



# Student Handbook

## 2015-2016



***PROUD HOME OF THE JAGUARS***

**INTEGRITY**

**PERSEVERANCE**

**DISCOVERY**

**SERVICE**

# Lawrence E. Jones Middle School

## Student Planner

*“Opportunity Comes Through Education”*

### Lawrence E. Jones Middle School

Cotati Rohnert Park Unified School District

5154 Snyder Lane, Rohnert Park, CA 94928

LJMS WEBSITE: <http://ljms-crpusd.org>

“LJMS Remind” text alerts: Please text “@jagsrule” to 81010

**Student Services: 707.588.5602**

**Main Office (English): 707.588.5600**

**Main Office (Spanish): 707.285.0185**

**Attendance: 707.285.0181**

**School Fax: 707.588.5607**

**Office Hours: 7:45a.m. – 3:30p.m. Monday-Friday**

#### ADMINISTRATION

**Scott Johnson**  
Principal

**Dorothy Burge**  
Assistant Principal

#### OFFICE STAFF

**Mary Schaffer**  
Office Manager

**Margie Dineen**  
Student Services

**Kristin Caudel**  
Registrar

#### COUNSELING

**Jaime Myers**  
Counselor

**Teresa Teich**  
Counselor

### Important Dates for 2015-2016

August 19	First day of School	January 18	Martin Luther King Jr. Holiday
September 7	Labor Day Holiday	February 8	Lincoln’s Day Holiday
October 12	Local Holiday	February 15	President’s Day
November 11	Veteran’s Day Holiday	March 4	End of Second Trimester
November 13	End of First Trimester	March 21-March 28	Spring Break
November 23-27	Thanksgiving Break	April 7-May 20	SBAC Test Window
December 21-Jan 1	Winter Break	May 30	Memorial Day Holiday
		June 3	Last Day of School

#### Progress reports sent home with Student

October 9, January 29, April 22

#### Report Cards sent home with Student

November 20, March 11 and June 13 (mailed home)

#### Late Start Days

Every Wednesday from August 26th to June 1st

#### Minimum Days

June 2<sup>nd</sup>, 3<sup>rd</sup>

#### VISION STATEMENT

Lawrence E. Jones Middle School is a diverse community of learners united by the strong conviction that opportunity comes through education. We promote learning as **discovery**, through independent thinking as well as cooperative learning. We strive to model and encourage **integrity** in a positive and respectful environment. We recognize the potential of every student and offer a rigorous curriculum that is relevant for today's fast changing world and equips our students for the challenges of tomorrow. We recognize and reward **perseverance** as students begin to take responsibility for their futures. We honor the **service** of both students and staff, and are committed to the physical, social, and emotional well-being of our school community. To our students and to one another, we offer support and guidance that is rooted in a profound sense of responsibility for the enormously important work we share.

#### WELCOME TO LAWRENCE JONES

Welcome to Lawrence Jones Middle School! Lawrence Jones’ staff is committed to your success and cares about you as an individual. As you read the following sections, you will learn about Lawrence Jones’ programs, policies and various procedures. We look forward to the 2015-2016 school year with enthusiasm and a desire that this will be your best year in school. You are never alone at Lawrence Jones; always let us know whenever you are having problems or need help.

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## ACADEMIC PROGRAM

Lawrence Jones' academic program is designed to prepare students for success in high school and to provide the foundation necessary to exercise future academic and career options. We design our curriculum to meet the developmental and individual needs of young adolescents, and we expect our students to always do their "personal best" in their schoolwork. Teachers use the traditional A-F grading system to indicate student progress and effort in mastering essential learning standards. Our goal is for all students to achieve at a high level; therefore, *please note that "D" and "F" grades are not considered satisfactory*. In addition, our students benefit from a balanced program.

- Reading, writing, speaking, and academic vocabulary development is emphasized across the curriculum.
- Portions of the Health curriculum are covered in both Science and Physical Education curriculum.
- In-depth exploration in the Visual Arts and Performing Arts, Career Opportunities, and Technology is provided in enrichment offerings and across the curriculum.
- Sixth Grade Academy, Seventh, and Eighth graders who do not take band rotate through a trimester "wheel" of enrichment courses including Art, Guitar, Culinary and Textile Arts, Drama, Technology (computers, Video Production, Robotics and Yearbook).

### ACADEMIC HONESTY AND INTEGRITY

Lawrence Jones' students are expected to maintain a high level of academic honesty and integrity. Students will not cheat on tests or plagiarize others' work, including Internet sources. Denial of academic credit and other disciplinary action may be pursued in light of an offense.

### BELL SCHEDULES

Regular Schedule	Late Start Wednesdays
8:15 <i>Warning Bell</i>	8:00-9:00              Teacher Collaboration
8:20 - 9:15              Period One	9:15 <i>Warning Bell</i>
9:20 - 10:10            Period Two	9:20 - 10:05           Period One
10:10 - 10:20 <i>Break</i>	10:10 - 10:50          Period Two
10:25 - 11:15          Period Three	10:50 - 11:00 <i>Break</i>
11:20 - 12:10          Period Four	11:05 - 11:45          Period Three
12:10 - 12:50 <i>Lunch</i>	11:50 - 12:30          Period Four
12:55 - 1:45            Period Five	12:30 - 1:10 <i>Lunch</i>
1:50 - 2:40            Period Six	1:15 - 1:55            Period Five
	2:00 - 2:40            Period Six
<b>Minimum Day</b> (March 17, June 2 <sup>nd</sup> , 3 <sup>rd</sup> )	
8:00 - 8:15 <i>Breakfast Served</i>	
8:15 <i>Warning Bell</i>	
8:20 - 9:00              Period One	
9:05 - 9:41              Period Two	
9:46 - 10:22            Period Three	
10:27 - 11:03          Period Four	
11:03 - 11:43 <u>Lunch</u>	
11:48 - 12:24          Period Five	
12:20 - 1:05            Period Six	

### INFORMATION/TECHNOLOGY CENTER (Donaldson Library)

The InfoTech Center is for study, research and the use of computers.

- All books, except reference books, may be checked out for a specified amount of time.
- Overdue books and materials may result in the Loss of Privileges (e.g. attending dances).
- Lost or damaged library materials must be replaced promptly. Students are required to pay the replacement cost.
- No food or drinks are allowed in the library.
- Students are expected to follow all computer lab guidelines and abide by the CRPUSD technology use policy.

## FIELD TRIPS

Field trips or special off-campus activities are designed to support in-class instruction, build team spirit, improve social skills, and foster positive relationships between students and adults. Students must make a satisfactory attempt to complete class and homework assignments and maintain good citizenship in order to participate in off-campus activities. Students remaining on campus will have an alternative assignment and placement. It is very important that students turn in all of their paperwork and monetary contributions before the stated due date for such items. Late items will not be accepted. All field trips are subject to the Jaguar Merit policy's 70 Merit eligibility requirement.

## HOMEWORK

Homework helps to prepare students for future class learning with a teacher. Homework at Lawrence Jones Middle School provides students the opportunity to:

**Practice exercises** following classroom instruction

**Preview activities** preparing students for subsequent lessons

**Extend assignments** transferring skills or concepts to new situations

**Integrate skills** toward the production of a creative response or a product.

- Our teachers coordinate the due dates of long-term assignments with their grade level team. Homework is generally not assigned on weekends and holidays, unless it is part of an on-going project. We recognize that some students may *choose* to use weekends and vacation for projects, but it is not required. Sixth graders can expect to have daily homework that *generally* does not exceed 60 minutes. Seventh and eighth graders can expect to have daily homework that generally does not exceed 90 minutes.
- **Late Work Guidelines**  
After an absence, it is the student's responsibility to immediately request make-up assignments. In general, we allow students as many days to make up work for full credit, as they were absent from school.
- **MAKE-UP WORK**  
**It is your responsibility to ask your teachers for any missed assignments.** If you are absent for several days, a parent should contact your teachers via voice or email and request assignments. **Please allow 24 hours for teachers to get assignments ready.** These assignments can be picked up in the office. If absences occur at the end of a grading period, an "Incomplete" may be given on the report card. All incomplete work must be made up as soon as possible. "Incompletes" will be removed after ten days to reflect the grade achieved.

