student athlete signs a code of conduct. Any violation of the code may result in dismissal from the team – at the discretion of the coach and administration.

REPORT CARDS / HONOR ROLL

The school year is divided into quarters with report cards being mailed every nine weeks. Parents may check their child's progress at any time by logging on to the PowerSchool portal, using the user name and password that the District provided at registration.

Honor Roll will be awarded to students with a GPA of 3.5 or higher after the conclusion of 1st, 2nd, and 3rd quarters. At the end of the year, Honor Roll will be awarded to 6th grade students with a 3.5 GPA for a full year, to 7th grade students with a 3.5 GPA for two full years, and to 8th grade students with a 3.5 GPA for three full years. Students meeting the criteria for achieving Honor Roll will be notified of their qualification and will be provided with further details on the celebration to acknowledge their accomplishment.

STUDENT BEHAVIOR

Jefferson *Walks the Wildcat Way*, and implements the Multi-Tiered Systems of Supports (MTSS), which includes PBIS as a behavior support. *The Wildcat Way* emphasizes an instructional approach to addressing student behavior. Behavioral expectations are taught directly, practiced and are acknowledged. Jefferson's primary expectations are for students to remember to **Be Respectful, Be Safe, and Be Responsible**. The school-wide behavior matrix outlines the expected behaviors in a variety of settings. *The Wildcat Way* consists of lessons developed for the staff to teach the expected behaviors. We focus on a specific behavior, teach it, acknowledge, reinforce the behavior, and celebrate our successes as a building.

Failure to follow school rules and to implement our behavioral expectations may lead to disciplinary action. An action may include but is not limited to: redirection, time out from the learning environment, parent contact, detention, community service opportunities, suspension or expulsion. Any student suspended or expelled from school will not be allowed on school property or to participate in school-related events.

Student behavior is classified into two types of behavior as defined by PBIS. Minor behaviors are typically managed at the classroom level by the classroom teacher. Major behaviors typically result a report to the office and are managed by building administration.

The following is a list of minor and major behaviors:

D45 MIDDLE SCHOOL BEHAVIOR

MINOR BEHAVIORS	MAJOR BEHAVIORS
<p style="text-align: center;"> Defiance Disrespect Disruption Inappropriate Language Other (Passive non-compliance) Physical Contact/Aggression Property Misuse Tardy Technology Violation </p>	<p style="text-align: center;"> Abusive/Inappropriate Language Arson Bomb Threats/False Alarm Bullying Defiance/Insubordination Disrespect Disruption Fighting Forgery/Theft/Plagiarism Gang Affiliation Harassment Inappropriate Displays of Affection Inappropriate Location/Out of Bounds Physical Aggression Property Damage/Vandalism Skipping Class Technology Violation Use/Possession of Alcohol Use/Possession of Combustibles Use/Possession of Drugs Use/Possession of Tobacco Use/Possession of Weapons </p>

For a full description of student behavior see board policy 7:190.

STUDENTS DETAINED AFTER SCHOOL

If a student is issued a detention, parents will be notified before the detention is served. If there are any conflicts with the scheduled detention, it must be resolved in advance with the staff member issuing the detention and the parent and rescheduled for a time mutually agreed upon.

STUDENT BEHAVIOR REPORTS

Student behavior reports can be issued to students for exhibiting continued minor and/or major behaviors. A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary consequences will be issued to students on a case-by-case basis. Depending upon the severity and/or frequency of the behavior, an in-school or out-of-school suspension may be imposed. Parents will be notified of such disciplinary actions

IN-SCHOOL SUSPENSION

During in-school suspension, the student will report to the main office at 8:00 a.m. with all necessary books and materials. The student will not be allowed to attend any classes or other activities during the school day. However, arrangements will be made for appropriate assignments to be completed. **They may eat the lunch that they have brought from home or they may choose to purchase a lunch from the cafeteria. They are expected to work quietly on their assignments or other reading material.** The student will be dismissed at 4:00 p.m. and instructed to go directly home. Any student serving an in-school suspension will not be allowed to participate in any extracurricular activities on the day of the suspension.

SUSPENSION (OUT OF SCHOOL)

Any student who is suspended out of school will not be permitted on school grounds or be able to participate at any school related activities during the period of suspension, either as a participant or a spectator. These activities include: interscholastic, both games and practices; music rehearsals and concerts; cheerleading; intramurals; dances; other school related events. (This includes evening activities).

A student will be permitted to make up school work and assessments missed as a result of a suspension.

STUDENT SPECTATORS AT ATHLETIC EVENTS

Students are encouraged to support our interscholastic athletic teams and attend their events. Student spectators are expected to demonstrate respectful behavior. The following behaviors are disrespectful and are not permitted: booing, whistling, yelling to disrupt an athlete during a volleyball serve or basketball free throw, stomping on bleachers, and leaving the stands, except at halftime or the end of the game. Any infraction may result in ejection from the event. A second ejection will result in exclusion from athletic events for the remainder of the year. Students are to take books, coats and backpacks to the gym. They will be dismissed from the gym and will **not** be allowed to return to their lockers. Students who do not currently attend Jefferson are required to be accompanied by an adult. No food, drink, gum, or candy is allowed in the gym, unless provided by Jefferson concessions.

VISITORS

All visitors are required to report to the main office upon entering the building. Persons wishing to visit a classroom to observe the instructional program should schedule the visit and length of observation at a time mutually agreed upon by the visitor, principal, and teacher. Visitors are required to show a picture ID and wear the badge issued by the school office. Visitors are expected to adhere to all Jefferson expectations.

