

## MISSION STATEMENT

Jackson Catholic Middle School recognizes its mission as an extension of the Catholic Church, the family and the community. We strive to provide a Catholic quality education in which students can be successful learners and can become active Christians in our religious and social communities.

## BELIEF STATEMENT

WE BELIEVE in the teachings of Jesus Christ and the Catholic Church.  
WE BELIEVE that all students can learn.  
WE BELIEVE that middle school students are in a transitional period, possessing unique educational, social, physical, and emotional needs.

# **Jackson Catholic Middle School 2011/2012**

## **Student/Parent Handbook**

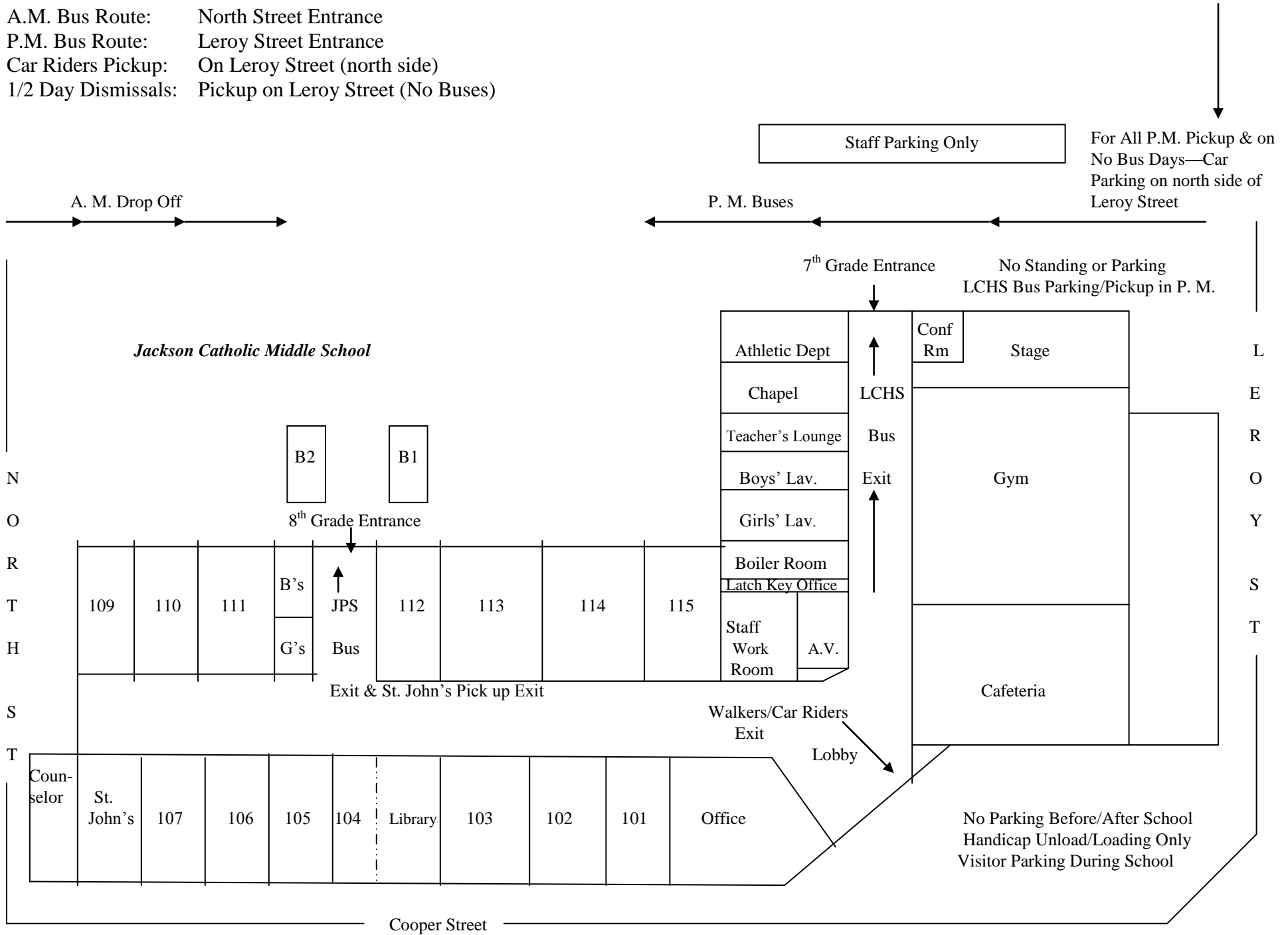
[www.jcsjcms.org](http://www.jcsjcms.org)

### **Faculty and Staff**

PRINCIPAL	Mr. Tony Shaughnessy	784-3385
OFFICE PERSONNEL	Mrs. Eileen Lienhart	784-3385
	Mrs. Beth Sabin	784-3385
BOOKKEEPER	Mrs. Karla Warriner	784-3385
SCHOOL COUNSELOR	Mrs. Alison Marshall	784-3385
ATHLETIC DIRECTOR	Mr. Ken Dillon	784-1705
LIBRARIAN	Mrs. Elizabeth Norkey	784-3385
MAINTENANCE	Mr. Larry Brown	784-7704

TEACHERS:	Mrs. Sharon Beshara	Mrs. Shayne Slough
	Mrs. Lisa Burdick	Miss Patricia Smith
	Ms. Amy Fleming	Mrs. Robyn Soltis
	Mr. John Kivel	Mrs. Nanci Stadel
	Mrs. Mary Ellen Ramker	Miss Mary Tarrier
	Ms. Raquel Rodriguez	Mrs. Nancy Werner

A.M. Bus Route: North Street Entrance  
 P.M. Bus Route: Leroy Street Entrance  
 Car Riders Pickup: On Leroy Street (north side)  
 1/2 Day Dismissals: Pickup on Leroy Street (No Buses)



