

# JOHN SEDGWICK MIDDLE SCHOOL



**Home of the Generals**

**2022-2023**

**WORK  
FUN  
SERVICE  
SAFETY  
PRIDE**

**DAN NOVICK**  
Principal

**CHERRYL CHRISTMAN**  
Assistant Principal

**KEVIN PLUTKO**  
Dean of Students

8995 SE Sedgwick Road  
Port Orchard, Washington 98366  
Telephone: 360-874-6090

## School Staff

### Main Office Staff

- Dan Novick, Principal
- Cheryl Christman, Assistant Principal
- Bridgett DeHoff, Office Coordinator
- Jennifer Denison, Attendance Specialist
- Alanna Speidel, Student Store/Bookkeeper
- Sharon Rice, Office Assistant

### Counseling Office Staff

- Kevin Plutko, Dean of Students
- Makinzi Wick, Counselor A-K
- Nicole Baker, Counselor L-Z
- Tara Zantow, Registrar
- Jennifer Richardson, Office Assistant
- Brandy Chermak, Volunteer Coordinator
- Nicole Oerting, School Nurse

### Support Staff

- Eric Torgerson, Librarian
- Deputy Bernie Brown, School Resource Officer
- Ashley Kapsch, Security Officer
- Courtney Willson, ASB Advisor
- Joe Langley, Head Custodian
- Michele Smith, Food & Nutrition Services

### If You Need Help, You'll Find It Here

- Bus Passes: Sharon Rice, 6098
- Textbooks: Eric Torgerson, 6155
- Fees, Athletics, Physical Forms: Alanna Speidel, 6100
- Medications: Nicole Oerting, RN/Health Room, 6088
- Lockers: Jennifer Richardson, 6101
- Meal Card Payments: Michele Smith, 6143

## School Hours

Monday 8:10-2:45	Tuesday 8:10-2:45	Wednesday 8:55-2:45	Thursday 8:10-2:45	Friday 8:10-2:45
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## Office Hours

7:00-3:45

## South Kitsap School District

### Vision Statement

Nurturing growth, Inspiring achievement, Building community

### Mission Statement

The students, staff, parents, and community of South Kitsap all play a vital role in our district's success as a center of learning. In order to nurture growth, inspire achievement and build community we will: value and develop the gifts, talents and abilities of all our students through a caring and devoted partnership with our community; foster a dynamic, responsive and nurturing learning environment that empowers our students to achieve their full potential through academic success, productive citizenship and personal responsibility; focus on student learning by embracing diversity, encouraging creativity and real-world experience, and ensuring mutual respect and equal opportunities; graduate highly skilled, motivated students who will thrive and contribute to the world community; and hold ourselves accountable to our community to establish and maintain a tradition of excellence that is evident in the success of our students.

## John Sedgwick Middle School

### Mission, Vision, and Beliefs

The **mission** of John Sedgwick Middle School is to help ALL students reach their full academic, social, and emotional potential.

The **vision of the John Sedgwick team** protects and promotes the right of ALL students to work hard, have fun, make a difference, create, and support a safe environment, and take pride in themselves, their work, and our school.

We believe that:

- Students' learning needs are the primary focus of all decisions affecting the work of the school.
- Students learn in different ways and require a variety of instructional approaches to support their learning.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- It takes teachers, administrators, students, families, and the community to share the responsibility for advancing the school's mission
- *It's always a great day to be a General!*

## John Sedgwick Middle School Guiding Principles

GUIDING PRINCIPLE	MEETING STANDARD
<b>WORK</b>	<p>Attends school regularly; arrives to classes on time; comes to class prepared; completes all assignments.</p> <p>Uses class time effectively (works steadily, stays focused and does not disrupt others).</p> <p>Work is of good quality. Makes an effort to improve.</p> <p>Demonstrates resiliency, grit, determination, and accountability.</p>
<b>FUN</b>	<p>Models behavior that encourages rather than interferes with the learning of others.</p> <p>Gets involved in school activities, clubs, and sports.</p> <p>Demonstrates enthusiasm for learning.</p>
<b>SERVICE</b>	<p>Uses kind words and addresses others appropriately.</p> <p>Judges ideas not people; treats people with respect.</p> <p>Helps others feel as though they belong and encourages others to reach their natural potential.</p> <p>Makes our school and the world a better place without expecting anything in return.</p>
<b>SAFETY</b>	<p>Monitors own behavior and acts appropriately whether alone or with others.</p> <p>Language and actions in the hallways and classrooms are <u>free</u> from bullying, intimidation, swearing and harassment.</p> <p>Follows posted hallway, classroom and campus expectations.</p> <p>Demonstrates respect for property.</p>
<b>PRIDE</b>	<p>Makes best effort in all areas regardless of circumstances.</p> <p>Develops an identity and self-confidence as a result of doing the right thing always and in all ways.</p> <p>Shows respect for self and others and appreciates those who came before them.</p>

# John Sedgwick Middle School Expectations

## JSMS Guiding Principles

- Work
- Fun
- Service
- Safety
- Pride

## The General Way

- Treat others and school property with respect.
- Follow staff directions, electronics policy, and the dress code.
- Use appropriate noise level and language.
- Be safe with hands, feet, and objects.
- Leave area clean.

## Hallways

- No food, beverages, cell phones or loitering.
- Always walk, and stay to the right.
- Be safe with hands, feet, and objects.
- Use appropriate noise level and language.
- Use passing time to move to the next class.
- A pass is required to be in halls during class time.

## Commons

- Always walk; maintain a single-file line; no cutting.
- Stay seated unless waiting in line or going to the restroom.
- Stay within blue line boundaries.
- Be silent on signal and listen to announcements.
- Wait for permission to be dismissed and leave area clean.

## Office

- Enter the office quietly.
- Check in with office staff.
- Stay in student designated areas.
- Wait patiently and calmly.