MISCELLANEOUS

No gum chewing is allowed in the building. No aerosol containers are allowed. No toys or laser pointers are permitted. Food and drink are not allowed outside the cafeteria. Cameras and video recording devices are not permitted. Bathrooms are available throughout the building and students have opportunities to use the bathrooms during passing periods in addition to any time during their lunch period.



Wildcat Way

REMEMBER TO...

	BE RESPECTFUL	BE SAFE	BE RESPONSIBLE
Building Wide	<ul style="list-style-type: none"> Honor other's property Use proper manners Listen when others are speaking Use appropriate language Keep our building clean 	<ul style="list-style-type: none"> Report any problems to an adult Hands, feet and objects to yourself Walk using a level 2 voice Have a pass to travel in the hall Keep your combination to yourself Follow safe internet searching 	<ul style="list-style-type: none"> Be on time. Accept consequences appropriately Be prepared Follow directions the first time Follow student dress code Keep items in your own locker
Main Office	<ul style="list-style-type: none"> Wait patiently for a staff member to help you Use appropriate tone and volume of voice 	<ul style="list-style-type: none"> Control your behavior and emotions 	<ul style="list-style-type: none"> Return directly to class when your purpose is complete
LRC	<ul style="list-style-type: none"> Treat equipment and books appropriately Leave your space clean 	<ul style="list-style-type: none"> Use equipment and materials safely 	<ul style="list-style-type: none"> Stay on task Return materials where they belong
After School Activities & Assemblies	<ul style="list-style-type: none"> Be polite to performers and guests Show good sportsmanship Represent your school positively 	<ul style="list-style-type: none"> Enter/leave at appropriate times Remain in your seat during the activity or assembly Use stairs to enter/exit bleachers 	<ul style="list-style-type: none"> Stay in the proper location Keep personal belongings with you
Cafeteria	<ul style="list-style-type: none"> Always listen to supervisors Include others 	<ul style="list-style-type: none"> Ask for permission before leaving One student per seat Stay in your seat Raise your hand if you need a supervisor 	<ul style="list-style-type: none"> Enter and leave through the appropriate door Leave your Chromebook in your locker Wait for your table to be called Clean up your area
Bathroom	<ul style="list-style-type: none"> Allow for other's privacy Have a pass 	<ul style="list-style-type: none"> Report any issues to appropriate staff 	<ul style="list-style-type: none"> Flush the toilet Wash your hands Return to class promptly
Arrival & Dismissal	<ul style="list-style-type: none"> Follow building wide expectations 	<ul style="list-style-type: none"> Stand clear of exits Walk on sidewalks 	<ul style="list-style-type: none"> Enter and exit through assigned doors



Wildcat Way

Recuerda...

	SER RESPETUOSO	ESTAR SEGURO	SER RESPONSABLE
En todo el edificio	<ul style="list-style-type: none"> Honre la propiedad de otros. Use buenos modales. Escuche cuando otros están hablando. Use lenguaje apropiado. Mantenga nuestro edificio limpio. 	<ul style="list-style-type: none"> Reporte cualquier problema a un adulto. Mantenga a si mismo sus manos, pies y objetos. Camine usando una voz a nivel 2. Tenga un pase para viajar en el pasillo. Mantenga su combinación privada. Haga una búsqueda segura en la Internet. 	<ul style="list-style-type: none"> Llegue a tiempo. Acepte consecuencias apropiadamente. Este preparado. Siga instrucciones la primera vez. Siga el código de vestir estudiantil. Mantenga los artículos en su propio armario.
Oficina de la Escuela	<ul style="list-style-type: none"> Espere pacientemente a que alguien le ayude. Use el tono y volumen de voz apropiado. 	<ul style="list-style-type: none"> Controle su comportamiento y emociones. 	<ul style="list-style-type: none"> Regrese directamente a clase cuando su propósito esté completo.
LRC	<ul style="list-style-type: none"> Trate apropiadamente el equipo y los libros. Deje su espacio limpio. 	<ul style="list-style-type: none"> Use el equipo y los materiales de acuerdo a su uso entendido. 	<ul style="list-style-type: none"> Permanezca en la tarea. Devuelva materiales donde pertenecen.
Actividades después de la escuela y asambleas	<ul style="list-style-type: none"> Sea cortés con los artistas y los invitados. Muestre buen espíritu deportivo. Represente positivamente a su escuela. 	<ul style="list-style-type: none"> Entre/salga en el momento apropiado. Permanezca en su asiento durante la actividad. Use las escaleras para entrar/salir de los asientos. 	<ul style="list-style-type: none"> Permanezca en lugares asignados. Mantenga sus pertenencias personales con usted.
Cafetería	<ul style="list-style-type: none"> Siempre escuche a los supervisores. Incluya a otros. 	<ul style="list-style-type: none"> Pida permiso antes de irse. Siéntase un estudiante por asiento. Quédese en su asiento. Levante su mano si necesita un supervisor. 	<ul style="list-style-type: none"> Entre y salga por la puerta correspondiente. Deje su Chromebook en su armario. Espere a que su mesa sea llamada. Limpie su área.
Baños	<ul style="list-style-type: none"> Permita que los demás tengan privacidad. Use un pase. 	<ul style="list-style-type: none"> Reporte cualquier problema a un adulto. 	<ul style="list-style-type: none"> Recuerde de bajar el agua de baño. Lávese las manos. Regrese a clase puntualmente.
Llegada y salida	<ul style="list-style-type: none"> Siga las expectativas en todo el edificio. 	<ul style="list-style-type: none"> Manténgase alejado de las salidas. Camine por las aceras. 	<ul style="list-style-type: none"> Entre y salga por las puertas asignadas.