## SCHOOL PROCEDURES

1. SCHOOL HOURS:           8:00 a.m. First Bell – Doors Open  
                                  8:10 a.m. – 3:15 p.m. – Class Time
2. LUNCH HOUR:           12:18 – 12:53 p.m. – Lunch
3. ENTRY INTO THE BUILDING IN THE MORNING (8:00 a.m.)  
    7<sup>th</sup> Grade – Back doors near the gym  
    8<sup>th</sup> Grade – Middle doors near portable classrooms  
    No student should enter the building through the front doors without prior permission.
4. EXITING THE BUILDING AFTER SCHOOL  
    Jackson Public School Bus riders – Middle doors near portable classrooms  
    Lumen Christi Bus riders – Back doors near the gym  
    Car riders – Front doors to Leroy Street beyond parking lot  
    St. John's parking lot pickup – Middle doors near portable classrooms then sidewalk to St. John's  
    Walkers – Front doors  
    All students exit the building by 3:30 p.m. (exception: students with passes, those attending or participating in sporting or special events).  
    All student athletes and spectators participating in events at JCMS after school cannot leave the building. They must report to the assigned rooms for supervision.
5. TARDY STUDENTS  
    Any student arriving at school after 8:10 a.m. must report to the office with a note from a parent with the exception of students riding late buses.  
    No tardy student will be admitted into a classroom without a tardy slip or pass from the office.  
    The office will determine whether a tardy arrival is excused or unexcused.
6. ABSENT STUDENTS  
    Parents are to call school before 9:00 a.m. the day of their child's absence (24 hour voice mail is available).  
    Students report to the office before school with a written, acceptable excuse from a parent upon return to school. School reserves the right to determine the acceptability of parental written excuses for absences.  
    Students are to present their excused/unexcused admittance slip to each classroom teacher to be signed by that teacher. Admittance slips are to be returned to the office at the end of school day.
7. ID/LANYARD  
    All students will be issued school identification card with a lanyard to be worn at all times during the school day.
8. USE OF TELEPHONE  
    Only students who are ill or who have been sent to the office with a note from the classroom teacher may use the school's phone.
9. LUNCH  
    Monies should be deposited to lunch account, to be debited by student only in lunch line or ala Carte line. These monies will be accessed by use of school id only in the lunch line.  
    Expected lunchroom behavior
  - A. Respect for supervising adults, cooks, and fellow students.
  - B. Conversation level voices.
  - C. Remain in seats except to buy more milk, ala Carte, or disposing of trash.
  - D. Each student is responsible for cleaning up after her/himself (table, seat, & floor).
  - E. Tables will be dismissed one at a time when clear of all debris.
  - F. The Student Discipline Code applies in the cafeteria, and each student is responsible for obeying these rules and directions of cafeteria staff.  
    Expected outdoor behavior during lunch hour
  - A. Respect for supervising adults and fellow students.

- B. Keep hands off one another.
  - C. Stay within the boundaries as directed by the Outside Supervisor.
  - D. No eating or drinking outside during lunch.
  - E. No loitering around parked cars.
  - F. The Student Discipline Code is in effect on the playground
10. **FOOD AND BEVERAGES**  
Food and beverages can only be consumed in the school's cafeteria. Exceptions may be made by classroom teacher or supervising adult.
11. **RESPECTFULNESS**  
All adults (faculty, staff, and administration) should be addressed by their surname, or Sir/Ma'am Example: Yes, Mrs. Lienhart No, sir Yes, Ma'am
12. **MEDICATIONS**  
All prescribed and over the counter drugs and medication brought into the school must be in the original container and in quantities not to exceed recommended dosages for the necessary period of time. These medications must be turned in to the school office upon arrival at school. The office staff will administer them. Exception: Inhalers
13. **SCHOOL SPONSORED SOCIAL EVENTS**  
During school sponsored social events, only JCMS students may attend and telephone numbers where parents can be reached must be available (in case of emergencies). Students may not leave the building during the event without parental permission.
14. **LOST AND FOUND**  
Lost items should be reported to the school office as soon as possible. Articles that are found should be turned in to the office where they will be kept for a reasonable amount of time. Please put names in all clothing.

#### Absences

The following reasons are sufficient to classify as excused, allowing students to make up work in a timely fashion (one day for each day absent) for full credit:

- A. Personal illness
- B. Illness of a family member necessitating the child's services
- C. Attendance at a funeral
- D. Urgent medical/dental appointments that cannot be deferred until after school hours

In the case of prolonged (after 3 or more days) absences due to the above reasons, schoolwork may be requested and sent home. Work sent home is due when student returns to school.

Students who are absent by "parental request" (out of town) may receive credit for work missed. These requests must be made in advance and in writing to the school office. Assignments are not given in advance. When students return, a comparable amount of time will be allowed to make up all missing assignments; i.e., one day for each day absent. While in many cases such absences can be excused, the school discourages non-attendance due to extended trips. If these procedures are not followed, the administration may list the absence as unexcused.

If the school judges that the reason for the absence is not sufficient to justify the absence, it will be classified as an "unexcused" absence and assignments and tests given at that time cannot be made up for credit resulting in a grade of zero for them.

All students must be in school by 10:00 a.m. or you may not attend after school activities.

#### Tardies

Students arriving after 8:10 a.m. are late for school and must report to the office for an admittance slip with the exception of students who ride a late bus. A note explaining the tardiness must accompany the student. The school reserves the right to determine what excuses are acceptable.

Students are tardy for individual classes when arriving after the bell. Students are required to submit admittance forms from their previous teacher or from the office in order to not be considered tardy. The third unexcused tardy will result in an owed time for the student. The fourth and subsequent tardies will result in detentions.

#### Early Dismissal

No student may leave school without the prior approval of the administrator or attendance secretary. All students leaving the building early must be signed out in the office by their parent. Students will not be dismissed to anyone other than a parent unless the office has been notified in writing, in advance. In the case of illness, the parent will be contacted and the student may be picked up from the office area. If a student goes home ill, they may not attend any after school function. When the student returns, a parental note concerning the illness must be turned in. No teacher will be allowed to give permission for a student to leave school for any reason, without the office's approval.

