

Judson Middle School

Parent-Student Handbook 2023-2024



4512 Jones Rd SE, Salem, OR 97302

Phone: 503-399-3201

24-Hour Attendance Line: 503-399-7879

Fax: 503-391-4041

<https://judson.salkeiz.k12.or.us/>

Alicia Kruska, Principal

Brian Storrs, Assistant Principal

Jordan Liudahl, Behavior Specialist

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JUDSON MIDDLE SCHOOL Monday, Tuesday, Thursday, Friday SCHEDULE

1st Lunch Schedule		2nd Lunch Schedule	
Period 1: 9:20-10:16		Period 1: 9:20-10:16	
Period 2: 10:20-11:14		Period 2: 10:20-11:14	
3rd Period Check-In 11:14-11:17		Period 3: 11:18-12:12	
Lunch: 11:17-11:47		Lunch: 12:12-12:42	
Period 3: 11:51-12:45		3rd Period Check Out (12:42-12:45)	
Intervention 12:49-1:09	Period 4 1:09-2:03	Intervention 12:49-1:09	Period 4 1:09-2:03
Period 5: 2:07-3:01		Period 5: 2:07-3:01	
Period 6: 3:05-4:00		Period 6: 3:05-4:00	

JUDSON MIDDLE SCHOOL Wednesday LATE START SCHEDULE

1st Lunch Schedule		2nd Lunch Schedule	
Period 1: 10:20-11:09		Period 1: 10:20-11:09	
Period 2: 11:13-12:00		Period 2: 11:13-12:00	
3rd Period Check-In 12:00-12:03		Period 3: 12:04-12:51	
Lunch: 12:03-12:33		Lunch: 12:51-1:21	
Period 3: 12:37-1:24		3rd Period Check Out (1:21-1:24)	
Period 4: 1:28-2:15		Period 4: 1:28-2:15	
Period 5: 2:19-3:06		Period 5: 2:19-3:06	
Period 6: 3:10-4:00		Period 6: 3:10-4:00	

Answers to Parents' Frequently Asked Questions

How do I report my student's absence?

Parents should call our 24-hour attendance line at 503-399-7879 to report their student's absence.

How do I contact my student's teacher?

The best way to contact teachers is via e-mail. Please use the following format typed in all lowercase letters: lastname_firstname@salkeiz.k12.or.us

What time does school start and end?

Classes begin at 9:20 a.m. and are dismissed at 4:00 p.m.

What are the school office hours?

The office is open from 8:00 a.m. to 4:30 p.m., Monday through Friday. The office is closed during winter break and spring breaks.

How much is a student lunch?

All students receive breakfast and lunch free of charge.

Who do I contact if I have questions regarding student lunches?

You may contact the Judson kitchen at 503-399-3281.

What is the ParentVUE program and how do I sign up for it?

The ParentVUE program lets you access a secure site to view your student's current grades, assignments, attendance, class schedule, immunizations and more. Parents who do not have an active ParentVUE account should contact the school office at 503-399-3201.

How do I check my student out of school early for an appointment?

Students needing to leave school early must provide a written note from their parent to the office the **morning** of the scheduled appointment. If an appointment is made that same day, please call the office at 503-399-3201 **at least 15 minutes prior** to checking your student out. At the time of the departure, the parent must come into the school and present their ID to check the student out of the building. **Students are not allowed to check out after 3:45 pm without prior arrangements.**

I need to contact my student during the school day. Can they carry their cell phones with them?

Cell phones should be powered off during class time and in student backpack from 9:15-4:00 pm. If a parent needs to contact their student they may call the school office at 503-399-3201. We encourage parents and students to make all their after-school plans before coming to school.

SCHOOL INFORMATION

HELP DIRECTORY

The following directory is provided to help parents and students quickly determine who to call concerning specific questions or problems that may arise throughout the school year.

24-Hour Absence Reporting Line		503-399-7879
Attendance Information	Lindsey Brown	503-399-3201
Athletic Payments/Physicals	Jeffrey Witherspoon	503-399-3201
Athletic Schedules/Sports		
Football Head Coach	Jay Dunn	503-399-3201
Cross Country Head Coach	Morgan Dunn	503-399-3201
Volleyball Head Coach	Allison Johann	503-399-3201
Track Head Coach	Bryson Chambers	503-399-3201
Wrestling Head Coach	Kyle Bonn	503-399-3201
AVID	Dean Wright	503-399-3201
Behavioral Specialist	Jordan Liudahl	503-399-3201
Bus Transportation/Bus Schedules	Transportation Department	503-399-3100
Counselor A-K	Megan Miranda	503-399-3201
Counselor L-Z	Carlos Perez	503-399-3201
Curriculum Information/Concerns	Brian Storrs	503-399-3201
Custodial	Sergio Maciel	503-399-3201
DLC Classroom	Debi Brockcamp	503-399-1210
Discipline Information/Concerns	Brian Storrs	503-399-3201
English Language Development (ELD)	Rachel Dixon	503-399-3201
ERC Classroom	Amber Britton	503-399-3128
General Administration	Alicia Kruska	503-399-3201
Health Assistant	Danette Schaeffer	503-399-3201
Immunizations	Danette Schaeffer	503-399-3201
Library	Katrina Foster	503-399-3201
Life Skills Classroom	Kari Paluska	503-399-3388
Lunch Program/Kitchen	TBD	503-399-3281
Office Manager	Christa Haskell	503-399-3201
Parent Club	Kelly Wadsworth	judsonparentclub@gmail.com
ParentVUE	Main office	503-399-3201
Receptionist	Janel Nava	503-399-3201
Registrar	Omar Gallardo	503-399-3201
Report Cards/Progress Reports/Transcripts	Omar Gallardo	503-399-3201
Special Education	Drew Hayes/Melissa Smith/Jim Deal	503-399-3201
Student Fines	Christa Haskell	503-399-3201
Student Records	Omar Gallardo	503-399-3201
Student Schedules	Megan Miranda/Carlos Perez	503-399-3201
TAG (Talented & Gifted)	Kim Daniels	503-399-3201

Office Hours are 8:00 a.m. - 4:30 p.m. Daily
Office is closed for Winter and Spring Breaks.

