



Jacobs Fork Middle School

Student Handbook

School Discipline

Students at JFMS are held to a high standard both inside and outside the classroom. JFMS students are expected to follow the school and classroom rules throughout the day.

Students who do not follow the rules will be subject to discipline. Our school discipline is divided into categories called majors and minors.

Disciplinary actions will be assigned according to the type of student infraction.

Minor Infractions

- Failure to Attend Assigned Classes or Activities**
- Insubordination/Compliance with Directions of School Personnel**
- Unauthorized Leaving of specific area**
- Falsification/Providing False Information**
- Dress and Appearance**
- Gambling**
- Cell Phone/Electronic Device Classroom Disruption**
- Inappropriate Speech, Signs, Gestures, and Behavior/Disruptive Behavior**
- Inappropriate Literature or Illustrations**
- Honor Code Violations**
- Conducting or Soliciting Business on Campus**

Consequences for Minor Infractions

Minor Infractions could result in any of the following:

Warning from teacher/administrator

Silent Lunch

Phone Call to parents

Parent Conference with teachers/administrator

In-team Suspension

In-school Suspension

Out of School Suspension

- 3 minors in a nine week period = Office Referral**
- An office referral will be treated as a Major Infraction**

Major Infractions

Aggressive Behavior/Assault/Fighting

Theft or Damage of Property

Incendiary Devices/Combustible Material

Communicating Threats

Unauthorized Use or Possession of Medication or Foreign Substances

Assault on a School Employee/Sexual Assault

Trespassing, Breaking and Entering Robbery

False Fire Alarms or Bomb Threat/Hoax

Possession of a Weapon/Narcotics, Alcoholic Beverages, Controlled Substances,
Chemicals and Drug Paraphernalia

Discrimination, Sexula Harassment, Harassment, Bullying or Hazing resulting in
Physical/Mental or Sexual Harm

Gang Activity Counterfeit Drugs, Medication, or Illegal Substance

Use of Tobacco Products/Paraphernalia Counterfeit Drugs/Medication/Illegal Substance

Falsification/Providing False Information

Consequences for Major Infractions

Administrative Conference

In-School Suspension

Out of School Suspension

Referral to Alternative School

Major infractions are considered to be a severe discipline issue that is disruptive to the school day and/or challenges the integrity of the classroom.

Dress Code

Dress will not be such as to disrupt the teaching/learning process

-Shirts advertising alcoholic beverages and those having profane or suggestive language or slogans are not allowed.

-Tank tops, spaghetti straps, bare midriffs, spandex/yoga pants, leggings without cover-up, pants worn below the waist, and pajamas are not permitted

-Shorts and skirts should be mid-thigh, anything shorter is not allowed.

-Holes in pants are allowed only if the holes are below mid-thigh.

-Shoes or tennis-shoes must be worn at all times during the school day (bedroom slippers are not allowed).

-Sunglasses, headgear, bandanas, hoods, and hats are not to be worn inside the building

Attendance Policy

Students must be present for at least a half-day in order to be counted as a full day.

You must sign in before 11:10 A.M. or stay until 11:10 A.M. to be counted present for the day

Make Up Work/Absences

When you are absent from school you should use the following steps:

- Provide a written excuse or doctor's note for all absent days, within 2 days of your absence**
- Give the excuse note to Ms. Wike(Guidance Counselor)**
- Make arrangements with your teachers to make up all work from your absence. Per CCS policy students receive the number of days out plus one to make up any missing assignments. Example: 2 days out $2+1= 3$**

This is your responsibility, not the teachers.

Tardy Policy

Students should be in homeroom before the 7:30 A.M. bell. If students come to class after 7:30 A.M. they must use the front entrance and sign in at the office using Ident-a-Kid.

The only excused tardies are as follows:

- Student Illness**
- Student Doctor/Dentist Appointment**
- Student Court Appointment**
- School Field Trips**

All other tardies will be marked as unexcused.

Tardy Policy Notices

The consequences for repeated tardiness to school, within a nine week period, are as follows:

-3rd tardy- A letter sent to parent.

-6th tardy- A letter sent to parent.

-9th tardy- A letter sent to parent.

***After 9 tardies student will be referred to school committee for review process or referral to school social worker.**

Medications/School Nurse

Nurse Killian is here on Mondays and Wednesdays.

-Medications are not to be taken at school unless a note from a doctor is provided to the school nurse.

-Students are not allowed to have or distribute any type of medication (including over the counter medications).

School ID Badges

Identification Badges are to be worn AT ALL TIMES when in the school building.

-ID Badges MUST be visible. ID Badges cannot be in your pocket or under your shirt/coat.

-Teams will determine consequences for students who do not have their ID Badge on daily basis.

-If you lose your ID Badge you are responsible for paying \$5.00 to get a replacement.

Cell Phones/ Smart Watches

Cell phones and smart watches are not permitted in the classroom at any time, unless your teacher has specified they will be used for an activity that day.

Cell phones are to remain turned off in your locker during the school day.

Failure to follow these guidelines will result in the phone or device being confiscated by any staff member and turned in to the front office. In order to retrieve your cell phone you must have a parent/guardian pick up the device from the front office.

The school is NOT responsible for lost, damaged or stolen items.

Lockers

Lockers will be issued on the first day of school by your homeroom teacher. (Lockers Not Used Due to CoVid-19)
Locks are mandatory and must be purchased from the school for \$3.00. If you lose your lock you must pay for a replacement. Students are required to keep their backpacks, purses, cell phones, and any non-essential items in their lockers at all times. You must lock the lock on your locker after each use, this is for YOUR safety! Lockers are subject to random searches and drug dogs at anytime as they are school property.

Buses

Bus Expectations

-Know your bus number! Know your shuttle bus number you may not switch. We assign shuttles based on number of students riding. Do not switch shuttles.

All school rules apply on the bus and to and from the bus
- follow driver instructions, use appropriate language, sit at all times, no throwing, no food/drinks

-BE RESPECTFUL

Students **CANNOT** ride a bus home with a friend with a written note and office approval.

<https://youtu.be/TS-4aRELaA8>

Buses

Bus Expectations

- **Students should follow the directions of their bus driver.**
- **Wear your mask, one student per seat, family members may share seats**
- **Students should be at the bus stop 5 minutes before the bus arrives**
- **Students will go directly to their assigned seat when entering the bus and keep aisles and exits clear.**
- **When getting on and off the bus look for crossing signals from your bus driver**
- **Students will remain properly seated in their assigned seats**
- **Students will not eat, drink, or otherwise use any other prohibited substances on the bus.**
- **Electronic devices - you can use them on the bus -follow school technology policy**
- **Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others.**
- **Students will stay seated in their assigned seat until time to get off the bus and use classroom voices until the loading/unloading process is complete.**
- **Students will help keep their bus clean and in good, safe condition.**

Buses Consequences

Failure to comply with bus expectations will result in the following:

1st Bus Referral 3 Day Bus Suspension

2nd Bus Referral 5 Day Bus Suspension

3rd Bus Referral 10 Day Bus Suspension

Anything after 3 Bus Referrals consequences will be administrative decision

CCS Grading Scale

100-90 = A

89-80 = B

79-70 = C

69-60 = D

59- 0 = F