#### Appointments During School Hours

Please try to schedule appointments for students after school hours. If it is necessary to schedule them during the school day, a note for home requesting the student be excused should be presented to the office before the end of homeroom. The reason for the appointment and the time that they will be picked up should be included in the note. The student must return to the school office after the appointment and receive a pass to allow him/her to return to class. Again, we request each parent to notify the office when you arrive to pick up your child. Parents must sign out their student in the office. Student must sign in upon return to school.

#### Visitors

All visitors, including parents, must sign in and out of the office. For the safety of all of us, we need to be aware of who is in our building.

Student visitors are welcome with plans being prearranged with the office and the proper paper work completed.

#### Perfect Attendance

Students are considered to have perfect attendance if they have had no absences, no tardies, and no early dismissals. If you are not in the school for any reason and for any amount of time you are absent.

#### Inclement Weather

For school closings due to inclement weather, please listen to the following: AM Radio station WKHM 970, FM Radio station K-105.3 and TV Channels 6, 10, and 47. You may also call JCMS and listen to the school-closing message. Please listen for an announcement to be sure.

#### RECOMMENDATIONS

Students should not carry more than \$ 5.00 to school. JCMS is not responsible for students' monetary loss.

Parents and students read The Bridge – the school's monthly newsletter (updated weekly). It is available on the school's website. This is the major communication vehicle from the school.

Parents check student's assignment notebook and/or Powerschool.com website to keep abreast of homework assignments and scheduled tests.

All valuable items should be labeled (iPod, calculator, etc.).

**DRESS CODE**  
**GIRLS AND BOYS**  
**School Year 2011-12**

The following Dress Code has been approved by the principal and faculty of Jackson Catholic Middle School. Its purpose is to insure appropriate school dress which we believe enhances an orderly academic environment. Listed below are appropriate, acceptable and modest attire and expectations. Items or expectations not listed are not acceptable. JCMS reserves the right to determine the appropriateness of school attire.

- Shirts:
1. Button down dress shirt with collar
    - a. White
    - b. Long or short sleeves
    - c. Cotton or cotton blend materials
    - d. Must be tucked in at all times and buttoned top to bottom (except for collar button) Midriff must be covered at all times.
    - e. No symbols
    - f. Turtlenecks or t-shirts worn under shirts must be plain white
  2. JCMS Official Polo shirts (Order forms are available in school office.)
    - a. White, Green, or Grey
    - b. Must be tucked in and buttoned top to bottom (except for collar button)
    - c. Turtlenecks or t-shirts worn under JCMS Polo shirts must be plain white

Sweaters/Vests: Optional

- a. Navy, White or Dark Green (same color as JCMS polo) - no trim - no symbols
- b. Crewnecks, cardigans and v-necks
- c. Must be worn over shirts
  1. JCMS polo shirts
  2. White dress shirt with collar
  3. Plain white turtleneck

JCMS Sweatshirts: Optional (Order forms are available in school office.)

- a. Green, Yellow or Gray
- b. Must be worn over shirts
  1. JCMS polo shirts
  2. White dress shirt with collar
  3. White turtlenecks

Pants:

- a. Navy blue or tan khaki (dark or light) dress pants only
- b. This excludes pants that are made of denim or stretch materials, jeans, cargo pants, warm-ups, leisure wear, exterior patch pockets, studs, buttons and loops, or low rise. Stitching must be same color as pants.
- c. Dress corduroys that follow the above guidelines are acceptable
- d. Pants must be worn above the hips, no sagging pants
- e. Pants must be loose fitting
- f. Belts must be worn at all times.

Shorts: (All of the above item of *Pants* apply to shorts)

- a. Walking shorts (length: no shorter than 2" above top of knee-cap)
- b. No short shorts, athletic shorts, denim or jean shorts
- c. Shorts are optional

Skirts:

- a. Navy blue or tan khaki (dark or light) only
- b. Length: no shorter than 2" above knee-cap
- c. Must be worn with white, navy or tan tights (nylons are not tights)

Socks/Tights: Matching socks must be worn at all times.

Shoes: Matching Dress Shoes or dress boots only (closed toes, black, dark blue or brown), properly tied and laced at all times- No tennis shoes, tennis shoe look alike or shoes with stripes. No mocassins, slippers, or slipper-type slip ons.

Jewelry:

- a. Girls: no dangling earrings/no distracting jewelry. No hoop earring larger than quarter size. No more than 2 earrings in each ear and 2 bracelets on each arm.
- b. Boys: no earrings and no more than 2 bracelets on each arm.

Hair/Facial Hair:

- a. Reflect good taste and good grooming. Boys' hair must be kept off the collar, above the eyebrows and ears. Girls' hair must be kept out of eyes.
- b. No distracting hairstyles or extreme hair coloring or fad hair cuts
- c. No facial hair or long sideburns.
- d. No hats/caps

### PHYSICAL EDUCATION DRESS CODE

(Modest clothing is required.)

- A. Pants - either shorts of appropriate length, sweats or jogging pants may be worn. No particular color is mandatory. Boxer shorts or other underwear may not be worn as outer wear. No pajama or lounging style pants.
- B. Tops - plain T-shirts, sweatshirts or jogging tops may be worn. No cut off sleeves. No other tops will be acceptable. Shirts must cover the full torso.
- C. Shoes - gym shoes and socks are required for the class.