## Restrooms

- No food, beverages, cell phones, glass, or loitering.
- Flush toilets and urinals.
- Wash hands with soap and water.
- Keep toilets, urinals, sinks, counters, and floor clean.
- Report any inappropriate behavior and notify an adult if a custodian is needed.

## Stairs

- Always walk.
- Stay to the right.
- Keep the flow of traffic moving.

### **Outside**

- No food or beverages allowed.
- Keep area clean.
- Stay within blue line boundaries and use crosswalks.
- Walk bikes, skateboards, and other wheeled devices on campus.
- Wait for buses behind the curb line.

### **Assemblies**

- Enter and exit in a safe and orderly manner.
- Sit in designated student section.
- Be silent on signal, and actively listen.
- Demonstrate appropriate behavior.
- Remain seated until dismissed.

### **Sporting Events**

- Let the players play, coaches coach, and officials officiate.
- Only positive cheering allowed.
- Spectators may not use the floor or equipment during intermissions.
- Stay in supervised areas; do not wander around the campus.

### **Library**

- Sign or code-in/out upon arrival and departure.
- Store belongings in designated area.
- Use appropriate noise level and language.
- Push in chairs before you leave.
- Leave area clean.

### **Computers**

- No food or beverages allowed around computers.
- Handle your computer with care.
- Protect your password and access your own computer.
- Visit only appropriate web sites.
- Log off, push in chairs, and leave area clean.

### **Locker Room**

- No cell phone use, gum, glass, or horseplay.
- Use appropriate noise level and language.
- During class, store belongings in large locker and transfer your lock.
- Stay in locker room until dismissed; leave area clean.
- Report any inappropriate behavior.

# John Sedgwick Middle School Social Skills

## **Introducing Yourself**

1. Look at the person and smile.
2. Use a pleasant voice.
3. Say, "Hi, my name is..."
4. Shake the person's hand.
5. When you leave, say, "It was nice to meet you."

## **Following Instructions**

1. Look at the person who is talking to you.
2. Say, "Okay," as soon as the person is done talking.
3. Do what you've been asked to do right away.
4. Check back when you're finished.

## **Asking for Help**

1. Look at the person.
2. Ask the person if he or she has time to help you (now or later).
3. Clearly describe the problem or what kind of help you need.
4. Thank the person for helping you.

## **Staying on Task**

1. Look at your task or assignment.
2. Think about the steps needed to complete the task.
3. Focus all of your attention on your task.
4. Stop working on your task only with permission from the adult who gave you the task.
5. Ignore distractions and interruptions by others.

## **Accepting "No" for an Answer**

1. Look at the person. This shows you are paying attention.
2. Say, "Okay". This lets the other person know you understand.
3. Stay calm. This allows you to hear what the other person is saying.

## **Disagreeing Appropriately**

1. Look at the person.
2. Use a pleasant voice.
3. Say, "I understand how you feel."
4. Tell why you feel differently.
5. Give a reason.
6. Listen to the other person.

## **Showing Appreciation**

1. Look at the person.
2. Use a pleasant, sincere voice tone.
3. Say, "Thank you for..." and specifically describe what the person did that you appreciate.
4. Give a reason for why it was so beneficial, if appropriate.
5. Offer future help or favors on your part.

### **Making an Apology**

1. Look at the person.
2. Use a serious, sincere voice tone, but don't pout.
3. Begin by saying, "I wanted to apologize for..." or "I'm sorry for..."
4. Do not make excuses or try to rationalize your behavior.
5. Sincerely say that you will try not to repeat the same behavior in the future.
6. Offer to compensate or pay restitution.
7. Thank the other person for listening.

### **Accepting Consequences or Criticism**

1. Look at the person.
2. Say, "Okay."
3. Don't argue.
4. If given instructions or suggestions on how to correct the situation, follow them.

### **Controlling Emotions**

1. Monitor the feelings you have in stressful situations.
2. Instruct yourself to breathe deeply and relax when stressful feelings begin to arise.
3. Reword angry feelings so they can be expressed appropriately and calmly to others.
4. Praise yourself for controlling emotional outbursts.



## Student Life

### Activities

We encourage student participation in school activities. Sedgwick offers a variety of activities and clubs for students:

Anime Club	Choir	Spirit Squad
ASB	Diversity Club	STEAM Club
Athletics	Drama	WEB
Band	Magic: The Gathering Club	Yearbook Club
Book Club	Photography Club	
Chess Club	Pickleball Club	

Updated meeting days, times, and locations will be posted in our weekly *General Gist*, on each club's Google Classroom, and communicated to staff and students at the beginning of the school year. Students attending after school events are expected to follow all school rules, stay in supervised areas, be picked up within 15 minutes of the conclusion of the activity. JSMS and SKSD school rules also apply to activities on other campuses.

### Associated Student Body (ASB)

Every student enrolled at JSMS is a member of the ASB and has a representative voice in the decisions and actions of the ASB. Elected ASB officers and representatives meet regularly and are responsible for student activities such as dances, pep assemblies, clubs, special events, and other aspects of student life at the school. ASB officers and representatives are held to higher academic and behavior standards than the general student population and may be removed from office for academic non-performance or violation of school policies.

- ★ **ASB Cards:** All students are encouraged to purchase an ASB card for \$30. This card provides many discount benefits for a variety of school functions and helps support school activity and athletic programs. All students who participate in sports are required to purchase an ASB card. A photo ID card, without ASB membership, is issued free of charge.
- ★ **Dances (excluding 8<sup>th</sup> Grade Dance):** Dances are held after school until 5 pm. Parents/guardians need to pick up students within 15 minutes of the conclusion of the dance. Tickets are sold the week of the dance. The last opportunity to purchase a dance ticket is during the last lunch up to 1 pm on the day of the dance. No exceptions. No refunds for tickets not used or lost. In order to participate, students must attend school a minimum of one-half day, unless other arrangements have been made with an administrator or designee. Students must be in good academic, behavioral, and financial standing since the previous dance in order to attend. Students who do not attend our school may not attend our dances. Students will be expected to wear appropriate school attire and follow all school rules. Staff supervision will be provided. Parent chaperones are welcomed. Please contact our volunteer coordinator to chaperone.
- ★ **8<sup>th</sup> Grade End-of-Year Activities:** In order to participate in the John Sedgwick Middle School 8<sup>th</sup> grade end-of-year activities, students must remain in good academic, behavioral, and financial standing. This means that the student has put forth their best effort in all classes, shown good citizenship in school, and has paid all fines and fees, unless other arrangements have been made.
- ★ **ID Cards:** Every student is issued a photo ID card at no cost. This card is used for lunches and to check out library books and textbooks. Students may not use another student's card for any reason. If for some reason a student does not receive an ID card, one can be obtained by going to the student store. If the card is lost or damaged, students may go to the student store during lunch to have a replacement card made for a fee of \$5.