ABSENCES AND ATTENDANCE

Attendance Phone Number is 503-399-7879

Judson's Parent Notification System



When a multiple-period or full-day unexcused absence occurs, we will contact parents using an automated attendance calling system. Parents will receive a telephone call by 4:30 p.m. the day of the absence. Please be sure to keep us aware of changes to your phone number so we can communicate with you regarding your students attendance. If you have any questions or concerns, please call **Lindsey Brown** at 503-399-3201 or e-mail her at **brown_lindsey@salkeiz.k12.or.us**

Attendance Policy - Students need to be in every class each day in order to make the middle school years the best that they can be. Students are required by Oregon law to regularly attend school. If a student is absent for 10 or more consecutive days, they will be withdrawn from school. Thank you in advance to all the parents who make sure their children get to school each day!

Absences - Parents are asked to call Judson's 24-hour attendance line at 503-399-7879 whenever their student is going to be absent from school. In this way, the school can be assured that all absences occur with the knowledge of parents. Parents that do not call in absences by 3:45 p.m. on the day of the absence will be contacted by our automated attendance calling system.

Excused absences - For an absence to be excused a written note, or phone call, must be presented to the office within three days of the student returning to school. The note should include the student's full name, date absent, reason for absence, and a parent signature.

Pre-Excused Absences - Pre-excused absences may be arranged in advance with the office and teachers. A note, or phone call, from the parent should be presented to the office prior to the absence. The student should also take a note to each teacher to arrange for completion of assignments.

Activity/School-Related Absences - Activity absences or school-related absences are treated as an extension of the school curriculum and are excused. However, it is the responsibility of the student to make up any work that is missed.

Late Arrivals - If a student is arriving late to school, the student is to report to the office before proceeding to class.

Perfect Attendance - Students with perfect attendance will be recognized at our end-of-year assembly. To qualify for perfect attendance, students must be present in all seven periods each day. Activity/school-related absences will not count against them. *Students participating in Take Your Student to Work day will not qualify for Perfect Attendance.*

EXCUSED ABSENCES

By Oregon Law (ORS 339.065) schools can only excuse absences for the following reasons

- Student illness
- Serious family illness or emergency
- Medical appointment which cannot be scheduled after school
- Authorized religious holidays
- Approved pre-arranged absences
- Other absences approved by the district

UNEXCUSED ABSENCES

- Those not falling into the excused category
- Skipping school
- Failure to bring a proper excuse
- Babysitting younger siblings

EXCUSED TARDIES

By Oregon Law (ORS 339.065) schools can only accept an excuse for tardiness for the following reasons

- Illness
- Medical appointments
- Family emergency

UNEXCUSED TARDIES

- Alarm clock didn't go off
- Student overslept
- Student missed the bus
- Student had to walk
- Car trouble

*All students have the ability to walk or ride the bus to school. If the choice is made to get a ride to school and they arrive late - the late arrival will not be excused

Accidents and Illnesses

Students who become ill or are injured should report immediately to a teacher or to the office. After determining the seriousness of the illness, or the severity of the injury, parents may be called. If the injury is minor, first aid is given, and the student is returned to class. If the injury is serious, parents will be notified immediately. **It is im-**



portant that the school has emergency phone numbers in order to make contact with parents. Please be sure your emergency information has been returned to the office and is kept up-to-date as changes occur. **Students are not allowed to stay in the Office unless the illness/injury is serious. If no parent contact is made, the student will return to class. School nurse is not available every day and rotates between two middle schools.**

Activity Opportunities Offered

Judson offers a variety of activities that all students can participate in. Some activities include, but are not limited to: AVID (Advancement Via Individual Determination), Multiple After School Clubs, Writing Contests, Battle of the Books, Art Contests, Academic Tutoring, National Junior Honor Society (8th grade students with a 3.5 GPA or higher), Orchestra, Band, and Choir.

After-School Detention

After-school detention may be assigned for some behavior infractions. Detention can be assigned after school and will be scheduled from 4:00-5:25 p.m. Students must be on time for their detention and remain seated. No talking will be allowed. Upon entering the detention room students must have enough school work or reading material to last the entire time. If the rules are not followed, the student may be assigned one additional day of detention. **Parents are responsible for arranging students' transportation home after detention is over.**

After-School Policy

Students are to be out of the building and off campus by 4:05 p.m., unless they are waiting for a bus, involved in a school activity, or working with a teacher. Students' safety is the issue, and since the school cannot provide supervision beyond this time, it's best for kids to go home. Students should never stay after school to hang out with friends. Please keep this in mind when arranging pick-up times for your student. Students participating in after-school activities are expected to be safe, respectful, and responsible. Any student not exhibiting appropriate behavior can be suspended from all after-school activities. Students must be in attendance for a full day to participate in, or be a spectator at, after-school activities. This includes, but is not limited to, after school activities, sporting events, the 8th grade dance, and music concerts. Students that have been issued disciplinary referrals may have after-school privileges revoked. Students that are on campus after being suspended from after-school activities will be legally trespassed.

ATHLETICS

Athletic Check Out

Students who are participating in an athletic activity must check out with their coach if they are leaving the activity with a parent. Failure to notify the coach may result in suspension from participation in the next meet or contest.

Athletic Events

Students are welcome and encouraged to participate in, or be spectators at, school athletic events. Spectators are expected to demonstrate common courtesy and good sportsmanship when attending any athletic event. Students must be in attendance for a full day to participate in, or be a spectator at, after-school athletic events.