### BAND DRESS CODE FOR PERFORMANCES

Green Uniform sweater - provided by school

White collar shirt with black dress slacks (if girls prefer they may wear a black skirt below the knee with black opaque tights) Black shoes and socks (solid black)

### GUIDELINES FOR DRESS DOWN DAYS

1. Students may wear clothes that are a part of the regular school dress code.
  2. They may wear long jeans of any color. Jean shorts are allowed. They must be no shorter than 2 inches above knee-cap. The jeans are to be clean and may not have holes in them. Pants must be loose fitting. No sweatpants, athletic pants, stretch pants, leggings, athletic shorts or pants with drawstrings are to be worn. Pants must have belt loops and belts worn.
  3. They may wear t-shirts or sweatshirts. No crop tops or tank tops. All shirts must have sleeves and completely cover the waist. Midriffs must be covered at all times. Any design or advertisements must be respectful and/or support our Christian philosophy (no drugs, alcohol, tobacco, or innuendoes).
  4. They may wear sneakers, tennis shoes, or canvas shoes. Socks must be worn. Students cannot wear sandals or any open toe shoes.
- Athletes, band and choir members, or MathCounts participants may wear white button down shirts with neckties on the day of their contest. Team uniforms or warm-ups are not permitted.

## BEHAVIOR AND DISCIPLINE CODE

The purpose of the Behavior and Discipline Code is to insure the students a safe, orderly and Christian environment in which to learn successfully. **The Code is to be used as a guide for appropriate student behavior in school, on school buses and during all JCMS, Catholic Elementary Schools and Lumen Christi Catholic High School sponsored activities.** It serves to give students practice in responsible citizenship and Christian conduct. It is the responsibility of the staff to inform the students of all aspects of the Code and to enforce it. It is the responsibility of the students to conform to the Discipline Code. It is the responsibility of the parents to be aware of the Discipline Code and work with the students and our school to insure a safe, orderly and Christian environment for **ALL** students. JCMS reserves the right to use discretionary discipline when appropriate.

### CLASSROOM EXPECTATIONS

1. Show respect for others, their opinions and property through considerate acts and language.
2. Be prepared for class with the proper materials, attention, positive attitude, and best effort.
3. Be prompt and ready for class when the bell rings.
4. Follow directions.

Because there are a variety of subject matters being taught (i.e., science, P.E.), each teacher will also have specific rules. These rules will be enforced by the teacher using warnings, Owed Times, and Detentions.

Discretionary disciplinary action will be taken by the teacher and/or Principal for serious classroom incidents and when guest teachers are in the classrooms.

### OWED TIME

Owed Time Slips will be given for failing to abide by THE SCHOOL PROCEDURES. Each Owed Time will be served during one lunch time period. If an Owed Time is not signed by a parent and returned by the given time, a detention may be issued. If missed, a detention may be issued. If a student continually defies the school procedures, a detention may be issued at the discretion of the principal. The following list includes examples of infractions which would result in an Owed Time Slip being issued.

1. Minor Dress Code violations
  2. Grooming violations
  3. Three (3) Unexcused tardies to school/class (after 3 unexcused tardies detentions are issued for the remainder of the year)
  4. Use of unauthorized battery operated mechanical or electronic devices
  5. Chewing gum
  6. Eating/drinking outside the cafeteria
  7. Failure to return signed Report Card envelope
  8. Failure to follow drop off/pick up procedures
  9. Failure to follow telephone procedure
  10. Failure to follow hall pass policy
  11. Failure to wear school ID
- . . . and other school procedures

Owed Times are not progressive as are detentions.

## DETENTIONS

Detention slips are given for minor infractions of the school Discipline Code. Each detention slip equals one hour of time to be served before school - 7:00 to 8:00 a.m. on Wednesdays. The Discipline Code is implemented in a progressive manner throughout the school year.

Progressive Discipline: (1st through 8th detentions include written disciplinary assignments)

1st Detention:	Serve
2nd Detention:	Serve
3rd Detention:	Serve and conference with involved teacher/s
4th Detention:	Serve
5th Detention:	Serve and parent/student/school contact
6th Detention:	Serve and one week Social Probation - Behavioral Contract; Athletes will have a one week suspension from team
7th Detention:	Serve and two weeks Social Probation; Athletes are off team
8th Detention:	Serve and three weeks Social Probation
9th Detention:	Suspension and Social Probation, Suspension Packet
10th Detention:	Disciplinary Hearing - determined by Administration

If a student receives a demerit for a major infraction of the rules before a 5th detention, the record will reflect it equalizing two detentions on the Progressive Discipline Plan; a suspension equals three detentions.

Three copies will be made of each detention. One will be given to the student and must be signed by a parent within two days of its issuance and returned to the school office. Detentions are served on Wednesday morning. The second copy will be kept by the issuing teacher and the other copy will be on file in the principal's office.

Tardiness to detention or unexcused absences for detention will result in another detention being issued.

The following examples are minor infractions of the Discipline Code receiving one detention slip:

1. Inappropriate language or behavior
  2. Disobedient behavior/disrupting class
  3. Inappropriate behavior at Church, assemblies or extracurricular activities (home or away)
  4. Rowdy behavior on school premises
  5. Loitering/playing among parked cars
  6. Running in the halls, classrooms, cafeteria
  7. Failure to stay within the established school boundaries
  8. Failure to follow lunch period rules
  9. Failure to follow school sponsored social event/athletic rules
  10. Violation of rules of conduct while waiting for and on school buses
  11. Inappropriate display of affection while on school premises
  12. Possession of aerosol containers
  13. Over three (3) unexcused tardies
  14. Out of dress code completely
- . . .and other minor infractions

## DEMERITS

A Demerit is issued by the school administration for major infractions of the Discipline Code. One Demerit equals two (2) hours of time served on Wednesdays - 7:00 to 8:00 a.m. and a mandatory school contact with parents.

The following are examples of major infractions of the School Discipline Code receiving a demerit:

- |  |  |
|--|--|
| 1. Skipping class                        | 7. Throwing objects/food   |
| 2. Forgery                               | 8. Littering   |
| 3. Lying                                 | 9. Leaving school grounds during school hours without permission |
| 4. Disrespect                            | 10. Defiance   |
| 5. Vulgar Language/<br>obscene materials |  |
| 6. Cheating                              | . . . and other major infractions                                |

## SUSPENSIONS

For major infractions, the administration may impose an In School suspension. Students who receive an In School Suspension are removed from the classroom for one to three days. In order to receive credit for classroom assignments, they must complete and turn in a disciplinary packet and any assigned school work when they return to school.