## PHYSICAL EDUCATION

Students are required to dress and participate in Physical Education. Standard PE clothes are required and may not be worn over street clothes. The LJMS standard PE clothes are the only to be worn in PE (see below). Students with physical disabilities need a doctor's letter stating the reason for not dressing and participating in PE, as well as the length of time the disability may prevent participation. We recognize that there may be times when a student is unable to participate in Physical Education due to an injury, a previous illness, or some other problem. Thus, parents may write notes for up to three days to excuse a student. An excuse for more than three days must come from a doctor and be turned in to the office. All notes, parent or doctor, must contain the duration of the excuse from PE. Excused students need to dress in Standard PE clothes but are excused from outlined PE activities. Students need to wear a **Standard PE uniform** consisting of plain black shorts and light-gray T-shirt (without brand logos), white socks, and running shoes. Light-gray sweats are optional. All items need to be labeled with the student's last name and first initial. T-shirts and sweatshirts should be labeled above the belly button and below the chest. Shorts and sweatpants should be labeled on the mid thigh of the left leg. Uniforms with school name and logo may be purchased online at <http://www.crpclothes.com> or plain items may be purchased locally.

### LJMS Policy for Physical Education Suit Cuts

*These steps occur within a Trimester. Administration may apply these steps judiciously.*

1 <sup>st</sup> Suit Cut/Non Participation	Notice of Concern, possible merit loss
2 <sup>nd</sup> Suit Cut/Non Participation	Notice of Concern, Teacher calls home, - Class Points, -5 Merits
3 <sup>rd</sup> Suit Cut/Non Participation	Referral (parent signature), -Points, -10 Merits
4 <sup>th</sup> Suit Cut/Non Participation	Class Suspension 2 days (teacher calls home) -10 Merits
5 <sup>th</sup> Suit Cut/Non Participation	Class Suspension 2 days (teacher calls home) -10 Merits
6 <sup>th</sup> (and every time thereafter) Suit Cut/Non Participation.	School Suspension, -50 Merits (Administrator phone call home)

*If a student dresses out consistently for 3 weeks, he/she may regain a step (goes back to a lower step).*

## **PROMOTION CEREMONY**

Promotion is recognition of a student's academic achievement and her/his school citizenship. Students who fail to meet the minimum academic requirements as set forth by the Cotati-Rohnert Park Unified School District will be considered candidates for retention. A Student Study Team (teachers, school counselor, and administrator) will review all possible retentions. Parents/Guardians are part of their child's review. The team's recommendation regarding the pending retention is based upon a variety of criteria including academic achievement, standardized test scores, number of "F" grades, maturity, attendance history, previous retentions, and other factors. Promotion is based upon the judgment of the Principal after consultation with the Student Study Team and/or Cotati-Rohnert Park USD Instructional Services Assistant Superintendent as to whether the student has sufficient academic, emotional, or social skills to make reasonable progress at the next grade level. Students who are in danger of failing will be referred to Promotion After-School Support (PASS) Intervention Program.

### **Eighth grade students must meet the following eligibility requirements in order to participate in the Lawrence Jones Middle School promotion ceremony and related end-of-the-year promotion activities:**

PROMOTION TO NINTH GRADE is based upon the student's completion of the eighth grade curriculum, state standards, and State/District assessments. According to administrative regulation at the end of eighth grade, a student who fails a combined total of four or more subjects on the first and second trimester report cards risks losing the privilege of attending the LJMS promotion ceremony and/or promoting to the ninth grade. This means that a student must achieve a grade of at least D in a minimum of fifteen of his/her total classes for the first, second and third trimester report cards.

**NOTE:** In order to participate in the EIGHTH GRADE PROMOTION ACTIVITIES at the end of the year, a student must earn satisfactory grades in achievement beginning with the first progress report card and maintain at least 70 Jaguar Merits for the last trimester. The specific requirements are outlined below:

#### **OPPORTUNITIES TO MAKE-UP FAILING GRADES:**

- Students who earn an F on any LJMS progress report card or trimester report card will be required to attend school intervention programs. The following INTERVENTIONS are available for students: Counselor monitoring, Before/After School Workshops with classroom teachers, PASS and other programs deemed appropriate by school administration. Students who receive 2 number of Fs, will be required to attend a mandatory intervention program.
- When a student receives a report card without an F grade on the trimester or following trimester's progress report, he/she may immediately be removed from the mandatory intervention program.

#### **OTHER REQUIREMENTS:**

- Tardies to class influence a student's citizenship grade. Students will lose five (5) Jaguar Merits for each tardy.
- Students must be clear from all financial obligations to the school. If a student owes money for books, they will receive a notice of financial obligation and not a certificate of promotion at the ceremony. The certificate of promotion will be given to the student once the financial obligations are fulfilled.
- Any case that involves special circumstances may be reviewed by administration.

THE 8TH GRADE PROMOTION CEREMONY will be held on the last day of school. Students will promote with their assigned LJMS Team. There will be two ceremonies. Additional promotion ceremony information will be provided at the beginning of May. As you make plans for the promotion ceremony, please remember that this is an important ceremony—students should be nicely dressed and the school dress code is in effect—no spaghetti straps or strapless dresses, oversized pants, etc—see School Dress Code section for more details.

## **REPORT CARDS**

The school year at Lawrence Jones is divided into trimesters. Two report cards are sent home with students during the school year and the last report card is mailed home. Between report cards, all students receive progress reports at the six-week mark. These are sent home with students. Individual teachers may choose to send home more frequent grade reports.

## TEXTBOOKS/SUPPLIES

Students are issued textbooks. These textbooks are the responsibility of the student until returned. Textbooks and materials must be returned at the end of the year, or when a student transfers to another school. Any student who does not return, damages textbooks or other materials (such as computer equipment) will be charged replacement costs. Students are encouraged to come to school with basic school supplies and backpack. In addition to a planner, you can help your child be prepared for school by making sure that she or he has the following supplies:

- a 3 ring binder, pocket dividers, composition books or a notebook loose leaf binder paper.
- a pouch with pencils (mechanical pencils preferred) and pens (black and blue ink), a red pen, highlighters
- colored pencils (**no permanent markers or Sharpies**-these are not allowed on campus and will be confiscated)
- a small personal stapler and a personal pencil sharpener with a cover for shavings
- a sturdy backpack to carry their school items

## ATTENDANCE POLICIES

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Good attendance is the first step to school success. **When students miss school, they miss valuable learning.** Lawrence Jones Middle School follows state and CRPUSD District attendance policies. When your student is absent, you must call the attendance line 285-0181 and notify the office of your child's absence. All absences must be cleared within 72 hours after a student returns to school. Regular attendance is defined as 80% attendance rate or more with no more than 3 unexcused absences for the school year. The following is a shortened version of the attendance policy and is offered as a guideline.

### ABSENCES

**ABSENCES FOR PERSONAL REASONS:** We understand that family emergencies are inevitable. Please call or come in to talk with an administrator or counselor as soon as possible to have these absences approved. The following are justifiable: family emergencies, court appearances, religious holidays or instruction.

**EXCLUSION FROM SCHOOL:** State law requires that children be excluded from school for these reasons:

- Contagious health problems
- Lack of immunizations

**EXCUSED ABSENCES:** Excused absences include illness, medical/dental appointments, funeral of immediate family, and quarantine. We cannot legally excuse absences for vacations, shopping trips, caring for younger siblings, visiting a parents' work site, etc; these absences will be recorded as an unexcused absence.