Athletic Opportunities

Students have the opportunity to participate in athletic competition between schools. Students wishing to participate in a sport must obtain and fill out all the necessary paperwork and have a current physical on file with the school office. The fee to participate in athletics is \$40; scholarships are available. **A physical form, signed by a physician, must be on file in the school office BEFORE students are able to begin practice.** Sixth graders do not need a physical. Student athletes assigned In School Suspension the day of a game are not allowed to participate in the athletic event that day. Any student receiving more than 2 disciplinary referrals can be subject to being cut from the athletic team.



Opportunities Offered:

- Cross Country (fall) 6th, 7th, 8th *
- Football (fall) 7th, 8th *
- Volleyball (fall/winter) 7th, 8th *
- Wrestling (winter) 6th, 7th, 8th *
- Basketball (winter) 6th, 7th, 8th *
- Soccer (spring) 6th, 7th, 8th *
- Track (spring) 6th, 7th, 8th *

* Subject to school district budget

Athletic Physicals Required Every Two Years

Oregon state law requires students in grades 7-12 participating in school athletics to get a physical every two years. Physicals must be completed on a School Sports Pre-Participation Examination Form available in the school office, on the school website, or from your physician. Students should plan on getting a physical **before** the sport season begins, to ensure that their paperwork is complete before the deadline date for the sport they wish to participate in. Students who have a valid physical on file in the school office do not have to get another one to participate in sports. **A physical form, signed by a physician, must be on file in the school office BEFORE students are able to begin practice.** Sixth graders do not need a physical.

Awards/Student Recognition

At Judson, students are recognized and rewarded in many ways throughout the school year.

Honor Awards - Judson hosts two Honor Award Nights per year to honor students who have received a 3.50 or above on their semester report card.* This is a way to say thank you to students for their efforts to excel in school, and to families for supporting their hard work. Students will receive an Honor Award certificate and are recognized in the Judson Weekly Messages. Parents are invited to attend with their student for recognition of this achievement, and can receive an "Honor Student" bumper sticker or window cling. *Students must be enrolled in a minimum of four graded classes.



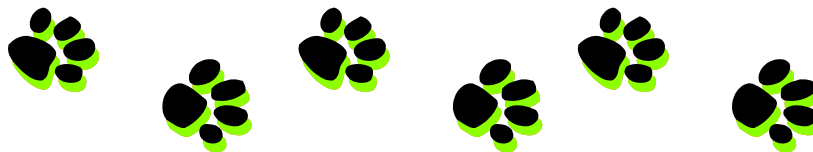
Jag Award - Staff members select two students, per grade level, each month, who are doing a great job in the Judson community with exemplifying behaviors such as cooperation, respect, determination, humor, etc. Winners of the Jag Award receive a Jag Award certificate, have their picture taken and displayed in the lobby, and are recognized in the Judson Weekly Messages.

Perfect Attendance - Students with perfect attendance will be recognized at our end-of-year assembly. To qualify for perfect attendance, students must be present in all six periods each day. Activity/school-related absences will not count against them. *Students participating in Take Your Student to Work day will not qualify for Perfect Attendance.*



Turnaround Award - One eighth grade student is selected to receive the Turnaround Student of the Year Award at the end of the year. This award is given to a student who made a significant positive change while a student at Judson. The winner receives a plaque with their name on it and is recognized at a luncheon along with winners from other Salem-Keizer secondary schools. In addition, they will be recognized at our end-of-year assembly and in the Judson Weekly Messages.

8th Grade Student Awards—At the end of each school year, we will recognize 8th grade students who have showed outstanding spirit, who have proven excellence in all social, behavioral and academic areas, who have exemplified outstanding sportsmanship, and who have demonstrated outstanding service and volunteer effort to Judson and the community.





Backpacks

Students should bring a backpack with them to school each day to carry their school supplies. Lockers will not be used for the 2023-2024 school year.

School officials have the authority to conduct searches of District property and the personal property of students based upon reasonable suspicion, and to seize unauthorized, illegal or unsafe materials, and/or identify unsafe conditions as a proactive response to keeping schools safe (INS-A015).

Bicycles/Scooters

Students riding bicycles or scooters to school must park them in the enclosed area at the southwest corner of the building. Gates are locked following the start of classes in the morning and unlocked at the end of the school day, but students should bring their own locks and lock their bicycle up individually inside the bike cage. Students should walk bikes and scooters on to and off of school property. By law (ORS 814.485), helmets are required and students are responsible for wearing them. Although the school will make every effort to safeguard students' property, the school will not assume financial responsibility for stolen or damaged bicycles nor will they be responsible for bicycles or scooters left unlocked or left on school property overnight.



Body Sprays/Perfumes

Many students and/or staff at Judson may be chemically sensitive or suffer from allergies. Students may not use body sprays, perfumes, hairspray or other fragranced products while at school. If used, item will be confiscated.

Bus

Students being transported by school bus are under the authority of the bus driver and the district Transportation Department. Riding the bus is a privilege. Only students who qualify for bus transportation based on distance from school may ride a bus, and may only ride the bus route that is assigned to them. Students who refuse to obey the directions of the driver, or abide by bus regulations, may receive a bus disciplinary referral or, in some cases, forfeit their right to ride on the bus. Skateboards and scooters are not allowed on the school bus. Parents having questions concerning bus transportation should call the Transportation Department at 503-399-3100.

Cafeteria Services



Sack lunches may be brought from home, or a cafeteria-prepared lunch and breakfast may be obtained free of charge at school.

It is expected that all students will use their best table manners while using the cafeteria. Food/drinks may not be thrown. Students throwing food/drinks will be asked to clean tables and face disciplinary action. Each student assumes the responsibility of disposing of his/her own litter and recycling in the proper receptacle, and of returning his/her tray to the proper area. Eating/drinking is not allowed in the halls. Lunch and Breakfast must be eaten in the Commons.

Cafeteria Services - continued

Salem-Keizer Public Schools offer free or reduced price benefits to students who qualify under federal guidelines. Postcards were sent to each home in late summer, but you can apply online at <https://secure.ezmealapp.com>. Applications are also available at your school.