Suspension from school will be issued for very serious infractions of the Discipline Code. It means the student would be removed from the school situation and not be allowed to return until the suspension is over. This type of suspension will last one to three days. Parents will be notified directly of the nature of the suspension by the school administration which may result in a parent/school conference. In no instance will a student be asked to leave our school before parents have been contacted and they have granted permission for the student to proceed home.

The following are examples of **VERY SERIOUS INFRACTIONS** of the Discipline Code and warrant suspension from school:

- |   |   |
|---|---|
| 1. Vandalism  | 5. Fighting with bodily harm                                |
| 2. Stealing   | 6. Defiance of authority                                    |
| 3. Racial slurs   | 7. Gambling   |
| 4. Possession of fireworks,<br>projectiles or look-a-like<br>weapons, matches or lighters | 8. Harassment (See policy)                                  |
|   | 9. Possession of narcotics<br>tobacco, alcohol (See policy) |
|   | 10. Indecency   |
- . . .and other very serious infractions

Please note that a student on suspension cannot participate in any school sponsored event or activity. Students on suspension will receive zero credit for the day(s) out of school unless a suspension assignment is completed and returned to disciplinarian at end of the suspension. Partial credit will then be issued.

## EXPULSIONS

Students are subject to permanent expulsion from Jackson Catholic Middle School for gross misconduct, continuous serious infractions, acts of arson, possession or use of a dangerous weapon, possession of an article used as a weapon, or threatening another person with bodily harm by the use of a weapon, dangerous object or instrument.

## POLICIES

### BEHAVIOR AFFECTING SUBSTANCE AND IMITATION CONTROLLED SUBSTANCE

The use, distribution, sale, or possession of controlled or illegal behavior affecting substances, over-the-counter stimulant concentrates, imitation controlled substances and/or related materials is strictly forbidden. These substances shall include, but not limited to marijuana, cocaine, LSD, glue, alcohol, barbiturates and non-prescribed inhalants. Look-a-like or imitation controlled substances is a substance that is not a controlled substance or is not a drug for which a prescription is required under federal or state law, which by dosage unit, appearance including color, shape, size, or markings, and/or representations made, would lead a reasonable person to believe that the substance is a controlled substance.

Stimulant concentrates shall include but are not limited to: *No Doz*, diet pills, caffeine concentrates and similar products. Related materials shall include but are not limited to: roach clips, pipes, cigarette wrapping paper, etc., or other paraphernalia utilized to facilitate the use of behavior-affecting substances or imitation controlled substances.

It shall be the policy of Jackson Catholic Middle School that positive action be taken in handling incidents, which take place in the school, on school property, during school hours, while enroute to and from school, or at JCMS and Lumen Christi Catholic High School sanctioned activities (home or away).

Students found in violation of these guidelines will face immediate suspension, where applicable, a disciplinary hearing, mandatory counseling and police notification.

#### **First Offense while at JCMS:**

1. The student shall be suspended from the school program for a period of five (5) consecutive school days.
2. The student shall be required to receive an assessment from a licensed substance abuse program.

#### **Second Offense while at JCMS:**

1. The student shall be suspended from the school program for a period of ten (10) consecutive school days.
2. The student shall be required to receive an assessment from a licensed substance abuse program.

#### **Third Offense while at JCMS:**

1. The student will be permanently expelled from Jackson Catholic Middle School.

**Note:** A student involved in selling and/or distributing (with or without remuneration) prohibited substances or materials may be subject to additional discipline, including expulsion, on their first or second offense based on the severity of their action.

### POSSESSION AND USE OF TOBACCO

The use and possession by students of all tobacco products is prohibited at all times in school, on school property, while enroute to and from school, or at sanctioned activities (home or away).

Tobacco Products means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth. The possession of a lighter, matches, pipe or other smoking devices is prohibited. A student found in violation of these guidelines will be disciplined as follows:

**First Offense:**

1. Parents will be notified and police may be contacted.
2. The student will be assigned a two day in-school suspension. During this time the student will be required to complete an assigned packet on the negative consequences of tobacco use.
3. A student assistance referral will be initiated and the student is required to participate.
4. A list of tobacco cessation resources will be provided for the student.

**Second and Subsequent Offenses**

1. Parents will be notified and police may be contacted.
2. The student will be assigned a two-day out-of-school suspension. During this time the student will be required to complete an assigned packet on the negative consequences of tobacco use.
3. A student assistance referral will be initiated and the student is required to participate.
4. A list of tobacco cessation resources will be provided for the student.

Violations of the above two policies while student is in grades 7 and 8 will accumulate.

Example: Violation while student is in grade 7 = First offense  
Violation while student is in grade 8 = Second offense  
Violation while student is in grade 8 = Third offense

Parents will be informed by the administration if their child displays any symptoms in school that indicate possible substance abuse.

**CELLULAR TELEPHONE AND ELECTRONIC DEVICES**

Use of cellular telephone and other electronic devices (i.e. iPods, iPads, MP3, portable DVD and CD headsets, portable games) shall be limited to before entering the building in the morning and outside the building after school. The devices must be turned off and stored in the lockers during school time.

In no case will any personal communication device be allowed to take photographs or connect to the Internet in the school. Cell phones or any items with photography capability shall not be permitted in the restroom, locker room and gymnasium areas.

"Walkie Talkies," pager/beepers, portable CB radios, and portable scanning devices shall not be allowed in school unless the building principal or designee grants specific permission.

**BULLYING/HARASSMENT/SEXUAL HARASSMENT/ DISCRIMINATION**

At JCMS we provide a safe, non-threatening environment in which students can learn. Bullying, harassment, sexual harassment, discrimination, or any other forms of demeaning or intimidating behaviors are contrary to catholic beliefs and are prohibited at JCMS.