**INDEPENDENT STUDY CONTRACT:** If a student is going to be absent for five or more days, parents should request an Independent Study Contract. The school registrar handles such requests. Students must complete the assignments in the contract and return the completed work to the registrar the day they return to school.

**MEDICAL VISITS:** If a student has an appointment with a dentist, orthodontist, doctor, etc., please provide a slip from the medical office stating the time of the appointment and the time the student left the appointment to return to school. This slip is needed for the absence to be excused.

**OUT OF CLASS PASSES:** Passes are an official **acknowledgement** by the teacher or staff person granting permission for temporary absence

**TRANSFERING TO A NEW SCHOOL:** Parents must inform the new school that the student attended LJMS. The new school will make the request to Lawrence Jones for Records. Visits to new schools are excused if arranged in advance with the registrar.

**UNEXCUSED ABSENCES:** Any absence not excused under the first two areas must be marked and reported as unexcused. Common unexcused absences include oversleeping, car problems, or absences simply not explained to school staff.

### TARDIES/CLASS CUTS

As a general policy, students are required to make up time lost by tardiness to class. If the tardiness results in a substantial loss of the period, a class cut is given and a lunch or after-school detention is assigned. The only legitimate excuses for lateness or absence are sickness, doctor or dental appointments, death of a family member, court appearances, or family emergencies. We also make allowances for late buses.

**TARDIES:** After-school detention may be assigned if a student gets three tardies in one month. An additional 20 minutes of detention will be assigned for every additional tardy that a student accrues during the same month. Students may NOT attend a teacher's workshop in place of detention. In addition, a loss of five (5) Merits occur for each and every tardy throughout the day.

**CLASS CUTS:** Class cuts occur when a student is late or absent from class 15 minutes or more without a pass. This offense results in one hour of detention for each period cut.

## TRUANCY

**3 OR MORE UNEXCUSED ABSENCES:** Any student who has 3 unexcused absences in a given school year, or who is tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year, is legally truant. A truancy letter is sent home alerting the family to the problem.

**5 CONSECUTIVE SICK DAYS:** If a student must miss five (5) consecutive school days due to illness, a doctor's note will be required upon returning to school.

**ILLNESS DAY LIMITS:** If a student is absent 14 or more days during the school year, a doctor's note will be required for any subsequent absence. If a doctor's note is not turned in, the absence may be unexcused.

**SART:** A **S**ite **A**ttendance **R**eview **T**eam occurs when there are more than 2 unexcused or more than 4 total absences. This is an intervention to help problem-solve the absence issue before the case is referred to SARB.

**SARB:** The **S**tudent **A**ttendance **R**eview **B**oard consists of representatives from supporting community agencies including the Police department and county services. SARB may refer cases to the District Attorney for action.

**TRUANCY:** By state law, three unexcused absences result in a student being declared a truant.

**TRUANCY LETTERS:** Truancy letters are sent out for any student who accrues 3 or more unexcused absences. Each additional unexcused absence, after the third, results in a truancy letter being sent. After the second truancy letter, parents/guardians are required to meet with school administration. A third truancy letter culminates in a School Attendance Review Board (SARB) hearing at the district level, with possible referral to the District Attorney.

**Students who are absent from school are not allowed to attend any afterschool event on campus the day of the absence including, but not limited to: sporting events' participation, dances, plays, club events or even being a spectator of a sporting event without previous permission from Administration.**

## BEHAVIOR & DISCIPLINE

### BEHAVIOR EXPECTATIONS

Students are expected to demonstrate positive behavior at school and to behave appropriately on their way to and from school. We recognize that these skills are being learned, and that mistakes will happen. When these mistakes occur, depending upon the severity of the problem, a student may be verbally reminded, removed from the class or activity, have parents involved in a formal conference, or lose privileges. We believe that these are opportunities for teaching and learning. We work with students to recover from mistakes, as mistakes are a vital part of learning. Students are expected to use appropriate behavior at all school-sponsored events, including dances, and field trips and will be held accountable for any infractions. The guide below outlines expected behaviors for the different locations students encounter during their day.

Location	Be Safe	Be Respectful	Be Responsible
All Locations	<ul style="list-style-type: none"><li>▪ Respect personal space of others</li><li>▪ Use materials appropriately and efficiently</li><li>▪ Keep your body to yourself</li><li>▪ Walking in rooms, hallways and quad.</li><li>▪ Think before you act</li><li>▪ Follow Staff Directions</li></ul>	<ul style="list-style-type: none"><li>▪ Be kind</li><li>▪ Listen Respectfully to others</li><li>▪ Show pride in self</li><li>▪ Show appreciation</li><li>▪ Respect all property</li><li>▪ Use appropriate language</li><li>▪ Keep Voice Quiet</li><li>▪ Follow staff directions</li></ul>	<ul style="list-style-type: none"><li>▪ State your name and reason for your visit politely</li><li>▪ Stay in the lobby until invited into back offices</li><li>▪ Keep cell phones off and out of view during school hours</li><li>▪ Be professional &amp; patient</li><li>▪ Inform staff of problem behavior</li></ul>
Assemblies	<ul style="list-style-type: none"><li>▪ Walk at all times</li><li>▪ Observe unique directions</li><li>▪ Sit in seats appropriately</li></ul>	<ul style="list-style-type: none"><li>▪ Give full attention to the presenter</li><li>▪ Positive responses only</li><li>▪ Remove hats and sunglasses</li></ul>	<ul style="list-style-type: none"><li>▪ Follow directions completely</li><li>▪ Turn off all electronic devices</li><li>▪ Focus on the Presenter</li></ul>



<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>▪ Place Trash in Garbage</li> <li>▪ Keep Doorway Clear</li> <li>▪ Keep Floors Dry</li> <li>▪ Wash your hands</li> </ul>	<ul style="list-style-type: none"> <li>▪ Flush Please</li> <li>▪ Do not write on walls or fixtures</li> <li>▪ Respect Privacy</li> <li>▪ Share the mirror and sink</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use sanitary products responsibly</li> <li>▪ Clean up after yourself</li> <li>▪ Notify staff of mess or problem</li> </ul>
<b>Bike Racks</b>	<ul style="list-style-type: none"> <li>▪ Walk bikes to and from the sidewalk to the bike area</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lock your own bike correctly</li> <li>▪ Helmet on until bike is parked</li> </ul>	<ul style="list-style-type: none"> <li>▪ Avoid pedestrians and vehicles</li> <li>▪ Follow all Laws</li> </ul>
<b>Blacktop</b>	<ul style="list-style-type: none"> <li>▪ Play by the rules</li> <li>▪ Use equipment properly</li> <li>▪ Use only school equipment</li> <li>Do not tackle</li> </ul>	<ul style="list-style-type: none"> <li>▪ Include others</li> <li>▪ Be a team player</li> <li>▪ Recognize those in authority</li> <li>▪ Refrain from teasing</li> <li>▪ Show good sportsmanship</li> <li>▪ Respect and return equipment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow bells and return to class on time</li> <li>▪ Report inappropriate behavior</li> <li>▪ Report intimidation and harassment</li> <li>▪ Report Vandalism</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>▪ Sit while eating</li> <li>▪ Help keep areas clean</li> </ul>	<ul style="list-style-type: none"> <li>▪ Wait your turn</li> <li>▪ Place trash in garbage cans</li> <li>▪ Remove hats and sunglasses</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recycle</li> <li>▪ Make healthy food choices</li> <li>▪ Notify staff of spills or messes</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>▪ Enter and Exit in an orderly Manner</li> <li>▪ Walk</li> <li>▪ Do not throw objects in class</li> <li>▪ Keep aisles clear</li> </ul>	<ul style="list-style-type: none"> <li>▪ Protect ALL Students' right to quality education</li> <li>▪ Use your educational opportunity to your fullest</li> <li>▪ Do not disrupt class</li> <li>▪ Complete homework on time</li> <li>▪ Use materials appropriately</li> <li>▪ Remove hats and sunglasses</li> </ul>	<ul style="list-style-type: none"> <li>▪ Be on time</li> <li>▪ Participate appropriately and Contribute to your class</li> <li>▪ Bring all needed materials</li> <li>▪ Use a planner for assignments</li> <li>▪ Stay seated unless permitted to get up</li> </ul>
<b>Dances</b>	<ul style="list-style-type: none"> <li>▪ Students will not be lifted into the air</li> <li>▪ Students will stay off decorations, stage and away from prohibited areas</li> </ul>	<ul style="list-style-type: none"> <li>▪ Students will use appropriate dance moves and steps</li> <li>▪ Students will dress appropriately, following all dress code requirements</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cell phones will be turned off</li> <li>▪ No cameras or recording devices are permitted</li> <li>▪ Follow all directions by chaperones and staff</li> </ul>
<b>Field Trips</b>	<ul style="list-style-type: none"> <li>▪ Follow all Staff &amp; Guide instructions exactly</li> </ul>	<ul style="list-style-type: none"> <li>▪ Do not disturb other groups or people on your field trip</li> <li>▪ Follow all local rules and laws</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stay with your group</li> <li>▪ Help your leader at all times</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>▪ Single file through</li> </ul>	<ul style="list-style-type: none"> <li>▪ Be respectful of those</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use signed library pass</li> </ul>