### Athletics

It is our intention to provide a meaningful, educational experience in our athletic program. Frequently, sports provide an avenue of success for many students. John Sedgwick is a member of the Washington Interscholastic Activities Association (WIAA) and the West Sound Middle School League. We strictly adhere to their policies. Contact the Athletic Director for questions regarding sports policies and eligibility. PRIOR to participation in any sport, including turnout, the student athlete MUST complete the following items through the JSMS Webstore on the JSMS website before the first day of turnouts:

- Physical Examination, Insurance Status, Concussion/Sudden Cardiac Arrest Form
- Emergency Medical Card (renewed each season)
- Proof of ASB Card (Fee paid at student store, one-time purchase)

Students who make the cut or remain on teams that have no cuts can remain eligible by completing the following requirements:

1. Students must be eligible during the current grading period; they must also maintain eligibility during the period of their sport season. Grade checks will be completed during tryouts and during the season. A grade check may also be made at the discretion of the athletic director.
2. If a student does not meet the above requirements, they shall be placed on probation. Details are in the South Kitsap School District Rights and Responsibilities Handbook for student activities and athletics which is available from coaches, the school website, or the main office.
3. All fines and outstanding fees must be paid.
4. The ASB fee must be paid before the first game for each sport.
5. Students must abide by the Athletic Code of Conduct and the student handbook rules. Violations may result in probation, removal from the team, or a ban from athletics for the year.
6. Students must be picked up within 15 minutes after practices and games.
7. Students must be in school for at least one half of the school day the day of a practice or competition in order to participate, unless excused by an administrator or designee.
8. JSMS and SKSD school rules also apply to activities on other campuses.

### Bus Passes

Students are to ride their assigned buses to and from school. If the need arises to take a different bus, we require a bus pass signed by a school official. To request a pass, parents may write a note or call the Main Office to communicate the requested change. Office personnel must approve bus passes before 1 pm. Some buses are full and cannot accommodate additional riders.

### Closed Campus

John Sedgwick Middle School is a "closed campus". This means that students are not to leave without permission once they have arrived and may be disciplined for doing so. Before and after school, students are to remain in the designated, supervised activity areas. **Unless given permission or attending a supervised, school-sponsored activity, students are not to arrive before 7:30 am and must be picked up from school by 3:00 pm.**

- ★ **Hall Passes:** Students are to be actively engaged in learning in classrooms during class time. Each student will receive 3 passes, per teacher, per semester to use with teacher permission. Students are required to have a hall pass or signed planner to be in the halls or restrooms during class. Obtaining a hall pass is the student's responsibility.
- ★ **Restricted Areas:** Students are not permitted in the side parking lot, football field, in the back of the school, or on the sides of the gym. Students need to observe blue line boundaries. Hallways and offices are restricted during lunch times, except by permission. Students are not to congregate in common areas or passing zones between classes. Continued violations may result in progressive discipline.
- ★ **Visitors: Students visiting from other schools are not allowed on campus during the school day and must have permission to be on campus during non-school hours.** All approved visitors must first check in with the main office. Classroom visitors should make prior arrangements through the principal, assistant principal, or teacher.

### Commons and Lunch

Students are expected to be seated in the commons and eat during the first 15 minutes of lunch. Hallways and offices are closed during lunches except by permission. Students are required to be silent for announcements, bus their tables, and push in their chairs. **No food or beverages will be allowed in the library or outside during lunches.** Those who abuse the commons privileges or leave trash outside may have privileges restricted and/or be assigned lunch cleanup. Students are to remain in the designated areas, delineated by the blue lines, during lunch, both inside and outside the building.

### Field Trips

Students going on field trips must have a completed field trip form and all emergency and medical information on file before they can go. All school rules apply when on a field trip.

## Lost and Found

**Please note that the school is not responsible for lost or stolen personal articles.** We advise students not to bring large amounts of money or items of value to school. Students are also advised not to exchange or loan clothes to others at school. Students should mark their clothing, especially coats and shoes with a permanent-marking pen. The lost and found bin is located in the commons and is **emptied monthly without notice**. Smaller items such as eyeglasses or jewelry are kept in the main office. Parents/guardians may also come in and check lost and found before or after school.

## Physical Education

John Sedgwick PE uniforms are required. They can be purchased in the student store. No jewelry may be worn during PE classes. Students wearing jewelry will not be allowed to participate in class and work habits scores will be impacted. Teachers are not responsible for lost, misplaced, or stolen jewelry. Exceptions to the “no jewelry rule” include religious medals and medical alerts.

- ★ **Locker Rooms:** Student should lock up their personal belongings using lockers and locks provided by the school. Students are to transfer their personal belongings from their small basket lockers to a large locker during their PE class. The school is not responsible for lost or stolen items. There is an expectation of privacy for all students. **Use of cameras, cell phones or any other electronic device is strictly prohibited in the locker-rooms and may result in suspension or expulsion, and possible legal action.**

## Standards-Referenced Grades

Students are assessed in two categories: Academic Standards and Work Habits. Academic standards are specific to a course. Work habits are the same for all courses, reflecting a student’s level of respectful citizenship and responsibility for learning.