2023-24 School Breakfast and Lunch Prices

Breakfast and Lunch are provided at no cost to students.

USDA/ODE Statement: The United States Department of Agriculture (USDA) and the State of Oregon prohibit discrimination in all USDA programs and activities on the basis of race, color, national origin, sex, religion, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD) or (888) 271-5983 Extension 516 (toll free). USDA and the State of Oregon are equal opportunity providers and employers.

Check-Out During the School Day

Attendance is important, so we ask that student appointments be made after school hours whenever possible. If it is necessary for a student to leave school during the day, please use one of the following three options:

Written Request (Preferred) - A written request should be taken to the office before school. At the designated time, the student will be sent a slip to leave the classroom and go to the office to be checked out. The parent, or designated person, must come into the building and show ID to check the student out of school.

Phone Call - A phone call to the office **at least 15 minutes** before the student is needed to check out is suggested. This gives us time to get your student from their classroom and to complete the check-out process. **There will be no phone calls taken for student check-out after 3:45 pm.** The parent, or designated person, must come into the building and show ID to check the student out of school.

Calling Home

Students who need to call home because they are ill should come to the office to make the call. Students should not be using their cell phone to text or call parents from school between 9:15-4:00 pm.

We encourage parents and students to make all of their after-school plans before coming to school. We ask that parents refrain from asking their student to respond to their text or phone call during school hours. Doing so can result in confiscation of student phone. For emergencies, please call the school office and we will get a message to your student.

Parent Appearance - Please arrive at the school **at least 15 minutes** before the student is needed to check out. This gives us time to get your student from their classroom and to complete the check-out process. **Student check out is not allowed after 3:45 pm without prior arrangements.** The parent, or designated person, must come into the office to sign the student out of school and be prepared to show photo identification.

Students leaving school during school hours without permission will be considered truant. These policies help us in our efforts to provide a safe environment for your children.

Closed Campus

Judson Middle School is a closed campus. The school district restricts students to the school grounds during the school day with certain exceptions. All students shall remain on the school grounds from the time they arrive in the morning until their regular dismissal time at the end of the school day. This attendance requirement includes the lunch period. Students seeking to leave the campus during the school day must check out in the attendance office and have a written note from a parent or guardian.

Communication

Each of the staff members at Judson are available by e-mail. A list of staff members, and a link to their e-mail address can be found on our webpage under Staff Directory. Judson's web page address is <https://judson.salkeiz.k12.or.us/>

In addition to our website, communication can be accessed through many of the following methods:

- Phone dialers and/or emails are sent through the School Messenger system to parents that have phones.
- Daily student announcements are read each morning via the intercom. Students are expected to listen each morning to gain information about the day and upcoming events for the week.
- Judson Middle School website: <https://judson.salkeiz.k12.or.us/>
- Judson Facebook page: <https://facebook.com/OfficialJudsonMS/>
- Judson Instagram page: https://www.instagram.com/judson_middleschool/
- Judson Weekly Messages are e-mailed each Friday to parents that have an e-mail on file. Our Judson Weekly helps assist families in staying updated on important events and information happening with Judson students.
- ParentVue is a secure site to view your student's current classroom grades, assignments, attendance, class schedule, and more.
- Teachers use a variety of social media tools such as: Twitter, Instagram, Facebook, Teacher blogs, and Google Classroom.



Computer/Internet Use

Judson Middle School is committed to providing electronic resources for the advancement and promotion of learning and teaching (INS-A004).

Internet access supplements educational resources and is teacher monitored. Salem-Keizer Public Schools employs a filtering system on all internet access to protect minors from inappropriate materials. Students are allowed to use computers to access the internet unless a parent/guardian denies the student access through completion of an exclusion form (INS-F048). Forms are available in the school office. It is the responsibility of the parent to ensure their child adheres to this exclusion. The district may suspend or revoke access of a user to electronic resources and/or the internet and may report the violation to law enforcement authorities if the user violates District Policy.



Access to electronic resources is a privilege, not a right, and entails responsibility. Special care must be taken to ensure the proper use and handling of technology. Consequences of inappropriate use of iPads, Chromebooks, or other hardware, or software may include, but are not limited to, verbal and written warnings, loss of technology privileges, discipline referral, and/or financial compensation for damaged technology.

Google Apps for Education is a web-based resource tool for students to use for school. With this account, students will have access to Google Docs, Google Sites, Google Calendar, and Gmail (e-mail filtering is enabled and controlled at the district level). Some classes may encourage the use of Google Apps for increased productivity.

Counseling and Guidance

Judson provides counseling services for a variety of needs. Students and parents are encouraged to take advantage of the services available. Judson counselors are available to assist with conflict resolution involving friends, family, and teachers; refer parents and students to community agencies and resources; provide individual counseling and help students deal with personal problems; assist with organization and study skills; arrange parent and teacher conferences (staffing); run group counseling sessions; and arrange peer mediation. Students may make appointments in the counseling office. Parents may make an appointment to see the counselor or schedule a parent/teacher conference by calling 503-399-3201 and asking for the counselor. Counselors are assigned alphabetically by the student's last name: (A-K) Megan Miranda and (L-Z) Carlos Perez.

Dress Code



Salem Keizer Public Schools expects that all students will dress in a way that is appropriate for the school day or any school-sponsored event. Student dress choices should respect the intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals for the school and must be explained within this dress code (INS-A025).

1. **Basic Principle: Certain body parts must be covered for all students at all times.**

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. **Students Must Wear***, while following the basic principle of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes

*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

3. **Students May Wear**, as long as these items do not violate Section 1 above:

- Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious head coverings
- Religious headwear

Continued on next page

Dress Code - Students May Wear - continued

- Hoodie sweatshirts are allowed but hoods are not allowed to be up in building
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps, halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section I above).