	security gate ▪ Push in chair	working ▪ Clean your area after use ▪ Remove hats and sunglasses	at lunch ▪ Use shelf markers for books
<b>Office</b>	▪ Enter at Quad door, open slowly	▪ Do not disturb staff ▪ Remove hats and sunglasses	▪ Identify yourself and your need
<b>Outside Areas</b>	▪ Walk on ground level not planter ▪ Stay in designated areas	▪ Place all garbage in trashcans ▪ Be respectful of class in session ▪ Pick up all litter	▪ Appropriate water fountain use ▪ No Gum ▪ Use break and lunch time wisely

## DISCIPLINE POLICY

Discipline policies and procedures are structured to support students to become better citizens, and to protect the educational and human rights of the students and staff at LJMS. For minor offenses, staff first works with students to alter misbehavior. Parents are contacted and expected to assist their children and work with the school by becoming involved at an early stage. If a student repeatedly violates a school rule or if the misbehavior is serious, the student will be referred for disciplinary intervention. Disciplinary interventions are progressive following an established order. First occurrence, and/or minor offenses receive lesser consequences, while repeat or severe offenses receive greater consequences. Minor intervention consequences include loss of Merits, conferences with administrators and parents, detention, and community service. Major interventions include loss of Merits, class and campus suspensions. If major or repeated offenses occur, expulsion may be recommended. Incidents that occur off campus, but that are related to conflicts at school may involve school disciplinary actions. Additionally, some offenses may result in the involvement of the police.

## DISCIPLINARY INTERVENTIONS

- **Informal Talk by Faculty or Staff:** In most situations, this is the first step to correct an inappropriate behavior.
- **Time Out:** Teachers and staff may remove students from an activity or lesson to refocus the student upon return to class
- **Loss of Jaguar Merits:** As a lower level of intervention, students may lose Merits with or without a formal referral. If students fall below 70 Merits for the Trimester, they will be ineligible for extra-curricular activities. (See the Jaguar Merits section below)
- **Referrals to Office:** Staff may refer students to the office for repeated or more substantial offenses for action
- **Conference with Student:** Student meets formally with an administrator or counselor to discuss offenses and solutions
- **Conference with Parent:** A formal meeting is held between the parent, the student, and appropriate school staff where the inappropriate behavior is defined; previous efforts to correct the behavior are reviewed; and future strategies to change the behavior are discussed and agreed upon. A contract may be created to summarize these findings.
- **Contracts:** Contracts define what offenses have occurred, the behaviors that must be followed, and outline possible consequences (e.g. loss of school privileges) and rewards given the student's success or failure in following the contract.
- **Conflict Resolution:** Students may request a meeting with other students to resolve problems or conflicts. Administrators and Counselors often hold conflict resolution meetings to develop student skills in de-escalating conflicts and finding resolution. Conflict Resolution does not preclude the possibility of disciplinary action.
- **Class Suspension:** Teachers, campus supervisors or other authorized staff members may remove a student from a classroom or 'free time' activity for up to two days. Students may be sent out of the classroom on a referral to the office.
- **Restitution (Work Detail):** Students may be assigned to work detail during their lunch period or after school. Restitution may be assigned as an intervention or to earn back lost Jaguar Merits.
- **Lunch Detention:** Detention is held daily. In detention students study the definitions of our LJMS Cornerstones, this is the only assignment permitted unless authorized by attending Campus Supervisor. Students should bring their lunch and arrive within the first 10 minutes of lunch. Attending a teacher's workshop may **not** be substituted for detention.
- **After-School Detention:** Detention is held after school. In detention, students are required to sit quietly, and read or work on assignments. Attending a teacher's workshop may **not** be substituted for detention.
- **Parent Notification:** Parents are notified of detention, class suspension or suspension by either a phone call or a written referral given to the student when he/she receives a detention.

- **Failure to Serve:** Failure to serve an assigned detention results in *additional* disciplinary action, including school suspension.
- **Administrative Conference:** Students who have multiple days of suspension may have an Administrative Conference scheduled with parents, counselor, teachers and administration.
- **Suspension:** Suspension shall be imposed for violations of the education code as outlined above and in board policy below. A student may be suspended from attending school and school activities for a period of time from one to five school days. Both the student and parents are informed (by phone, letter, and/or conference) of the reasons and terms of the suspension. Students are expected to keep up with their class work while on suspension. Students on suspension must stay away from all school campuses and events during the suspension.
- **Expulsion:** Expulsion is an action taken by the governing board for severe or prolonged breaches of discipline by a student. Expulsion, except for single acts of a grave nature, is usually reserved for application where there is a history of misconduct and where other forms of discipline, including suspension have failed. Students may be recommended for expulsion for having over 10 days of suspension in a school year.

## JAGUAR MERITS

In an effort to encourage and reward positive citizenship in our students, we sponsor a point system called Jaguar Merits. At the beginning of each trimester, every student starts with 100 Jaguar Merits. Throughout the trimester, Merits may be earned or lost as a result of behavior and responsibility factors. This program is intended to provide students immediate and gradual feedback with respect to their overall citizenship and behavior. We believe that students learn from mistakes, and this feedback on those mistakes will assist in the learning of acceptable behaviors. This also provides parents and students with a quick and understandable gauge of how a student is performing as a LJMS citizen. We encourage conversations between students and families regarding positive citizenship and offer positive rewards at home for “keeping Merits up”. **Students who drop below 70 Merits will not be eligible to participate in any extra-curricular activity at school until the student earns Merits to once again be above the 70 merit level as per the policy outlined below. When a student is suspended from school, there is an automatic loss of 50 Merits.**

DISCIPLINARY ACTION MAY BE TAKEN IN ADDITION TO MERIT LOSS. JAGUAR MERITS ARE PART OF THE SCHOOL’S OVERALL DISCIPLINE PLAN. GOOD CITIZENSHIP IS ESSENTIAL FOR THE PRIVILEGE OF PARTICIPATION IN ANY EXTRACURRICULAR ACTIVITY.