Grades will be reported as:

- 4: Excels at Standard
- 3: Meets Standard
- 2: Approaching Standard
- 1: Significantly Below Standard
- M: Modified
- \*IE: Insufficient Evidence

\*Insufficient Evidence may be given as a grade mark when there is not enough evidence to determine with certainty a student’s level with respect to the indicator(s) being assessed.

## Student Store

The student store is open before school and during lunches on designated days. Healthy snacks may be purchased at the store (**limit 2 per item**), as well as PE clothes, student ASB cards, yearbooks, dance tickets, school apparel, school supplies, and various other items. Personal checks will be accepted for the **exact amount of purchase only**. Please make checks payable to JSMS. In addition, we may not be able to make change for larger bills. We do not cash checks. **Payments with credit and debit cards can be made online via the school/district website.**

- ★ **Art and Pottery Fees:** The school will furnish basic supplies. Students must buy materials and supplies used for individual projects beyond those required for the course.
- ★ **Fines:** Grades, transcripts, and access to extra-curricular activities may be withheld for unpaid fines. In addition, unpaid fines will remain on a student’s account through high school.

## Student Insurance

Optional student insurance from a private carrier is available at a nominal cost. The district merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the insurance company.

## Textbooks and Computers

Textbooks and 1:1 devices are issued to individual students and must be returned upon completion of the school year or withdrawal from school. Students will be charged for any damaged or lost items. All textbooks and computers should be handled with care and maintained in good working condition.

## Telephone Use

With permission of staff, students may use the designated student phones in the Counseling Office and Main Office to contact parents regarding urgent school matters.

## School Policies and Procedures

### Attendance

Consistent attendance is essential for academic progress and is of great importance for a student's academic and occupational success. Attendance will be taken daily and records kept in the office. Most classroom experiences cannot be duplicated on an individual basis; an absent student loses the experience of lecture, discussion, and participation. Students must be in school for at least one half of the school day the day of an activity in order to participate in that day's school activity.

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school program.

- ★ **Early Dismissal:** Students should submit requests for early dismissal via phone, email, or written note to the main office. **Parents must sign out their student in person and may be asked to furnish valid ID. PLEASE DO NOT PARK IN THE BUS ZONE (the front of the building) OR ENTER THROUGH THOSE DOORS.** Students who leave campus without permission or fail to properly clear with the main office before leaving campus may be considered truant. **Parents who are picking up students early can avoid being blocked in a parking spot by using the parent pick-up loop.**
- ★ **Excused Absences:** If your student is kept home due to illness, notify the school as soon as possible. Please use the "Attendance" feature on Skyward, call 874-6096 and leave a message, or send an email or note with your student when they return. Excusals must be submitted no later than 48 hours following the absence. Absences not excused with a parent notification or written excuse are unexcused. **Families will receive daily notification by phone and/or email if their student(s) are absent and/or tardy to one or more classes.**
- ★ **Unexcused Absences:** If your student has three unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism.

If your student has seven unexcused absences in a 30-day period or fifteen unexcused absences within the school year, we are required to file a petition with the juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed, and your student and family may be referred to a Community Truancy Board, or you and your student may need to appear in juvenile court. If your student continues to be truant, you may need to go to court.

**Students who have less than 90% attendance at any given point during a school year may be required to furnish a note from a physician to excuse absences.**

- ★ **Late Arrival:** Students who arrive late to school must report to the main office and use the electronic attendance kiosk for admittance to school before reporting to any class. Tardies are considered unexcused until a notification is received from the parent/guardian explaining the late arrival. Excessive unexcused tardiness will result in progressive disciplinary action.
- ★ **Make-up Work:** Certain educational experiences are unique and may not be possible to replicate. An alternative assignment of equal value may be provided, if possible. It is the student's responsibility to obtain all make-up work from their teachers immediately upon returning to school. The student should check with each teacher to receive instructions for make-up work and make-up tests. Students are encouraged to check teachers' Google Classrooms.
- ★ **Requests for Homework:** If a student has a prearranged, long-term absence, homework may be requested. Homework requests will be provided by the teachers 24 hours after the parent request is made. Homework may be picked up in the Main Office before 3:30 pm. For short-term absences, students should stay caught up through the use of their teachers' Google Classrooms. To request homework, call 874-6098.
- ★ **Tardy Policy:** Students are expected to arrive to class within one-minute of the warning bell in order to maximize their own learning and respect others' time and rights to teach and learn without disruption. **Families will receive daily notification by phone and/or email if their student(s) are absent and/or tardy to one or more classes.** Progressive discipline will be applied for excessive tardiness.

- ★ **Truancy:** Absences that are not excused by a parent/guardian within 48 hours of the absence are considered unexcused and truant. Truancy is defined as students not reporting to school when expected to be there, or not reporting to or not remaining at assigned areas after arrival on campus. Students who report to class ten minutes after the tardy bell without a pass may be considered truant. Action will be taken for each such instance, and progressive discipline will be administered.

### **Dress Code**

In order to ensure learning for all, students are expected to wear clothes and footwear that are professional, safe, clean, modest, and appropriate for school. Clothing that interferes with or distracts from the educational process, depicts something illegal, or presents a danger to other students is not acceptable. Clothing, backpacks, jewelry or insignia with drug/tobacco/sexual/vulgar/weapons pictures or messages are not acceptable. Wearing, carrying, or displaying gang paraphernalia or writing gang symbols/tagging is also prohibited. Cleavage, midriffs, and undergarments should not be visible. For safety reasons, blankets, capes/full-size flags, and sunglasses (except by medical prescription) are not allowed.

Additionally, students must remove any non-religious headwear that covers their ears during the school day while in the school building and portables. Repeated offenses and/or refusal to comply may result in progressive discipline. Exceptions may apply during Spirit Week or other special events; make sure to listen to announcements for exceptions.

If students wear inappropriate clothing or footwear to school they may be asked to change their clothing, cover up, or may be sent home to return when dress is acceptable. Repeated offenses and/or refusal to comply may result in progressive discipline.