4. Students Cannot Wear:

- Violent language or images
- Gang-affiliated clothing
- Images or language depicting drugs or alcohol (or any illegal item or activity)
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice)
- Accessories that could be considered dangerous or could be used as a weapon
- Any item that obscures the face or ears (except as a religious observance)

Adjustments to the dress code may be made on a case-by-case basis for a student’s IEP, 504, or social and emotional learning.

The dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom.



Drinks

Drinks, other than water, are not allowed in the hallways or classrooms at any time. This includes coffee drinks. Drinks must be consumed in the cafeteria before school begins.

Energy drinks are not allowed at Judson. Glass beverage containers are prohibited.

Drugs, Alcohol and Tobacco

Salem-Keizer Public Schools is committed to providing students, staff and the public a healthy environment free from drugs, alcohol, and tobacco. Possession, use, manufacturing, distribution or sale of tobacco, tobacco products, tobacco look-a-likes, or electronic cigarettes, alcohol, other controlled substances or other drugs is prohibited in all District facilities, on all District property including in personal vehicles, at all District sponsored activities and/or to and from school (ADM-A003). A student who violates policies, rules or procedures relating to alcohol, tobacco, tobacco products or other drugs will be disciplined as specified in District policies and procedures.



School officials have the authority to conduct searches of District property and the personal property of students based upon reasonable suspicion, and to seize unauthorized, illegal or unsafe materials, and/or identify unsafe conditions as a proactive response to keeping schools safe (INS-A015).

Early Morning Arrivals

Students not involved in school-sponsored “Early Bird” classes or activities should not arrive at school before 8:55 a.m. Monday, Tuesday, Thursday, and Friday, and 9:55 Wednesday. Judson does not offer supervision for students during this time. When students arrive, they should report to the appropriate area where there is supervision. Students will be released to halls at 9:15 am.

Electronic Devices

Electronic devices must be *powered off and put in student backpack* during the school day. Students are only permitted to use cell phones before school starts and after school.

If a student is caught using an electronic device during school hours (9:15 AM-4:00 PM), the device will be confiscated. This includes phone calls from parents to their student. If you need to check your student out at any time during the day, please call office.

If a student is caught a second time, the device will be held until a parent picks up the item. These devices include, but are not limited to:

- cell phones
- electronic games
- wireless earbuds

Laser pens and laser pointers are not allowed at school. Kindles, Nooks and/or tablets may be brought to school at students’ own risk, but may only be used for educational reading.

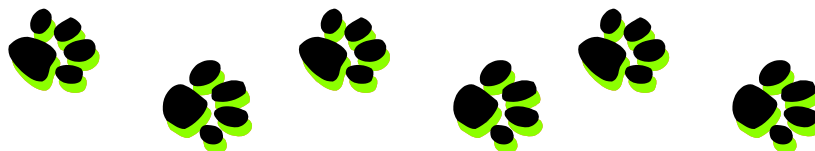


Emergency Drills

Schools are required to conduct 12 total drills; eight monthly fire drills, two earthquake drills, and two safety (lockdown) drills per year.

During actual incidents, parents and guardians should wait to receive information directly from the school or district office before taking action. Information from students may be incomplete or not accurate. The district will make every effort to relay up-to-date information, which will provide parents and guardians with the expected actions they should take during the incident.

Emergency School Closures - If any type of emergency necessitates closing the school, your child will be sent home. If you are not usually home during school hours, a “contingency plan” is needed, such as having your child report to a nearby friend’s or neighbor’s home. We encourage you to talk this over with your children so they know what to do if they are sent home early. For instance, do they have a house key? If you have a “hidden” key, do they know where it is? Or, do they know to report to a neighbor’s house?



GRADES

The middle schools have a trimester grade reporting system. The trimester grade is a cumulative grade over the twelve week grading period. The academic grade indicates the student's progress in meeting learning targets and acquiring or improving skills and abilities.

Standards Based Grading

At Judson Middle School, we know that effective feedback is one of the most powerful influences on student achievement. When a 4 point standards-based grading system is implemented, it allows students, teachers, and parents to identify the learning gaps and communicate this information quickly and efficiently. Below is the scoring rubric and grading scale used at Judson Middle School.

Grading Scales

Score	Level of Proficiency	Letter Grade	Gradebook Average
4	Advanced	A	3.5 - 4.0
3	Proficient in Grade Level Standards	B	2.75 - 3.49
2 & 3	Nearly Proficient in Grade Level Standards	C	2.25 - 2.74
2	Developing	D	1.75 - 2.24
1	Not Proficient in Grade Level Standards	F	0 - 1.74

College & Career Readiness (CCR) is the term given to tasks that are not content (standard) specific. However, we feel that these skills are necessary for college and career readiness and should be scored and reported. These skills include: work completion, neatness, collaboration, participation, etc.



Weighting of Academic Standards and CCR as Part of the Overall Grade

Grade	Academic Standards	College and Career Readiness
6th grade	70%	30%
7th grade	75%	25%
8th grade	80%	20%

Continued on next page

Grades - continued

Gradebook Comment Codes

Code	Meaning
Y	Yes, turned in
Exc	Excused
NHI	Not Handed In
Inc	Incomplete
Rdo	Redo Assignment
L	Late
Abs	Absent
U	Unprepared

ParentVUE

ParentVUE is a parent web portal and mobile app that provides information to parents about current grades, assignments, attendance, class schedule, immunizations and more. The ParentVUE application is accessible from a desktop computer or through a smartphone app. Students will have access to information through a similar application called StudentVUE.

Parents who do not have an active ParentVUE account or have trouble accessing their account should contact the main office at 503-399-3201.

COLLEGE AND CAREER READY (CCR) WORK-HABITS STANDARD

The work-habits grade includes a student's demonstration of work completion, care of craft, timeliness, attendance and organization. A student who demonstrates mastery of this standard: completes tasks by the given deadline; comes to class, and is on-time and prepared to learn; effectively manages his/her time in class; uses his/her agenda planner effectively; and keeps school work organized.