Bullying is defined as behavior designed to torment another individual through teasing, intimidation, or verbal or physical threats, including conduct that subjects a person to insults, taunts, or challenges, which are intended to intimidate or provoke an adverse response from the person being treated in this manner. Bullying can also be any written, verbal or physical act or gesture that is intended to inflict injury, violence, or a reasonable fear of injury or violence upon one or more persons in the school, on school grounds, on the busses, or at school activities or school sanctioned events.

Harassment/Discrimination is conduct unwelcome due to persons' race, color, national origin, age, religion, marital status, political beliefs, sex or disability.

Sexual Harassment - any unwelcome sexual conduct, verbal and non-verbal, written and physical which interferes with the students education or has the effect of turning school into an intimidating, hostile or offensive environment.

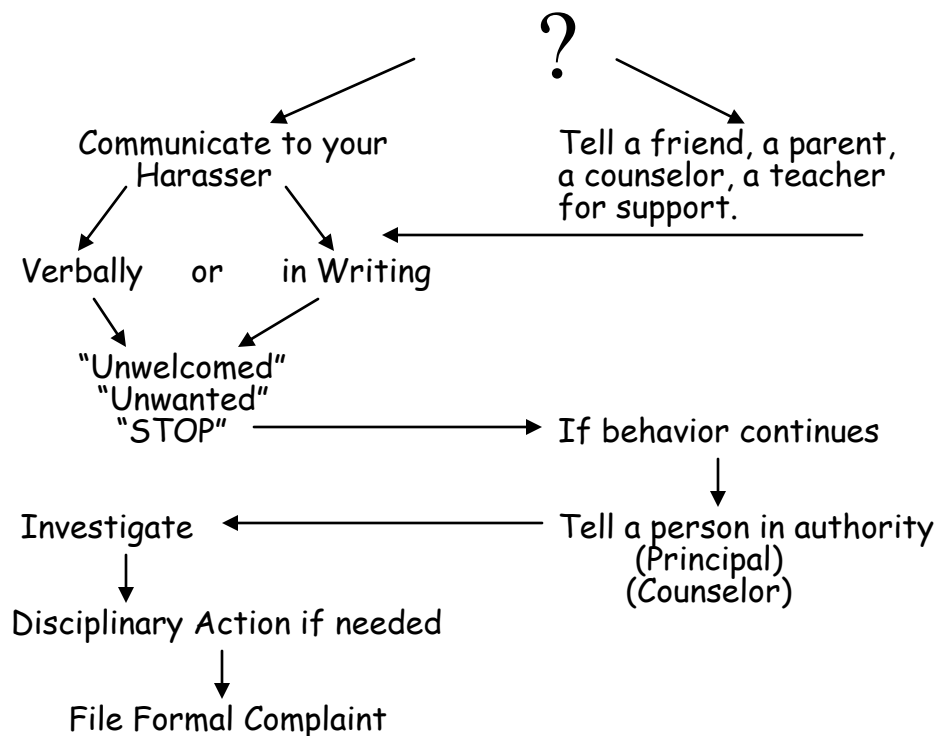
The nature of bullying, harassment, discrimination, or sexual harassment can be between:

- \*Student to Student
- \*Student to Staff
- \*Female to Female
- \*Female to Male
- \*Staff to Student
- \*Male to Male
- \*Male to Female

Employees or students who engage in bullying, harassment, sexual harassment, discrimination of another employee or student shall be subject to disciplinary action as directed by the designated school administrator.

JCMS prohibits retaliatory behavior against any complainant or any participant in the complaint process.

## What Should You Do If You Are Harassed In School.



### COUNSELING SERVICES

The counselor attempts to act as a consultant, advisor, confidant, and advocate to all those involved in the middle school. Some areas of work include:

- A. Listening to and helping students work through their problems, most of which are academic, friendships, home situations, or social relationships.
- B. Assisting parents in the understanding of the natural development of young adolescents.
- C. Advising the administrator on the affective programs in the school.
- D. Conferring with teachers on affective matters and consulting with them about individual students.

## **DEFINITIONS**

### **SOCIAL PROBATION**

When on Social Probation, a student is not permitted to participate in any school social function; i.e., intramural sports, rec-days, dress down days, 8th grade finale program, field trips. Nor will he/she be allowed to attend or participate in any school athletic programs sponsored by the J.C.M.S. Booster Club.

The office will notify the parents by telephone and/or letter that Social Probation has been issued. The length of probation shall be determined by the principal.

### **DISCIPLINARY HEARING**

A disciplinary hearing results from the issuance of a 10th detention. It is a meeting involving the student, parents, principal and/or disciplinarian, and a teacher. Upon conclusion of the meeting, the administration will determine the educational future of the student.

### **SEARCH**

*Please be aware of this as a legal right of a school*

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

### **SALE OR TRADE**

Sale or trade of items by students are prohibited and may result in disciplinary action.

## **PARENT – TEACHER – SCHOOL RELATIONS**

It is the philosophy of JCMS that parents, teachers, and administrators are partners in the educational process. In the course of the school year, parental concerns may arise in regard to the school policies, the discipline code, the work of individual teachers, or student progress.

Questions concerning school policies should be directed to the Principal. Discipline concerns should be directed to the Principal or designee.

Questions regarding a student's progress, concerns and/or incidents should first be directed to the teacher. It is the responsibility of the teachers to inform the Principal of major parental concerns. If parents feel that they have not obtained satisfaction from the teacher(s), parents should then contact the Principal. All parental concerns will be given courteous consideration and careful investigation by the Principal and teachers involved, and a satisfactory resolution will be sought.

If a satisfactory resolution is not obtained, parents may invoke the PARENT/STUDENT GRIEVANCE PROCEDURE (#2450) detailed in the Diocesan Administrative Regulations. This procedure would be made available to parent(s) by the school Principal.

## ACADEMIC ELIGIBILITY

Jackson Catholic Middle School has established academic standards, which must be met in order for the students to participate in school sponsored athletics, clubs, organizations or school social function (i.e., intramural sports, rec days/nights, dances, and attendance at sporting events).