### Merit Procedures:

1. Each student at the start of each academic trimester will receive 100 Jaguar Merits. Students can earn or lose Merits at any time. If a student reaches 0 Merits they still have the ability to earn Merits. This system does not allow students to fall below 0 Merits. If a student falls to zero Merits, an administrative/ parent conference will be offered to discuss behavior and a merit recovery program.
2. Each office referral a student receives is at least a 10 merit loss unless otherwise noted by the merit procedures. Additional disciplinary action may occur such as outlined by the discipline policy of the school and District.
3. Jaguar Merits will assist teachers in determining the citizenship notes on the trimester report card and do not affect a student’s academic GPA.
4. Students must earn the privilege of attending dances, participating in after-school activities, and attending class field trips throughout the year. Merits will determine eligibility for all campus and extra-curricular activities, 70 or more Merits are needed for eligibility. The following standards apply  
**Dances:** Students must have a minimum of 70 Merits at the cut off time prior to the dance, including the 8th grade promotion dance. The cut-off for the dance will be the end of the week before the Dance. Administration reserves the right to count a loss of more than 10 Merits that occurs during the week of the dance. If behavior is serious enough to lose more than 10 Merits during the week of the Dance and this causes a drop below 70 Merits, then the student will not attend the Dance regardless of cut off dates.

**Extra-Curricular:** Sports/extra-curricular activities. Students must have a minimum of 70 Merits as of the preceding official grading period. Students must have a minimum of 70 Merits to attend after school sports as a spectator, as well as any other after school event. Students must have 70 or more Merits to be eligible to remain on campus after the school day. A grading period is defined as the officially scheduled, report card or progress report card.

**Trips:** Participation on trips is limited to those students who have maintained a record of positive citizenship prior to the trip. For trips that occur during the first trimester, students must have 70 or more Merits at the designated cut-off point.

For trips during the second and third trimesters, students must have 70 or more Merits currently before the stated cut-off point for the trip (depending on the type of trip) AND 70 or more Merits in ONE the two prior official trimester report cards ending a trimester. All trips are subject to Merit Eligibility, this specifically includes those trips associated with Expeditionary Learning as a part of this policy.

5. In order to help students recover from their mistakes or to be recognized for extra and responsible effort, students have the opportunity to earn Merits through a variety of service-oriented activities. On average, students can earn five (5) Merits for every ½ hour of assistance they provide, but cannot exceed twenty (20) Merits when assisting with activities that are greater than two hours. At the teacher’s discretion, students can earn no more than five (5) Merits per week performing class jobs during class time (i.e. office notes runner, paper sorter, science lab helper, book monitor). Students working in the IWE program may not earn Merits for IWE tasks/jobs as this is your class experience.

Merit gain that teachers initiate:

- Parent Signature returned (5)
- Random act of kindness (5)
- Helpful to substitute (10)
- Class job performed during school day 5-10 Merits per week if jobs rotate among class members.
- Give Merits for student being a peer tutor at lunch, after school (5 for half lunch, 10 for whole lunch).
- Jag Paw (Teachers can also give students 5 Merits along with the award.)

Merit gain that students initiate:

- Before school, after school or lunch jobs in the classroom (5 Merits/ half hour): Organize books, clean, dust, wash lab equipment, catalog or inventory class materials
- Students can work in the library before school and during lunch- they just need to sign up with the Library Technician.
- Students can earn Merits at lunch: half of the lunch for five (5) and the whole lunch garbage pick-up for ten (10) Merits.
- Students work with the Assistant Principal on Tuesday or Thursday after school, students need to bring a parent note for permission to work from 3:00-4:00pm. Work session needs to be scheduled with the Assistant Principal at least 24 hours in advance.

To regain Merits, a student must first approach the staff member who deducted the Merits before asking other staff members for opportunities to earn new Merits. **Students can only earn up to a maximum of 20 Merits per week** in a pre-arranged make up activity. Students must arrange such activities with a staff member prior to activity. Such Merits must be earned from a Lawrence Jones staff member. (Only Lawrence Jones staff members shall issue Merits).

Merits may only be earned by participating in a Lawrence Jones Middle School approved or sponsored activity. Although considered worthwhile activities, students cannot earn Jaguar Merits for such service activities such as, Girl/Boy Scouts, Boy’s and Girl’s Club or church-sponsored activities. Students who have difficulty making arrangements to earn Merits may leave a note in Student Services to get help from school administration.

6. LJMS staff looks for ways to acknowledge students throughout the trimester through the use of Merit Reward Activities, “Jag Paws” and Honor Assemblies awards. There are other periodic reward activities for students with high Merits that may be pre-announced or may be a surprise.
  - a. Merit reward activities also happen twice each Trimester. These include early-out lunch, hot chocolate party and root beer float parties in the quad for students having OVER 100 Merits.
  - b. At the end of Trimester 1 and 2, students having more than 100 Merits are entered in a gift card drawing that our PTSA sponsors. There is \$600 dollars in gift cards are drawn for these students. If a student has over 100 Merits they get their name in the drawing once, over 125 Merits they get their name in twice. Students get their name in the drawing three times if they have over 150 Jaguar Merits! Gift card winners are awarded and announced in the Morning Announcements during Honor Week.
7. Students who accumulate 150 Merits or more during a trimester are eligible for the “Above and Beyond” award at the Trimester’s end. These students receive special recognition for their outstanding citizenship.
8. Merit Posting will be displayed weekly in the House 1 window. The Merit Postings are posted by student number.

9. Questions regarding merit totals are to be directed to Student Services 588-5602.
10. Parents of students who drop to 75 Merits will receive notifications of their child's merit status, as they are five (5) points away from ineligibility. All students start over at the beginning of each Trimester with 100 Jaguar Merits.
11. Students who's Merits are at zero during the Trimester will be placed on behavioral probation. A letter will be sent home advising that your child has reached this level of intervention. This means an administrative conference is offered with the student and his/her parents to determine a recovery program. When a student drops to zero Merits, they may be suspended for each office referral he/she receives. Additionally, if the student is on a school sports team, they are removed or benched from the sports team until Merits are recovered to a level of 70.
12. Staff members will inform students when Merits are deducted. Please refer to the full matrix of offenses and merit loss listed below.

<b>LJMS Merit Matrix</b>				
<b>Infraction</b>	<b>Loss of Merits</b>		<b>Infraction</b>	<b>Loss of Merits</b>
Class disruption <i>beyond steps taken by teacher in classroom management</i>	5		In a Restricted Area- Safety	20
Cutting class	10		Not Prepared for Class	5
Defiance	10		No Show Detention	20
Dishonesty	10		Pantsing	50 (suspension)
Disruptive in detention	10		Plagiarism/Cheating	10
Dress Code Violation	5 (10 for repeat offenses)		Profanity	20
Electronic devices (Inappropriate use)	10		Progress report not returned	5
Cell Phones / Web Capable Device/ Camera, texting etc.	15		Receiving stolen property	50 (suspension)
Failure to Dress Down in PE	5		Safety Issue: Creating unsafe situation (low level), "horse play"	10
Falsely activating fire alarm	50 (suspension)		Signatures not returned	5
Falsely identifying oneself, refusing to identify oneself to school personnel	10		Skateboard, Skates, Scooters in an unsafe area	10
Fighting/ inciting a fight	50 (suspension)		Spitting	10
Forgery	10		Suspended student on campus or at school event	50
Graffiti	20		Tardiness	5
Gum	10		Theft	50 (suspension)
Harassment/ Bullying	50 (suspension)		Threatening	20
Imitation Firearm	50 (suspension)		Throwing rocks/objects which present a danger	10
Inappropriate Behavior	5		Truant	10
Inappropriate Comment	5		Use of inappropriate language toward school employee	50 (suspension)
Inappropriate Gesture	5		Vandalism/ Graffiti	10-20
Inappropriate Display(s) of Affection	10		Violating Internet use policies, computer use policies	15
In a Restricted Area- Lunch	10		Writing on Skin/ temporary tattoos	10

**BULLYING/CYBERBULLYING Board Policy 5131 (a, b, c)**

Bullying/harassment of other students or staff, including intimidation, so-called "cyberbullying," hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering is strictly forbidden. Cyberbullying includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships. In accordance with the Board's policy and administrative regulation on search and seizure, a school official may

search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures. A student who violates this policy may be prohibited from possessing a personal electronic signaling device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.