CCR Work-Habits	4	3	2	1
	Exceeding	Meeting	Developing	Attempting
	<ul style="list-style-type: none"> • Assignments are completed to highest standard and turned in on-time • Reflects on and corrects work to exceed standards • Holds self accountable for utilizing work time effectively 	<ul style="list-style-type: none"> • Most assignments are completed and turned in on-time; missing assignments are made up in a timely manner • Frequently reflects on and corrects work • Requires little to no prompting to utilize worktime effectively 	<ul style="list-style-type: none"> • Some assignments are completed and turned in on-time; missing assignments are not always made up • Sometimes reflects on and corrects work • Requires occasional prompting to utilize work time effectively 	<ul style="list-style-type: none"> • Few assignments are completed and turned in on time; missing assignments are not made up • Rarely reflects on and corrects work • Requires frequent prompting to utilize work time effectively

Continued on next page

Grades - continued

Questions on Grades



When there is a question regarding a course grade, the following procedure should be used in the order they are listed:

1. Talk with your student and ask to see the scoring rubric and feedback.
2. Talk with the teacher who assigned the grade and ask for clarification and explanation of the grade.
3. Schedule an appointment with the appropriate counselor for assistance.
4. Contact a building administrator for further assistance.
5. Parents wishing to make appointments for a conference with teachers, counselors, or an administrator should call the school at 503-399-3201.

Behavior Policy

Salem-Keizer Public Schools is committed to providing an environment where students can study, participate in school-sponsored activities and work in an environment that is free of hazing, harassment, intimidation, discrimination, bullying, and menacing (INS-A003). It is not acceptable to pick on each other, call names, or do anything that makes other students feel bad. This includes:

- False reporting
- Name calling
- Physical contact like pushing, poking, tripping, punching
- Making threatening gestures or statements
- Taking or destroying property
- Making gestures or statements of a sexual nature
- Making unwanted physical contact
- Spreading rumors or lies
- Lying to an adult about something someone did to get them in trouble
- Slamming others' locker doors
- Saying disrespectful, obscene, or mean things including hate speech, profane language, etc.
- Making unkind remarks about the person's parents, family, culture
- Using any form of electronic communication to harass, intimidate, or bully
- Referring to race, sexual orientation, religion, or other things in a derogatory manner

If someone is harassing you, it might be tempting to be mean right back. Don't do it! Getting even with someone for their bad behavior does not help, is not allowed, and can get you in trouble. Follow this plan instead:

1. First, tell the student(s) to stop and that you do not like the behavior. Then leave the scene.
2. If it happens again, seek help from a school adult.
3. If the problem still does not go away, let an administrator or behavior specialist know. Involve your parents to seek their advice and help.

Got a Problem?

Students that have concerns that they would like staff to look into can submit a "Got a Problem" form to any staff member. These purple sheets are located in various locations around the school.

Health

A school-based health assistant is on staff four hours a day. The health assistant is trained in first aid, but is not a nurse. The health assistant is available to assist students with minor injuries and general health-related issues. A school district health nurse is assigned to Judson on an “on-call” basis. Students may be referred to the nurse by the school-based health assistant, counselors, teachers, and/or administrators. *Health Insurance Portability and Accountability Act (HIPAA) Disclosure : Salem-Keizer Public Schools may be required by law to disclose protected health information regarding students. We may disclose your student’s protected health information to state and federal agencies who regulate us as required by law. For example: Oregon Department of Education, Oregon Department of Human Services, Oregon Medical Assistance Programs, United States Department of Education under the Individuals with Disabilities Education Act also known as IDEA.*

Homework

Homework is an expectation at Judson as it reinforces learning. Parent support is needed in urging that students complete all assignments on time. A student planner is provided to each student to encourage students to correctly record assignments in all classes. Teachers will provide time in each class so that students can record their assignments. Students who do not complete daily assignments may be asked to stay after school to receive additional help and complete their assignment.



Honor Code - Academic Dishonesty/Cheating

Judson encourages responsibility for one’s self, one’s learning, and one’s actions. Our definition of cheating is:

- copying all or parts of another student’s assignment, or loaning one’s own assignment to another student to copy;
- copying another person’s writing and/or claiming it as one’s own (even if the student changes some of the words);
- giving or receiving answers during a test or quiz;
- use of any forms of artificial intelligence (AI) on assignments
- changing answers during grading situations; changing answers on an assignment or test after it has been returned (unless instructed to make corrections);
- using the ideas of others and claiming them as one’s own which includes Internet sources.

Consequences of cheating are a discipline referral to the office, teacher notification to parents, a “0” on the assignment, test or quiz, and the lowering of a citizenship grade to N or U for the grading period.

Plagiarism is copying four or more words directly from a source without quotes. If assignments are given in which reference books are used, including the Internet, credit must be given to the author of the material in question. If credit is not given as instructed, the teacher may lower the grade on the assignment and/or lower the citizenship grade.

Library

Thousands of books are available in our library for students to use and check out. Many students use the library as a quiet place to study during the lunch period. The Library is open from 8:55 am to 4:00 pm most days. Books may be checked out for three weeks and be renewed for an additional three weeks if desired. Students may check out three books at a time. Overdue notices are issued every six weeks. Students should return all overdue materials to the library. Students will be charged for the replacement cost of all books not returned (INS-A012). *Unpaid fines for lost library books may result in loss of privileges their senior year, including participation in graduation activities and/or school-sponsored dances (including prom).*



All Salem-Keizer middle school students have access to eLibrary books. eLibrary books can be electronically checked out by students using the Axis360 program. Students can find and download eLibrary books by going to the Judson webpage, selecting Library Media and selecting the eLibrary Book link. Students are allowed to check-out two eLibrary books at a time for a period of three weeks.

Lost and Found

All misplaced clothing items are placed in the Lost and Found in the commons. All other items (jewelry, glasses, purses, etc.) are kept in the main office. The PE department maintains a separate Lost and Found for articles lost in the locker rooms. Unclaimed articles from the Lost and Found are donated to charitable organizations in December, March and June.