### **Electronic Devices, Ear Buds, and Cell Phones**

**The school is not responsible for theft or loss of electronic devices.** Students may have cell phones and other electronics at school, but their use is **restricted to the last 15 minutes of lunch or during class time by teacher discretion for educational purposes. At all other times, cell phones, ear buds, and electronic devices (including Chromebooks) must be silenced and stowed.** Enforcement will be from the official start and end of each school day (8:10-2:45). If brought to school, and used inappropriately, these items will be confiscated and result in:

- 1<sup>st</sup> Offense: Student pick up at end of the day
- 2<sup>nd</sup> Offense: Parent pick up
- 3<sup>rd</sup> Offense: 1 Hour Detention; student may pick up at the end of the day
- 4<sup>th</sup> Offense: Wednesday School; student may pick up at the end of the day
- 5<sup>th</sup> Offense: Device stays in the main office for the day, or no phone at school, or 1-day suspension

### **Emergency Preparedness**

Fire drill, earthquake drill, and lockdown procedures are reviewed and practiced monthly throughout the school year. It is the responsibility of the teacher to see that each class has received full instructions. In the event of an actual emergency/disaster, students will be released to their parent/guardian in accordance with the student/parent reunion procedures. Be sure family contact phone numbers, emails, and the names of emergency contacts are kept current throughout the school year. Misbehavior during a drill or an emergency will result in discipline.

### **Harassment, Intimidation, and Bullying (HIB)**

South Kitsap School District policy prohibits sexual harassment or intimidation of employees, students, parents/guardians, volunteers or visitors. Harassment, intimidation, and bullying may include conduct or communication. Harassment between members of the same or opposite sex is not tolerated. A finding of harassing, intimidating, bullying or sexual harassment is just cause for disciplinary action in the SKSD. For more specifics please see School Board Policies 3207 and 5274 which are available on the district website. The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation, or bullying.

“Harassment, intimidation or bullying” means any intentionally written message or image — including those that are electronically transmitted — verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- 1) Physically harms a student or damages the student’s property,
- 2) Has the effect of substantially interfering with a student’s education,
- 3) Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment, or
- 4) Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). Forms for reporting HIB are available via a link on the district website and in the main office or counseling office.

### **Health Room**

The Health Room is located upstairs in the counseling office. If a student becomes ill at school, he or she should obtain a hall pass from the teacher before coming to the Health Room. Students should not text or call parents without a visit to the health room. If a student needs to go home for medical reasons, a parent/guardian will be contacted. **Please keep phone numbers current. STUDENTS MUST CHECK OUT THROUGH THE MAIN OFFICE BEFORE LEAVING.** A pass will be issued for early dismissal.

- ★ **Injuries and Accidents:** Every accident in the school building, on the school grounds, at practice sessions, or at any event sponsored by the school should be reported immediately to the staff person in charge or available school personnel. Students who are injured should report to the Health Room. Serious conditions or injuries may result in calls to 911. School staff will make every attempt to reach parents if a serious injury occurs. Medical costs are the responsibility of the parent/guardian. **Please keep phone numbers and emergency contact information current.**
- ★ **Medication at School:** When a student is under the care of a physician and/or it is necessary for the student to take prescriptions or over the counter medication during the school day, these procedures **must** be followed:
  1. The parent/guardian must complete and sign Form 157, which includes a waiver of liability and can be obtained in the counseling office.
  2. **Form 157 must be signed by the physician** and returned in a timely manner.
  3. The parent must bring the completed form and **medication in the original, unopened over-the-counter container and/or prescription container.** Only the required number of doses shall be sent to the school. The remaining medication should be kept at home.
  4. Medication is disposed of at the end of the school year, unless claimed by the last day of school.
  5. If medicine orders change, please contact the Counseling Office. **School personnel cannot give students medication without a signed Form 157.**

Other long-term medical conditions that may affect performance or attendance in any class should be shared with the school nurse.

### **Public Displays of Physical Affection**

Overly affectionate behavior is not necessary or appropriate for the learning or school environment, therefore students should refrain from intimate behaviors (kissing, embracing, holding hands, etc.) on campus or at school related events and activities. Repeated offenses and/or refusal to comply may result in progressive discipline.

### **School Safety**

It is a shared responsibility to keep our school physically, socially, and emotionally safe. We operate by the "see something, say something" policy and encourage our students to speak up about any potential threats to staff and student safety by reporting concerns to a trusted adult. Students may not bring weapons, explosives, or any other objects to school that could pose a risk to the health and safety of our students and staff. This includes look-a-like models or replicas of weapons, explosives, and other threatening objects which are not to be brought to school under any circumstances – including for class projects.

### **School Transportation**

The "Rules for Students Riding School Buses" is published annually by the Superintendent of Public Instruction and is approved by the South Kitsap School District. Additionally, student rules shall be made available to each student in SKSD at the beginning of each school year. For any additional questions or concerns, call the District Transportation Office at (360) 874-7090.

### **Selling Items at School**

In order to preserve the academic climate and purpose of our school, students are not allowed to sell items on school property. This includes small items such as candy or gum as well as fundraisers for outside groups.

## Resources and Responsibilities

### Academic Responsibilities and *Skyward*

At John Sedgwick Middle School, **students are expected to spend time outside of class to prepare and study** for each academic course. Students are responsible for the following:

- Using class time productively to complete in-class assignments.
- Recording and understanding the expectations of the homework assignment(s) before leaving school.
- Taking home all necessary materials to complete assignment.
- Working with parents to develop a schedule for completing studies, homework and long-term projects.
- Returning completed homework in a timely manner.

Students have been issued planners to track their assignments and should check with their teachers regularly; Sedgwick AVID binders are available at the General Store for \$5.00. Students and families are also encouraged to regularly check academic progress in all classes using *Skyward Family Access* online. To obtain a password, contact our school registrar at 360-874-6102.