## Lawrence E. Jones Bullying/ Intervention Procedure

It is vitally important that our students report bullying to a teacher, counselor, or principal. Bullies rarely stop on their own; some do not realize that they are engaged in bullying. Due to this fact, it is essential that these issues get reported before they start impacting the bullied victim's life. **Reporting bullying works.**

Lawrence Jones Middle School takes this issue seriously and is successful at correcting behavior. We need to know about bullying so we can address the situation. We educate students on the subject of bullying to help stop problems before they start. We are proud to be leaders in Sonoma County by employing the regional *NO BULLY* system and program that has been proven successful to stop and remedy bullying. It is unique and effective because it addresses bullying without bully reprisal. Our counselors and Assistant Principal have been trained in the system and were awarded a grant to implement the program with students. In addition to the *NO BULLY* system our school works closely with Rohnert Park Public Safety as a resource for bullying issues.

### **Steps taken to correct/ intervene with bullying:**

- Conflict resolution with a counselor.
- A *NO BULLY Solution Team* series of meetings
- Official warning to the bully,
- If the bullying continues, then the bully will be placed on a behavioral contract, and may be suspended and his/her parents will be contacted.
- If the bullying persists, the bully will be suspended, hold an administrative hearing, and Rohnert Park Public Safety may be contacted if they already have not been.
- If the bullying is continued then the student will be recommended for expulsion.

### **CELL PHONES AND OTHER ELECTRONICS**

We discourage students from bringing any valuable electronic devices to school because of the possibility of damage, loss, or theft. Lawrence Jones Middle School cannot and does not assume responsibility for such devices. Due to the disruption of the learning process; student use of cell phones is allowed *only* when school is over for the day, or under the explicit direction of teachers to help facilitate the learning process, this "explicit direction" by the teachers only occurs in the classroom. Until the school day is over, cell phones are not permitted for student use anywhere on campus; this also means cell phone use is not permitted before school.

***Cell phones must be turned off and put away before school, during normal school hours, including break, lunch, and between classes as well as all school functions (dances, etc).*** The same policy applies to iPod, MP3, and other such players. Classroom use of these devices *is not* allowed and will result in the devices being confiscated and returned only to a parent or guardian. Students may also face disciplinary consequences for class disruption and lack of cooperation. All electronic games must be left at home. No recording devices are permitted unless prior administrative approval is given. Due to confidentiality issues, **NO** recorded image and **NO** pictures of the LJMS campus, teachers or students are to be posted to social media or the Internet electronically, or texted or transmitted in any way without administrative approval. The breaking of this policy will result in suspension. There should be no pictures or video taken on campus without expressed staff approval.

### **DRESS CODE & GROOMING STANDARDS**

Lawrence Jones Middle School is an educational institution. A neat, clean appearance supports appropriate behavior and academic success. We expect students to dress accordingly. Any clothing that interferes with the business of teaching or learning is unacceptable. ***Students must change improper attire for an appropriate item of clothing to wear at school that day, or parents will be contacted to bring a change of clothing to school. Disciplinary action will occur for repeated violation.***

- Students are not allowed to wear buttons, T-shirts or other types of attire, or display school supplies, which include vulgar language, obscenities, insults, or which promote alcohol, tobacco, illegal drugs, or violent behavior. Words or pictures on clothing, school supplies (including backpacks) or hats, which are obscene, sexually suggestive, demeaning to other cultures or drug or gang-related are inappropriate and not allowed at school.
- Discriminatory or harassing messages directed at individuals or groups on the basis of personal characteristics or status is not permitted.

- Clothing that exposes parts of the body (e.g., bare torsos, belly-buttons, see-through clothing, short shorts or skirts (they must be mid-thigh or longer), low cut armholes, strapless dresses or clothing with major holes or tears is considered to be improper dress. The wearing of short shorts over stocking, hoses, or sheer tights is not allowed.
- Strapless, spaghetti strap, or racer-back tops are not permitted.
- Ill-fitting clothing (e.g., excessive bagginess or tightness, oversized shirts, etc) is not allowed at school. Pants must be worn at or above the hip bone. Baggy pants are not allowed in our learning environment.
- Undergarments (briefs, bra straps, etc) should not be exposed.
- Shoes must be worn at all times.
- Attire, accessories, materials, or grooming reasonably identified as gang related through conspicuous display of colors, symbol, tags, statements, or style is not allowed. These items may include, but are not limited to, wallet chains, bandanas, specially printed t-shirts and hats, red or blue shoe laces.)
- Hats or shirts with non-standard team colors are not allowed. (Such as a red Oakland A's hat)
- Hats are allowed on campus but **hats must be taken off when entering a building.**
- All students are required to wear the designated Physical Education clothes in their P.E. class. (See PHYSICAL EDUCATION)
- PE clothes are only to be worn in PE.
- Pajamas, or pajama pants are not to be worn at school except for spirit days when such dress is allowed.
- Blankets are not allowed on campus. Students should wear warm clothing if they are cold.

Any item not listed which poses a threat to student safety or to a positive educational environment may be disallowed at the discretion of the administration.

**MAJOR DISCIPLINE OFFENSES:** The following are considered Major Offenses for which suspension or expulsion may result:

- Harassment of any person
- Bullying of any person including via electronic or other means
- Sexual Harassment of any person
- Engaging in a fight at school, on the way to or from school, or at school related functions
- Harming self or others, either emotionally or physically
- Making threats against others or planning fights
- Destroying or damaging school or private property
- Stealing school or private property
- Possession or sale of any controlled substances
- Possession of any knife, weapon, harmful object, or other prohibited item
- Refusing to follow or comply with staff directions
- Behaving in a manner that disrupts school activities or school function
- Using profanity, making a vulgar or obscene gestures, images, or remarks, exposing self or others.

### **PROHIBITED ITEMS**

Schools must be safe and supportive of learning. The following is a list of prohibited items but it is not an exclusive list.

- Weapons or devices that may be used to harm others including knives, box cutters, or razors.
- Imitation weapons
- Matches, lighters, firecrackers, stink bombs, fart bombs, or other incendiary device
- Sharpies, paint pens, spray paint, or other permanent markers commonly associated with graffiti
- Nuisance items that distract learning: These include MP3 players, iPods, cameras, camera phones, recording equipment, electronic games, toys, water balloons, squirt guns, etc.
- Other items that present a danger to others or a disruption to school activities
- **Tobacco, E-cigarettes and/or other vapor inhaling devices, alcohol and drugs are strictly forbidden**

### **FOOD/ GUM**

Students are not permitted to chew gum on campus. Food is only allowed in the quad and in the MU. The covered picnic tables in the quad are a "sitting only area." This is to facilitate a relaxing lunch area like the MU. Students are not to take food past the white lines. Students must eat in assigned eating areas and are expected to dispose of all trash properly.

#### **Sale of food and other items**

- No student shall sell anything or bring anything to sell during the school day.
- School organizations may sell food or other items by special arrangement with food services at designated times.
- Large quantities of food, candy or beverages are not be brought to school unless it is for an approved school event

## **MEDICAL CARE AND SCHOOL EMERGENCIES**

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### ***EMERGENCY CONTACT AND RELEASE***

In cases of emergency, the school will attempt to contact parents. It is essential that Emergency Cards be completed and returned to school annually for each enrolled student. **Students and parents must notify the attendance clerk of any changes in place of residence, home phone number, or parents' business phone number.** No student will be released to a person not listed on the emergency card. Please fill out the Emergency Information Card with phone numbers where a family member/friend can be reached, and update the information whenever changes occur. If you provide us with an email address, you will receive email contact as well as a phone call when we send out announcements.