Medication Policy



Students are not allowed to have any kind of medication on their person at school. Even over-the-counter medications such as pain relievers, cough drops, and allergy medications must be dropped off at the office to be stored. Parents need to bring the medication to the office and fill out the form that allows their students to receive medication doses when they need it. The medication must be in the original container. Students may carry their inhalers with them, but parents need to fill out an SS38 form giving them permission to do so. All medication forms are available in the school office. Your cooperation helps us keep our school safe and drug free.

Non-Discrimination Statement

It is the policy of Salem-Keizer Public Schools that there will be no discrimination or harassment of individuals or groups on the grounds of race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information or disability in any educational programs, activities or employment.

District meeting locations are accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting.

For information about the Salem Keizer Public Schools Title IX policy and grievance procedures, please visit <https://salkeiz.k12.or.us/parents/safe-welcoming/nondiscrimination-policy/> or contact the Title IX Coordinator , John Beight, or the Assistant Title IX Coordinator Debbie Joa, at 503-399-3061.

Non-School Dates 2023-24

There will be no school for students on the following dates:

October 13	Statewide Inservice Day
November 1-3	Conferences
November 3	No School
November 10	Veteran's Day
November 22-24	Thanksgiving Holiday
December 15	Grading Day
December 18– Jan 1	Winter Break
January 15	Martin Luther King, Jr. Day
February 2	Grading/Staff Development/Conferences
February 19	President's Day
March 21-22	Grading Day/Conferences
March 25-29	Spring Vacation
May 3	Grading Day
May 27	Memorial Day/No School

P.E. Clothes

Physical Education classes require that all students dress down for class participation. P.E. clothes should consist of black shorts and a purple shirt. For your convenience, P.E. clothes are available to purchase in the main office. Students are encouraged to purchase these items that have the Judson logo on them for easy identification. Sets are \$20.00 or if purchased separately, shirts are \$8.00 and shorts are \$12.00. Students need to have a separate pair of tennis shoes specifically for P.E. as this protects the gym floor. Tennis shoes need to be marked for easy identification should they become lost. Because classes often meet outside, a sweatshirt and sweatpants are advised. Sweatshirts and sweatpants should consist of black sweatpants and purple sweatshirts. P.E. clothes may be purchased in the main office for your convenience.

Students will be issued a P.E. locker with a combination to use for their clothing during P.E. classes. Lockers must be locked at all times to ensure the safety of personal belongings. The school is not responsible for lost or stolen items.

Personal Property

The District assumes no responsibility or liability for loss or damage to personal property brought on campus. This includes bicycles, skateboards, clothing, glasses, cell phones, cameras, iPods, MP3 players, Kindles/Nooks, tablets, calculators, books, computers, or other personal effects. The District does not carry insurance for personal property of students.

Photos/Video Exclusion

Salem-Keizer Public Schools often takes photos or videos of school activities or events in which students are featured. *If you do not want your student to be photographed or videotaped while at school, please send written notice to the school office.* If there is no written notice on file, the school will assume it has the right to photograph or videotape your student.

PBIS - Positive Behavior Intervention Supports

Positive Behavior Intervention Supports (PBIS) is a system we use to teach school and classroom expectations throughout the year. PBIS is used to reward consistently positive behaviors or behaviors that go above and beyond expectations. . At Judson, all students are expected to remain Safe, Respectful, and Responsible.

Public Displays of Affection

Public displays of affection (PDA) are not allowed between students while at Judson. Students should not kiss or demonstrate excessive physical contact. This rule applies even while outside the building before or after school. Thank you for your support in helping students understand that dating-type behavior is not appropriate in the school setting.

Restraint and Seclusion of Students

Physical restraint or seclusion may be used on a student in a public education program only if the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or others; and less restrictive interventions would not be effective (OAR 581-021-0553). The Salem-Keizer School District Annual Restraint and Seclusion Report can be viewed on the district webpage under the Parent information link.

School Hours

Classes begin at 9:20 a.m. MTRF, 10:20 W, and are dismissed at 4:00 p.m. Students may enter the school building at 8:55 a.m. and should clear the building by 4:05 p.m.



Students need to be off campus after 4:05 p.m. unless they are waiting for a bus, participating in a school activity, athletics, or are working with a teacher. Students' safety is the issue, and since the school cannot provide supervision beyond this time, it's best for kids to go home. Students should never stay after school to hang out with friends. Please keep this in mind when making arrangements for transportation home. Arrangements for transportation home should always be made in advance.

Skateboards

If a student brings a skateboard to school, it must be locked in the bike cage in the skateboard storage cages during the school day. Skateboards should not to be ridden on school property and skateboarders are required to wear protective head gear (ORS 814.600).

Smoke-Free District

The Salem-Keizer School Board has adopted a policy that prohibits smoking or any other use of tobacco products, or electronic cigarettes/vape pens, on district property.



District property includes:

- * School and other district buildings
- * Personal vehicles while on district property
- * District vehicles
- * Outdoor areas, such as playgrounds & athletic fields

This policy applies at all times to anyone using district facilities, or attending any district function and/or athletic event. Thank you for your cooperation in making Salem-Keizer Public Schools a tobacco-free environment.

Student Management Policy & Procedures

Behavior Philosophy

All students are expected to follow school rules throughout the school day and at all school sponsored activities. Students are expected to be polite and courteous to adults and fellow students, treat all school property with respect, control their behavior and tempers, use acceptable language, and obey rules.

The Behavior Specialist and/or School Counselors will often handle inappropriate student behaviors. A conference with the student will be scheduled if the student's behavior is of concern. This conference may include the student's teachers and parents if necessary.

Student Discipline

Discipline is a process leading to appropriate, responsible behavior and not just punishment for inappropriate behavior.

For infractions to the School District Policy (as identified in the Student Rights and Responsibilities), in-school suspension, out-of-school suspension, and expulsion from school are sometimes necessary for major infractions, and for accumulated minor infractions. In addition, the student may be referred to a School Counselor, Student Threat Assessment Team, Sexual Incident Response Committee, or School Social Worker.