### Computer Use

In order to have access to school computers and internet use, students agree to follow the standards of SKSD acceptable use policy. Students are responsible for the safety of their work that is stored on the computer network; students should not let others know their passwords. Hacking is strictly prohibited. Hacking is defined as the tampering with or the knowing destruction of computer files, programs or systems. Computer system passwords must remain private. Students and parents are advised that software piracy is illegal. Student caught unlawfully copying copyrighted software will be referred to the office. Students are to work on assigned curriculum. Any student in any unauthorized areas of the computer or in violation of the acceptable use policy will result in progressive discipline.

### Counseling Services

If students are experiencing problems resolving disputes with peers, struggling academically, or have other concerns, they may go to the counseling office before school, during passing time, at lunchtime, or after school to request to meet with a counselor. Their counselor will call the student to the office, listen to concerns, and help develop a plan for success. The counseling office is located upstairs. A sign-up clipboard is located outside each counselors' office for students to make an appointment. Counselors can help students with the following concerns:

- |                                   |                               |   |
|-----------------------------------|-------------------------------|---|
| • Academic problems               | • New student orientation     | • Scheduling  |
| • Personal concerns               | • Standardized Testing        | • Referrals to community persons and agencies for mental health/social services |
| • Interpreting test score results | • Cumulative records          |   |
| • References                      | • Registration and withdrawal |   |

- ★ A parent/guardian may call the counseling office to arrange for a conference with a counselor and/or a roundtable meeting with multiple teachers. To meet with individual teachers, contact them directly.
- ★ Schedule Changes: The John Sedgwick counseling department will make every attempt to create a schedule based on student course requests. Schedules that are in error (missing a class, incorrect math placement, duplicate class, etc.) will be corrected during the class period where the problem exists; these corrections must occur during the first week of the semester. All schedule change requests must be submitted in writing with a parent/guardian signature within the first two weeks of the semester and may require a meeting with the teacher. Final approval is granted by the principal.

### Fines/Fees

Students are responsible for paying all fines and fees. Fines include the cost of lost or damaged books or equipment, lost locks, or damage to other school property. Students must pay fees for certain classes, sports, and field trips. Students will not be able to attend dances, purchase a yearbook, or participate extra-curricular activities or other special events if outstanding fines or fees are not paid. All fines and fees can be paid via the student store with cash or checks made out to JSMS. Debit or credit card payments can only be made at the student store or online. Unpaid fines and fees will follow students to the high school.

### Library

The library is open for use from 7:40 am until 3:10 pm every school day, except Wednesdays. All materials are due two weeks from date of check out and may be renewed more than once unless a "hold" has been placed on the item. Fines will be posted for materials more than two weeks overdue. Charges will be made for damaged or lost materials. The library accommodates students doing class projects, research assignments, or reading quietly as long as students follow proper library etiquette. No food or drink allowed.

**Lockers**

Individual school lockers will be issued to each student at the beginning of the school year. School lockers may be accessed by students before/after school and during passing times; however, locker use is not an acceptable reason for being tardy to class. Although locker use is optional, individual teachers may not allow backpacks in their classrooms for safety reasons. Students should not give their locker combination to other students, nor should they share or use lockers that have not been assigned to them. The school is not responsible for lost, stolen, or damaged personal items. Lockers (including PE lockers) are school property and may be opened by school authorities at any time. Problems with locks or lockers should be reported to Mrs. Richardson. There is a \$5 charge for damaged or lost PE locks.

**Personal Property**

School personnel are not responsible for the damage or loss of any items of personal property at school, nor will they investigate such incidents. Secure all personal items or leave them at home.

**Volunteering**

John Sedgwick Middle School has an active volunteer program. All volunteers are required to complete a volunteer application, available in the main office. In accordance with district policy, volunteers must also complete a background check and provide a copy of their driver's license. Students are expected to show respect to all volunteers. For more information about our volunteer program, or to request an application, or to complete a background check, contact the volunteer coordinator at 874-6097.

## Technology & Communication

**Daily Bulletin**

The bulletin will be read at the beginning of each day. Students should be aware of its content and listen for additional morning announcements. The bulletin is also available on the school's website and Google Classroom, and is posted daily in the commons.

**General Gist**

The Sedgwick *General Gist* is a weekly email publication sent to all John Sedgwick families meant to keep our school community informed about school curriculum, events, programs, and announcements.

**Grade Reporting**

The grading policy of South Kitsap School District is based on a semester for all middle school students. Semester grades are mailed home. All other grades are posted online. Parents and students are encouraged to check *Skyward Family Access* on the district website. Parent conferences are also held twice a year, once in the fall and once in the spring. If you have specific concerns about grades in a class, please contact the teacher directly.

**Social Media**

School and event information will be reported on Facebook, Instagram, and Twitter. Please see our accounts @jsgenerals.





## **Guidelines for Student Behavior**

The guiding principles at John Sedgwick are work, fun, service, safety, and pride. The primary school rule is, *"I will be respectful and responsible to protect the learning, safety, and well-being of myself and others."* This allows students to manage their own behavior within the classroom; however, there are student behaviors which may merit progressive, office-level discipline. South Kitsap School District Policy #3330 on Student Conduct states the following: "Any student who willfully performs any act, which materially interferes with or is detrimental to the orderly operation of a school, a school-sponsored activity, or any other aspect of the educational process within the South Kitsap School District, shall be subject to discipline, suspension, or expulsion."

## **Definitions of School Consequences**

### **After School Detention**

After School Detention is held on Wednesdays from 3:00-4:00 pm in a designated room under adult supervision. Students should work on school work or read a book during detention.

### **Confiscation**

Items inappropriate for school (i.e. and not limited to, alcohol, tobacco, illicit drugs, lighters, matches, e-cigarettes, laser pens, knives, noise makers, obscene buttons, toys, etc.), will be taken away.

### **Lunch Detention**

Lunch Detention is held during a student's lunch for a maximum of 30 minutes. Students are expected to take their food to a designated area or classroom where they will eat away from their peers for the duration of their lunch period.