### ***EMERGENCY CARD & PARENT GUARDIAN CONTACT***

In order to get your class schedule, be sure to fill out and turn in your Emergency Information Card with phone numbers where family members/friends can be reached, and turn it in before school starts, so they can be reached in case of emergency.

### ***EMERGENCY CLOSING OF SCHOOL***

In the event of severe winter storms or floods, tune your radio to KSRO, 1350 AM or KZST 100.1 FM. These stations will announce if any District school has been closed due to weather conditions.

### ***INJURY OR ILLNESS AT SCHOOL***

All injured/ill students are sent to Student Services. In case of serious accident or injury, emergency services will be called to administer medical aid and parents will be notified. A district nurse is available part-time to supervise hearing and vision tests, maintain records and other matters. We do not have a full time nurse at Lawrence Jones, but a district nurse is on-call at all times.

### ***STUDENT MEDICATION***

All medication (prescription or over-the-counter) needed by students must be in its original container and given to office staff to dispense the medication as the doctor prescribes. A physician and parent note must be on file in the office before any medication can be given. Students may be allowed to self-administer inhalers, "epipens," or glucometers to monitor, test, or treat an existing medical condition in Student Services only with a written request by the parent/guardian and with written approval of the student's physician. For further information, see the school medication sheet.

## **PARENT & COMMUNITY INVOLVEMENT**

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### ***ENGLISH LANGUAGE ADVISORY COMMITTEE (ELAC)***

The English Language Advisory Committee is a parent and faculty group that advises the school and parent community on important issues related to student learning English as a non-native language. All parents and students are invited to attend ELAC meetings. The meetings take place on the first Tuesday of the month at 6:30PM in the staff room next to the main office.

### ***EXPEDITIONARY LEARNING PARENT ASSOCIATION (ExLPA)*** <http://www.exlpa.org/>

Expeditionary Learning (ExL) is a specialized district program established in 1995 and provides an alternative learning environment for 6th, 7th and 8th graders and is located at Lawrence E. Jones Middle School. ExL is based on the principle that students of all ages, learning styles, and ability levels not only can learn, but also want to learn. ExL is designed to provide a powerful learning environment through the use of integrated thematic study units, reinforced by real-life excursions and hands-on projects. ExLPA is the program's parent support non-profit organization. ExLPA executive board meets monthly.

### ***MIDDLE SCHOOL PERFORMING ARTS BOOSTER'S ASSOCIATION (MSPABA)***

We have a vibrant music and theater program that needs support. This parent group provides support in the form of volunteers for events as well as fund raising and advisory for the music program. The music program includes our multiple sections of band classes that perform in the community, jazz band, the drum line club, and glee club. Our Drama program boasts 2-3 productions a year and several performances. This group has a non-profit status and supports both Middle Schools. Help and board members are always needed.



### ***MIDDLE SCHOOL ATHLETIC BOOSTERS CLUB (MSABC)***

The Middle School Athletic Boosters Club (MSABC) is a non-profit organization formed in 2003 to support and sustain middle school athletic programs in the Cotati Rohnert Park Unified School District. The meetings take place on the third Thursday of the month at 6:30PM in the staff room next to the main office.

### ***PARENT PORTAL***

Our school has something called the “Parent Portal” that allows parents to create an account to check up on your child’s attendance and grades, and Merits online.

### ***PARENT, TEACHER, STUDENT, ASSOCIATION (PTSA)***

Parents and students are encouraged to attend PTSA meetings. This important group plays an essential role in many activities for students that occur during the school year. Meetings are held monthly on the third Wednesday of the month at 6:30PM in the staff room next to the main office.

### ***SCHOOL SITE COUNCIL***

This important school body is composed of an equal number of staff and parents. It develops and approves the school improvement and safety plans as well as setting school-wide goals. Meetings are held monthly on the last Wednesday of the month at 3:00 pm in the staff room next to the main office.

### ***SECOND CUP OF COFFEE***

Parents are invited to join the principal for a “second cup of coffee” held every month between 8:30-9:30 AM. Check the school website calendar for dates. This is a great opportunity to get questions answered and to learn what is happening at the school.

### ***SCHOOL WEBSITE***

The school website contains important information that is updated throughout the year. Many teachers have teacher webpages that are linked to the school website. Many will post assignments on their websites. The website address is: <http://ljms-crpud.org>

### ***LJMS “Remind”***

You can receive a “text blast” or “text alert” from a service that we use called “remind”. There are no apps to download and you can opt out at any time. LJMS can send texts directly to your phone regarding events, deadlines, alerts, etc. There will be more detail offered in these than the “robo calls” that you get and the information will be timely.

**Text “@jagsrule” to 81010 using your mobile device.**

### ***VISITORS ON CAMPUS***

To insure campus safety, we monitor all visitors. Parents, guest speakers, and classroom volunteers **must check in at the office before entering the classrooms and get a visitor’s badge.** Siblings, cousins and other out of town visitors are **not** allowed to attend class with Lawrence Jones students. High school students must have prior administration approval before being on campus. Any former students who wish to visit teachers must wait until 3:00 before entering the campus.

### ***VOLUNTEERS***

Lawrence Jones welcomes volunteers. Anyone interested in being a LJMS volunteer should contact the school office prior to volunteering to complete a volunteer form. **A visitor pass is required to be worn at all times.**

## **SCHOOL SAFETY**

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Students should conduct themselves in such a manner that is safe and promotes a positive environment. Students should never run unless it is part of a PE activity or unless they are participating in a supervised game at lunch. No rough play or fake fighting is permitted. Students are expected to pass through the hallways in a calm and safe manner.

### ***CLOSED CAMPUS POLICY***

**Lawrence Jones** Middle School is a *closed* campus. Students may not leave the grounds during the school day without prior permission. An off-campus pass is required if students are leaving the campus to go home or to an appointment. **STUDENT VISITORS ARE NOT ALLOWED.** **Rohnert Park police may cite students who are off campus without permission and parents required to pay a \$50.00 fee**

### ***TOBACCO FREE SCHOOL***

The use of any tobacco products (including E-cigarettes) and the disposal of tobacco-related waste at any time in district-owned or leased buildings and on district property are prohibited. The prohibition applies to all employees, students, parents, and visitors at any instructional program, activity, or athletic event.