Academic progress is monitored regularly each week. Current eligibility is to be accumulative, determined from the beginning of the marking period to 8 a.m. each Monday. Students with more than one “D” or an “F” in any of their classes will receive an “Academic Plan for Improvement”. Plans are issued to these students and mailed home to inform parents. Parents are to sign the plans and send them back to school as a means of communication with teachers.

Jackson Catholic Middle School academic eligibility standards:

**1st Notice: Academic Plan** - more than one “D” or an “F” in their classes.

1. Student receives an Academic Plan for Improvement.
2. A student with a first notice may participate in all school activities.
3. A student with two “F”s must meet with the Principal or designee.

**2<sup>nd</sup> Notice: Academic Warning** – more than one “D” or an “F” in their classes for a second time.

1. Student receives an Academic Plan for Improvement.
2. A student on academic warning may participate in athletic practices but not in games.
3. Student must meet with the Principal/or designee

**3<sup>rd</sup> Notice: Academic Probation** – More than one “D” or an “F” in their classes for a third time or more.

1. Student receives an Academic Plan for Improvement.
2. A student on academic probation is declared ineligible for the following week and may not participate in school-sponsored athletics, clubs, and organizations or after school social function (i.e., intramural sports, recreation days/nights, dances and attendance at sporting events) until his/her grades meet eligibility requirements.
3. Parent is required to schedule a conference with principal/designee and teacher(s).

**Note:** JCMS offers a weekly supervised study session at lunch. A teacher will be present and available to assist students at this session.

Grades will begin to be monitored the third week of school and reported out on the fourth Monday of the first marking period. In the second, third and fourth quarter marking periods, grades will begin to be recorded the first day of each marking period and reported out on the third Monday of the marking period.

Notices and Academic Plans are issued to the student on Mondays and are valid Wednesday through the following Tuesday. Notices are mailed home to inform parents. Parents are to sign the plans and send them back to school as a means of communication with the teachers.

A student failing two classes on their quarterly marking period grade will be declared ineligible for the next quarter marking period and remain ineligible until his/her grade meets eligibility requirements. All other students are considered in good standing and eligible at the beginning of each quarterly marking period. If a student receives a notice and an academic plan in the new quarter, it is considered the 1<sup>st</sup> Notice.

The Michigan High School Athletic Association has established academic standards, which must be met by students, enrolled in junior high/middle school and involved in interscholastic athletic program. Regulation III, Section 7(A) states that “no student shall compete in any athletic contest during the current semester who does not have to his or her credit on the books of the school represented, a passing grade for the last semester in at least fifty percent (50%) of the total periods of work carried.” A first year junior high/middle school student may compete without reference to his or her record in the sixth grade.

### **RAIDER FIGHT SONG**

Hail, Hail for old Raider Pride  
Carry the ball with their mighty stride  
Give a cheer the world can hear  
The mighty Raiders show no fear

And when the Raiders come on the field  
They’ll know a victory will be revealed  
Hold your head up; show your spirit  
Fight for J-C-M-S

### **ATHLETIC RULES**

Students participating in J.C.M.S. sponsored sports are athletes representing the school to the Conference’s communities. These students have the obligation to conduct themselves in a manner befitting Christian values and behavior on and off “the playing fields.” The coaches, Athletic Director, and/or Principal reserves the right to exercise disciplinary discretion when deemed appropriate and reasonable.

All participating students must adhere to the following regulations in order not to jeopardize their ability to play sports.

#### REQUIREMENTS

1. Middle School students competing in any interscholastic athletics must be:  
For 7th Grade  
Under 14 years of age, except those whose 14th birthday occurs on or after September 1st.  
For 8th Grade  
Under 15 years of age, except those whose 15th birthday occurs on or after September 1st.
2. Athletes must have on file in the athletic office a physician’s statement (M.D. or D.O.) for the current school year certifying they are physically able to compete in athletics.
3. Athletes must have on file in the athletic office parents’ signatures verifying student athletes are medically insured.
4. Athletes must remain academically eligible in order to participate in sports. (Refer to Academic Plan and Eligibility Policy)

### EXPECTED BEHAVIOR

1. Athletes must be in school by 10:00 a.m. the day of a game. If you are not in school during the day you may not attend practice, team pictures, or games. (Exceptions are doctor/dentist appointments and funeral.)
2. Good sportsmanship must be shown on and off the field of play.
3. Athletes must show respect for their coaches by obeying all team rules. Example: practice time, tardiness.
4. Athletes must respect team members, their feelings and belongings.
5. Athletes must dress as directed by their coaches on game days, home and away.
6. Athletes are to leave all areas they use in clean condition (locker rooms, bathrooms, and buses).
7. Athletes may not miss school-sponsored athletic events or practices to participate in outside activities, i.e. hockey, soccer, dances.
8. Athletes may not quit one sport to go out for another sport in the same season.
9. Athletes must not accept any awards for athletic performances that exceed \$15.00 in value.
10. Athletes are required to turn in their uniforms/equipment the day of the final game. A fee will be charged for all late or lost items. Players also jeopardize their ability to receive any awards.
11. Social probation, in-school suspensions, suspensions from school and academic Ineligibility prohibits participation in sports during those times. (See Academic Plan)
12. The use or possession of alcohol, tobacco and drugs are prohibited at any time.(See Policy)
13. Presence in an environment where there is the illegal use or possession of alcohol, tobacco or drugs is prohibited.
14. The use of obscene language or gestures are not permitted.

### **SPECTATOR/ATHLETE RULES**

A supervised room is usually provided for the spectators after school until game time.  
Respectful behavior is expected at all times.

1. It is expected that you report to the assigned room immediately after school.
2. It is expected that you remain seated in the assigned room.
3. It is expected that you that you use “inside” voices.
4. It is expected that you do not write on the chalkboards/whiteboards.
5. It is expected that you clean up after yourself.
6. It is expected that you do not touch anyone else’s property.
7. It is expected that you stack chairs and straighten desks when leaving.
8. It is expected that you obey the adult supervisor.