### **Progressive Discipline**

Progressive disciplinary steps and consequences implemented based on the nature and seriousness of the behavior/incident, as well as student past actions.

### **Removal from Class**

The student is removed from class and may not return to that teacher's class without administrator approval or a STEP 4 parent conference with the teacher.

### **Restitution**

A damaged or stolen item should be replaced or fixed.

### **Suspension**

Removal from school for a specified period of time (short-term or long-term).

### **Wednesday School**

Wednesday School is held Wednesdays from 3:00 – 5:00 pm in a designated room under adult supervision. Students are expected work on schoolwork or read a book during Wednesday School.

## Classroom and Common Areas STEPS Respect and Responsibility System

John Sedgwick Middle School has one primary school rule: **I will be respectful and responsible to protect the learning, safety, and well-being of myself and others.**

The steps system provides a consistent total campus citizenship program. Steps allow staff to hold high expectations for all students and are an opportunity for self-reflection, not merely a discipline plan. Students are responsible for their own actions and for coming to school ready to learn. The goals of John Sedgwick's Steps System are as follows:

1. Preserve the integrity of the learning environment
2. Provide an opportunity to de-escalate and reflect
3. Promote ownership of our behaviors
4. Partner with parents and guardians
5. Protect students' dignity

**STEPS:** Low-level, inappropriate behavior will be addressed with Steps. John Sedgwick's Steps System emphasizes student decision making and responsibility. It is important for the student, parent, and teacher to understand that progression up steps is a form of escalation of a student's behavior while movement down steps is a form of reflection and de-escalation.

**Step 1:** When a student is interfering with another's learning, safety, or well-being, the student will be asked to sit in an alternative place in the classroom such as a "Calm Zone" or "De-escalation Area" or move to an area away from other students in a common area. The student will spend an appropriate time period, approximately 2-5 minutes, quietly reflecting on what behavior(s) caused the change of placement. The student will then be asked what behavior brought them to Step 1 and if they are ready to return to the class or common area activity. If the student correctly identifies the behavior and feels they are ready to return to the activity, they may return. If they need more time, they may have it.

**Step 2:** If the student argues on the way to Step 1 or engages in disruptive behavior while on Step 1, they will be informed that they are now on Step 2 and remain in their place until an appropriate time period (usually 2-5 minutes) for Step 2. As with Step 1, the teacher or staff member will confer with the student before they may return to Step 1.

**Step 3:** If the student continues to argue on the way to Step 2 or be disruptive, the student will be given the option to move to Step 3 or request a Step 4 Referral. After an appropriate time period, the teacher will briefly confer with the student as on Steps 1 and 2. If the student is ready, they may return to Step 2. PLEASE NOTE THAT STEPS 1-3 ALLOW THE STUDENT TO REMAIN IN THE CLASSROOM/COMMON AREA WITH THEIR PEERS AND ACCESS INSTRUCTION/PARTICIPATE IN THE COMMON AREA ACTIVITY AS THEY ATTEMPT TO REFLECT ON AND CORRECT THEIR BEHAVIOR.

**Step 4:** Inappropriate behavior on Step 3 will result in a Step 4 Referral. The student will be sent to the Counseling Office to phone a parent, with an adult present, to request a time to meet in-person or via Zoom BEFORE OR AFTER SCHOOL. Parents will be requested by the student to come in for a conference WITH THE TEACHER to facilitate the student's return to class. The student will remain out of that teacher's classroom for a maximum of 2 days or until a parent-student-teacher conference can be held. This is to determine if the student is ready to return to class for the purpose of learning. Upon completion of a successful conference, the student will return to that teacher's classroom. If parents refuse to attend an in-person or Zoom conference, the student is subject to a suspension in lieu of a conference.

**Step 4 CONFERENCE:** At Step 4, the student, his/her family member, and the teacher will be present for the conference. The purpose is to help the student understand the behaviors expected to occur at school. The student will conduct the conference. At this time the student will:

1. State the problem
2. Express that it was their responsibility to manage their behavior
3. Offer alternative methods of managing their problem
4. Express a desire to return to class

**NOTICE:** Some behaviors require circumvention of all or a portion of the steps system. Steps may be adjusted for students who chronically misbehave. When an administrator evaluates whether a disciplinary action is appropriate for the behavior of a student, the individual case is reviewed in the context of the student's past behavior and disciplinary record.

**EXCEPTIONS:** If a student engages in criminal offenses or exceptional misconduct, that student is choosing to be removed from the Steps System and be dealt with through South Kitsap School District policies and procedures.

**Automatic Step 4/5:** High-level behaviors that are extremely disruptive, defiant, or disrespectful – including failure to respond to an adult or identify oneself – will automatically trigger a Step 4/5. In all cases, the student will skip Steps 1-3 and proceed directly to Step 4/5 status. At this point, an administrator will confer with the staff member to determine whether to conduct a Step 4 conference or move to Step 5 which results in office-level disciplinary action.

## Potential Office Level Offenses and School Discipline Matrix

Step 4 = Student/Parent/Teacher Conference

Short Term Suspension = 1 to 10 days

Long Term Suspension = 11+ days, up to remainder of semester

Emergency Expulsion = Temporary removal from building 1 to 10 days; parent conference and/or district-level hearing

Expulsion = Indefinite period of time, determined by district level hearing officer.