Any consequence assigned will be required to be made up in case of absence. This applies to lunch and after-school detention, in-school suspension (ISS), etc.

Failure to comply with school expectations can result in students being excluded from school events and after-school activities. In the case of exclusion, students will be notified.

Student Mediation - Conflicts and disputes are a daily part of life for many middle school students. While most problems can be handled by the students, occasionally these problems can be too emotionally draining to settle without help. Mediation involves an impartial third party to guide the students in conflict to resolution.

What is Bullying?

BULLYING:

Intentional aggressive behavior **repeated** (multiple times) that involves an **imbalance of power**.

THINGS OFTEN CONFUSED WITH BULLYING



BEING RUDE:

Saying or doing something that hurts another person.

BEING MEAN:

Saying or doing something to hurt another person more than one time.

Student Services

Student Services refers to those services provided to students outside the regular classroom. These services include special educational needs, guidance, health, hearing, vision, and speech. Students may be referred for any of these services by parents, teachers, counselors, and/or administrators.

Hearing, Vision, and Speech

A resource person in each of these areas is available on call to consult with school personnel regarding the needs of students identified with hearing impairment, extreme problems of visual acuity, or speech impairments. They will provide supplementary assistance and academic support which will enable each student to succeed in school to the maximum of the student's potential.

Study Help

What do I do if my student is experiencing academic difficulty?

1. Check your ParentVUE account on a weekly basis and discuss with your student any missing assignments, low scores, etc.
2. Check student planner or Canvas calendar weekly.
3. Review the progress reports and comments with your student. Create a plan with your student to improve or maintain grades.
4. Create a distraction-free study place and assign a study time. When students study in their bedrooms or have access to screens, sometimes work gets delayed.
5. Help your student organize materials. Make sure material is neat.
6. Teachers are willing to help. Encourage your student to talk with their teacher when they don't understand, or to make an appointment with the teacher to see them before or after school for extra help. Homework help is also available before school at 8:30 a.m. MTRF in the library with access to Chromebooks.
7. Emphasize that assignments and homework are critical to reinforce learning.

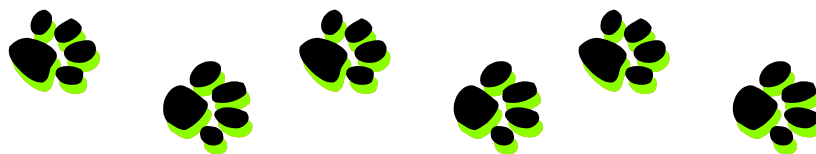
CANVAS Parent Observer Account

Adding an observer to a student's account:

1. Student generates a pairing code.
2. Parent creates a Canvas account and enters the pairing code or parent enters an additional pairing code to add a student to existing Canvas account.

Talented and Gifted Program (T.A.G.)

Salem-Keizer Public Schools is committed to an educational program that recognizes, identifies and serves the unique needs of talented and gifted learners (TAG-A001). Salem-Keizer Public Schools identifies and provides services for students with exceptional academic talents or intellectual gifts. Parents who feel that their child may qualify should contact the Judson TAG Coordinator or their student's counselor at 503-399-3201.



Tardy Policy

Excessive tardiness to any class will result in disciplinary action. Being in class on time is essential to learning.

1st/2nd Tardy:	Verbal warning from teacher
3rd Tardy:	Lunch detention
6th Tardy:	Two lunch detention
9th Tardy:	Three lunch detention
12 or more:	Behavior Referral Issued

Excessive tardies can result in students being placed on a no-hall pass list and/or exclusion from school events.

Ten-Ten Rule (10-10)

Students will not be issued a hall pass the first and last 10 minutes of every period.

Textbooks

Students are responsible for those books checked out to them. **Students will be required to pay for replacement or repair of all textbooks checked out to them regardless of the reason or cause of any loss or damage.** Unpaid fines for lost or damaged textbooks can follow students to high school and may result in loss of privileges their senior year, including participation in graduation activities and/or school-sponsored dances (including prom).

Transferring Schools

If your family is moving and your student will be attending another school, please contact the registrar in the Judson office **before the student's last day**. The student will be given a withdrawal form to take to each teacher for a final grade and signature. Students are to return all books and pay any outstanding fines or fees prior to leaving.

Unprepared to Class

It is the student's responsibility to be prepared to work in all classes during the day. The counselor and the student's teachers will meet to determine next steps if a student is frequently unprepared.



Visitors

To help protect our students, all exterior doors at Judson are locked during school hours. To enter the building, students, parents, and visitors must go to the main front entrance and be admitted by the office staff. All visitors must report to the main office and receive a visitor badge. This includes before and after school. This check-in process is meant to provide student safety. Parents are always welcome at Judson. We recommend that you call ahead to arrange to meet with teachers, a counselor, or an administrator to ensure their availability.

Classroom Visitation - Parents are welcome to visit their child's classroom in order to become familiar with the educational experience at Judson. Such visits require prior coordination to ensure that the visit provides the utmost value to the parent and does not interfere with the learning environment. Please contact the teacher or the school office to arrange this type of visitation. As you plan your visit, please remember that our first priority is always the learning environment we are creating for our students. We want our teachers to be able to teach, and our students to be able to focus on instruction. Thank you for helping to ensure that we can keep the focus on education.

Volunteer Information



There are many volunteer opportunities available to help you stay involved in your child's education and to help the school at the same time. If you are interested in volunteering please visit the Judson website To be eligible to volunteer in the Salem-Keizer School District all individuals (including students and employees of the District) must complete and pass a criminal background check. Forms are available on the district website: <https://volunteerapp.salkeiz.k12.or.us/> or by calling Employee Programs and Benefits at 503-399-5556.

The Judson Middle School administration and staff encourages you to become part of the Judson community. Your support and commitment are essential to provide a positive productive environment for your children.