You may leave the room only with permission from the supervisor and a hall pass.

Once you leave the school building you will not be permitted back into the school building.

Any student that does not follow these rules will lose the privilege of staying in the building after school.

## TECHNOLOGY CODE

### A. *Code of Ethics*

The ethical, Christian use of the Internet and other technologies is expected and required by students, staff and volunteers associated with Jackson Catholic Middle School. The use of these technologies is a privilege and may be lost by inappropriate, unethical or illegal activity. In order to govern this new and rapidly growing area of education, JCMS requires all students, staff, and volunteers to become familiar with and agree to comply with the terms, conditions, and regulations for the Internet and other technologies as stated in the Jackson Catholic Middle School Technology Code.

### B. *Terms, Conditions, and Regulations for use of the Internet and other Technologies*

Precautions have been taken to restrict access to controversial materials via technologies.

Violations of these regulations will follow the guidelines set in the JCMS student behavior code.

The administration reserves the right to respond to any violation not listed in a manner they deem appropriate.

#### 1. Acceptable Use

- a. Use must support and be consistent with the educational goals and objectives of JCMS.
- b. Users of networks or computing resources outside JCMS are bound by these rules.
- c. JCMS reserves the right to determine acceptable use.
- d. JCMS reserves the right to
  1. log Internet use
  2. monitor e-mail
  3. monitor use of other technologies

#### 2. Unacceptable Use

- a. Transmissions of any material violating U.S., state regulations or regulations of foreign countries is prohibited. This includes, but is not limited to
  1. copyrighted material
  2. threatening, violent or harassing material
  3. obscene material
  4. material protected by trade secret
- b. Prohibited are commercial activities, product advertisement, political lobbying, game playing, unauthorized "chat" or chain letter communication, as well as extensive personal and private business uses. Other unacceptable types of information are pornography, information on explosive devices, inappropriate language and communications, flame letters, inappropriate text files, material that encourages use of controlled substances and files dangerous to the integrity of Jackson Catholic Middle School.
- c. Vandalism is prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any malicious attempt to damage hardware, software, or other technological property. This includes, but is not limited to, the uploading or creation of computer viruses.
- d. All communication and information accessible via the computer network should be assumed to be private property. Unauthorized use of another's computer or computer files is prohibited.
- e. Use of another user's password or identifying code is prohibited.
- f. Revealing one's own personal address or phone number or those of other students or colleagues is prohibited.

- g. Use of photographs of others without their specific permission is prohibited. Taking photographs, making video or sound recordings using any device, is prohibited in the restrooms, gym, and locker rooms.
  - h. Use of food and drinks around any technological equipment is prohibited.
  - i. The unauthorized removal, installation or relocation of any software or technological equipment is prohibited.
  - j. Failure to report to a teacher or administrator unacceptable use of Internet or other technologies by another user may in itself be deemed an unacceptable use.
  - k. Students are prohibited from accessing or sending e-mail, transferring files (uploads/downloads), accessing peer to peer networking sites, instant messaging, blogging, participating in newsgroups, chatrooms or bulletin board posting, and any voice, video or other electronic messaging of any type on the school local network or the Internet via the computer or other electronic devices in the school, unless specifically directed by a teacher as part of an educational activity.
  - l. Students are prohibited from altering computer settings including, but not limited to, desktop backgrounds and appearance, alert sounds, and pointer icons, toolbars and menus, window and icon labels and locations, volume settings, leaving messages on computers, emptying trash or recycle bins and “customizing” any other computer configurations without the expressed direction of the teacher.
  - m. Students are prohibited from accessing the Internet without the specific authorization and supervision of a teacher. Students must limit their Internet use to sites and/or searches designated by the teacher for educational purposes.
  - n. Students are prohibited from using cell phone (including texting) and other electronic devices (i.e. portable audio, video pda, or game unit) while in the school before homeroom and during school hours. The devices must be turned off and stored in the lockers during school.
  - o. Students are prohibited from using any personal communication device to access a wireless, unfiltered connection to the Internet or to school computer, or the school intranet.
3. Privileges
- a. The use of the Internet and other technologies are privileges granted by JCMS. Inappropriate use may result in cancellation of these privileges.
  - b. Students bringing into the school computers or digital media of any form, must have the approval of a teacher and the equipment/media must be labeled with the student’s name. Students bring in their own equipment/media at their own risk and JCMS is not responsible for damage, loss, or data corruption. If connecting the equipment or using the media with JCMS computers, network, or other equipment, students must have authorization from the Technology Coordinator.
  - c. Each user is required to take the prescribed training designed by JCMS.
  - d. Faculty or parent/guardian may request the administration to deny, revoke, or suspend a specific user’s access based on unacceptable use.
  - e. JCMS reserves the right to remove and keep computer files or any other technological end product which is a result of unacceptable use.
  - f. Privileges will be issued to:
    - 1. Students upon annual receipt of written permission of parent(s)/guardian(s) and a signed statement by the student to comply with the Technology Code.
    - 2. Employees upon receipt of a signed statement to comply with the Technology Code.

4. Warranties
  - a. JCMS makes no warranties (guarantees) of any kind for the service it is providing.
  - b. JCMS is not responsible for any damages users suffer
    1. loss of data
    2. inaccurate data
    3. poor quality data
  - c. Use of any data obtained via the Internet or other technologies is at the user's own risk.
  - d. All users will be responsible for any financial obligation that is not preauthorized by the school's budget.

C. *Code of Ethics – Copyright*

1. Policy
  - a. All employees, volunteers, and students must follow federal copyright laws.
  - b. Printable material must follow
    1. copyright laws
    2. fair use guidelines
    3. specific licenses or contractual agreements
    4. other types of permission
2. Those who willfully disregard copyright law violate school policy, and do so at their own risk and assume all liability.
3. JCMS includes clear statements in employee and student/parent handbooks defining appropriate use of educational technologies and the consequences of misuse. Any complaints that involve challenge of materials for its appropriateness are to be brought to the administration.