INCIDENT	ACTION TO BE TAKEN			
	First offense		Repeated	
	Minimum	Maximum	Minimum	Maximum
Academic Dishonesty	Parent Contact	Detention	STEP 4	Wednesday School
Alcohol, Drugs, Paraphernalia, Mind Altering Substances (possession, distribution, solicitation)	Emergency Expulsion and law enforcement contacted	Emergency Expulsion and law enforcement contacted	Emergency Expulsion and law enforcement contacted.	Emergency Expulsion and law enforcement contacted
Arson or False Alarms	Emergency Expulsion and law enforcement contacted	Emergency Expulsion and law enforcement contacted	Emergency Expulsion and law enforcement contacted	Emergency Expulsion and law enforcement contacted
Insubordination toward school staff	STEPS	STEP 4	STEPS	Short-term suspension
Destruction of Property/Vandalism	Repair damage and restitution	Conference with administrator and/or Wednesday School	Short-term suspension	Short-term suspension
Disruptive Conduct	STEPS	Emergency Expulsion	STEP 4	Emergency Expulsion
Dress Code Violation	Change attire and restricted from class	Parent contact	Restricted from class and parent contact	Wednesday School
Explosive Devices or Bomb Threats	Emergency Expulsion and law enforcement contacted	Emergency Expulsion and law enforcement contacted	Emergency Expulsion and law enforcement contacted	Emergency Expulsion and law enforcement contacted
Fighting	Conference with administrator	Emergency Expulsion	Short-term suspension	Emergency Expulsion
Harassment/ Intimidation/Bullying	Conference with administrator	Emergency Expulsion and law enforcement contacted	Short-term suspension	Emergency Expulsion and law enforcement contacted
Inappropriate language and obscene behavior	STEPS	Long-term suspension	STEP 4	Long-term suspension
Inappropriate Display of Affection	STEPS	Parent contact	Conference with administrator	Behavior contract and/or Wednesday School
Misuse of Internet Access/School Computers	Parent contact	Conference with administrator	STEP 4	Temporary loss of computer and internet privileges
Physical Assault	Conference with administrator	Emergency Expulsion and law enforcement contacted	Short-term suspension	Emergency Expulsion and law enforcement contacted
Restricted Area Violation	STEPS	Conference with administrator and parent contact	Detention	Short-term suspension

INCIDENT	ACTION TO BE TAKEN			
	First offense		Repeated	
	Minimum	Maximum	Minimum	Maximum
Sexual Harassment	Conference with administrator	Emergency Expulsion and law enforcement contacted	Short-term suspension	Emergency Expulsion and law enforcement contacted
Theft of School Property	Parent contact and restitution	Wednesday School	STEP 4 or conference with administrator	Short-term suspension
Tobacco/lighter/matches/e-cigarettes, possession or use of related products	Conference with administrator	Long-term suspension	Short-term suspension	Long-term suspension
Unexcused Absence/Truancy	Parent contacted	Conference with administrator	Detention	Behavior contract and/or Becca Bill
Unsafe Behavior (horseplay)	STEPS and/or parent contact	Wednesday School	Conference with administrator	Short-term suspension
Unsafe Behavior (malicious)	Emergency Expulsion	Emergency Expulsion and law enforcement contacted	Emergency Expulsion	Emergency Expulsion and law enforcement contacted
Weapons	Emergency Expulsion	Emergency Expulsion and law enforcement contacted	Emergency Expulsion	Emergency Expulsion and law enforcement contacted

**Please see the District Rights and Responsibilities Handbook for a more inclusive list.**

## Notices Required by Law

### Policy and Procedure 3210 and 3210p

The South Kitsap School District provides equal educational and employment opportunity without regard to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation – including gender expression or identity, marital status, or the presence of any sensory, mental or physical disability, the use of a trained dog guide or service animal by a person with a disability. Equal access to activities, facilities and program is provided to the Boy Scouts of America and other designated youth groups. District procedure complies with all applicable state and federal laws.

Compliance/ADA/Title IX Coordinator: Will Sarett, Executive Director of Human Resources, 2689 Hoover Avenue SE, Port Orchard, WA 98366, 360-874-7071, [sarett@skschools.org](mailto:sarett@skschools.org)

Section 504 Coordinator: Dr. Andrew Cain, Principal, 2689 Hoover Avenue SE, Port Orchard, WA 98366, 360-874-6022, [cain@skschools.org](mailto:cain@skschools.org)

You can report discrimination and harassment to any school staff member or to the District's Coordinators, listed above. You also have the right to file a complaint. For a copy of the District's nondiscrimination policy and procedure, contact your school or the district office. South Kitsap School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services, and activities. For information regarding translational bilingual education programs, contact the Executive Director of Teaching and Learning at (360) 874-7050.

### Complaint Options: Discrimination and Sexual Harassment

#### Informal Complaint Process:

Informal complaints of sexual harassment may be made to any staff member. During the informal complaint process, the district will take steps to end any harassment and to correct any discriminatory effects on the complainant. Informal complaints may become formal complaints at the request of the complainant, parent/guardian, or if the district believes the complaint needs to be more thoroughly investigated.

#### Formal Complaint Process:

##### Level One – Complaint to District

1. Anyone may initiate a formal complaint of sexual harassment, even if the formal complaint process is being utilized.
2. All formal complaints will be in writing and will include specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The time period for filing a complaint is one year from the date of occurrence. Once a complaint is received;
  - a) The Title IX Coordinator will draft a complaint based on the report
  - b) The superintendent or Title IX Coordinator may conclude that the district needs to investigate based on the information.
3. Once received, the Title IX Coordinator will investigate all formal, written complaints, for information that they believe requires further investigation in a manner that is adequate in scope, reliable and impartial. A written decision will be made and sent to both the complainant and perpetrator within 30 days unless an extension is required for exceptional circumstances related to the complaint. At the time the district responds to the complainant, a copy will be sent to the Office of Public Instruction (OSPI).

##### Level Two – Appeal to Board of Directors

1. If complainant disagrees with the decision, they may appeal to the district board of directors by filing a notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.
2. A hearing will be scheduled with the board by the 20th calendar day following the filing of the written notice of appeal.
3. Both parties will be allowed to present witnesses and testimony as the board deems relevant and material.
4. Unless otherwise agreed by the complainant, the board will render a written decision within 30 calendar days following the filing of the notice of appeal.

##### Level Three – Complaint to the Superintendent of Public Instruction (OSPI)

1. If a complainant disagrees with the decision of the board of directors, a complaint may be filed OSPI.
2. The complaint must be in writing and include;
  - a) Description of the specific acts. Name and contact information including address of the complainant.