## STUDENT LIFE

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### ACTIVITIES FOR STUDENTS

#### After-School Sports:

- **Academic Eligibility Requirements:** In order to be academically eligible to participate in extra-curricular activities, a student must have earned at least an overall 2.00 grade point average on a 4.00 grading scale for credits attempted in the trimester immediately preceding the season. The grades and GPA from the Trimester Report Card OR Official Progress Report Card immediately preceding the sports season determine academic eligibility, or a “cut-off period” as determined by Administration.
- **Behavior and Citizenship Eligibility:** A student must have demonstrated good citizenship by having 70 or more Jaguar Merits (refer to the Jaguar Merit section) during the previous Trimester Report Card or Progress Report Card in order to be eligible and must maintain those high standards throughout the trimester of participation. The administration may revoke a student’s eligibility for participation in extra/co-curricular activities when a student’s poor citizenship is serious enough to warrant loss of this privilege. The administration shall determine the duration of the revocation. This citizenship expectation includes representing LJMS honorably at games and in the community. We expect Lawrence Jones athletes to exemplify the best sportsmanship and behavior at all events.
  - IF A STUDENT’S MERITS FALL TO ZERO, SHE/HE IS IMMEDIATELY SUSPENDED FROM PLAYING SCHOOL SPORTS UNTIL THE STUDENT REGAINS 70 MERITS. THIS MEANS THE STUDENT CANNOT PLAY FOR AT LEAST THREE WEEKS AS ONE CAN ONLY EARN A MAXIMUM OF 20 MERITS A WEEK. (See the Jaguar Merit section.)
- **Extra-curricular Study Team:** LJMS students who fall below a 2.0 grade point average trimester preceding the sport may apply for participation in the Extra-curricular Study Team and obtain a waiver of the academic requirement. In order to obtain a waiver of the academic requirements, a student must earn a minimum grade point average of 1.60 on a 4.0 grading scale for the preceding trimester. The waiver is a contract between the student, his/her teacher(s), parent(s)/guardian(s), the Administrator, and the Athletic Director. A plan will be developed to raise the student’s grades, signed by all parties, and a Weekly Progress Report will be required to track progress. Attitude and behavior in school shall also be considered- Failure to present a completed Weekly Progress Report to the Athletic Director shall void the contract, and the student shall be removed from the team. A student may obtain only one waiver per school year. To apply for a waiver, contact the Athletic Director to schedule a conference.
- **Attendance Requirements:** In order to be eligible to participate in a game or a practice, a student must be in school for a minimum of four periods the day of the activity. If the game or practice is scheduled for a holiday or weekend, the student must be in school for a minimum of four periods on the last day of required attendance prior to the event. NOTE: The principal or designee may waive this requirement, but the absences must be for an acceptable reason. The waiver must be obtained prior to the absence.
- **Academic Eligibility Requirements for High School Sports**  
Students interested in participating in high school sports must be academically eligible and have earned at least an overall 2.00 grade point average on a 4.00 grading scale for credits attempted at the end of the student’s eighth grade year and must have demonstrated good citizenship and behavior by maintaining at least 70 Merits for the third trimester.

#### Noontime Activities

Staff members may open their classrooms to students at lunch for club activities. The library is open on Tuesday, Wednesday and Thursday. Frequently on ASB Fridays, students can participate in "Friday Activities." Students also have the opportunity to participate in intramural games where fun is emphasized over competition. All students are welcome to participate in noontime activities. We also have Intramural Sports offered October through May. These are organized sports teams at lunch. Students sign up in 4<sup>th</sup> period classes.

## **ASSEMBLIES/CORNERSTONE WEEK— reSTATE DAYS/DANCES/EVENTS**

Assemblies are usually scheduled on our reState Days. Grade level Honor Day ceremonies provide students with a ceremony that acknowledge students for a variety of awards. (See Honor Badges chart on the back cover.)

Two school-wide dances are scheduled each school year. The dances are open to eligible Lawrence Jones students only. Parent permission is required, and student ID cards must be presented at the dance before entering. At dances, students must wear clothes appropriate for school. Tickets are sold during the week preceding the dance. Tickets are not sold at the door. No one is allowed into the dance 30 minutes after the dance starts, when the door closes. Students who do not attend the dance are not allowed on campus during the dance. Unless prearranged with an administrator, students must be in school for a full day to be able to attend the dance. Students who do not dance respectfully will be given a warning, if the behavior does not stop, then the student will be sent home.

## **BIRTHDAYS AND CELEBRATIONS**

Birthdays are special days and need to be celebrated after-school as celebrations at school are a distraction. Balloons and flowers are not to be delivered or brought to school. If they are delivered/brought, they will be confiscated and remain in the office until after school and will only be released to a parent.

- Pizzas, cupcakes, cakes, or large quantity of food/beverage/candy, etc. are not to be delivered to students, as this creates disruption and Education Code does not allow such items on campus until 30 minutes after school. These food items should they appear on campus will be confiscated and will be held in the office until after school and will only be released to a parent.
- Treats should not be brought to school for other celebrations such as Valentine’s Day or Halloween unless approved by administration. If these items are brought to school, they will be confiscated and will remain in the office until after school and will only be released to a parent.
- Students should not bring large items such as signs, bags, large gifts, plates of food for Birthdays or days such as Valentine’s Day. Should this occur, items will be confiscated and will be available only for parent pick up. We appreciate parent support as sometimes these items are inappropriate, distracting and promote exclusionary behavior.
- Limos are never permitted on campus or driveway, parking lot for any reason.

## **FOOD SERVICE**

Food Service is available at LJMS at both break and lunch. Applications for free or reduced meals are available in the office. Students are not to bring large quantities of candy or other treats for distribution to others. Due to state law, our food service is responsible of the nutritional intake of LJMS students ½ hour before school until ½ hour after school. *This means that fast food items such as but not limited to pizzas, hamburgers, ice cream, soda, etc are no longer allowed to be brought to school during this time. This applies to lunches or class parties. For class parties, food such as cookies or pizza can be ordered from Food Services at 588.5621. Please order 24 hours in advance. Lawrence Jones does not permit students to bring high energy drinks to school.*

## **LOCKERS**

School lockers are only available for Physical Education use. Students are to purchase a school combination lock for \$5.00. All students are responsible for the lock that they purchase at the beginning of the school year and must purchase a new lock from their instructor if the lock is lost or damaged. Students are responsible for securing valuables in their assigned locker. The school cannot be responsible for items left in backpacks or in lockers that have not been secured.

## **LOST AND FOUND**

Students must assume responsibility for loss or damage to any personal property left in a classroom or on campus. **The school is not responsible for personal property.** Found articles should be taken to the office and placed in the lost and found. Students should write their names on all books, backpacks, jackets and other personal belongings. Students should not bring valuables or large amounts of money (more than \$5.00) to school.

## **STUDENT ID / STUDENT BODY CARDS**

Student ID cards serve as identification and for Food Services’ point of sale for school meals. School pictures are taken during August Orientation and the photo is placed on the card. Each student should carry his/her ID card at school and present it upon request. If an ID card is lost, duplicates may be purchased in student services for \$2.00.

## **STUDENT USE OF SCHOOL PHONE**

Our school office is a place of business. **Only with office staff permission** may students use the office telephone. Students will be called over the PA system during break and lunch to pick up any item that has been brought so items such as messages, lunches and forgotten. Students may not use their cell phones during school hours.

### **CAMPUS ACTIVITIES AND HAPPENINGS**

Our school boasts of many activities. As a student you can stay on top of what is happening from club meetings to ASB (Student Council) events to games in the quad at lunch to lunchtime intermural sports, afterschool sports, and other important deadlines for student life. You can find all of this on the student white board outside of Student Services. Student Council keeps this updated through each week. **Students also should pay close attention to morning announcements every day at 8:20 AM to know what is happening at school.**

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## **STUDENT RECOGNITION—Honor Week**

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Our students gain honor as they mature in their personal attitudes, demonstrate ethics and wisdom in their actions, and develop perseverance and excellence in their studies. Lawrence Jones takes great pride in the academic and civic excellence that our students and staff demonstrate every day. The Honor Program includes activities throughout the year that develop student awareness of community issues, engage students in service projects, and prepare students to be responsible leaders and stewards of our future. Our Honor Assemblies and the Honor Award Badges recognize the academic and civic accomplishments of our students and staff.

At Lawrence Jones we are proud of our students. Every day, our students commit themselves to expanding their minds, building skills, strengthening their bodies and deepening their wisdom. Our students are the heart of our school. They take care of each other, helping out friends and family in need, volunteering in our classrooms and in our communities. Middle school is a precious time for their self-discovery and growth.

Lawrence Jones Middle School is dedicated to celebrating and honoring the dreams and accomplishments of our students. After the end of the each trimester, LJMS holds an Honor Week to recognize the contributions and achievements of our students. During Honor Week, grade level assemblies are held to confer awards for Scholarship, Citizenship, Community Participation and Service. Students are also nominated by their peers for special acts of integrity, compassion, and grace.

Award Recipients are granted honor badges for their achievement. Honor Badges are symbols of a student's great work and virtue. They are collected by students throughout their time at Lawrence Jones, becoming a tribute to the many experiences and growth that their middle school career offered. Honor badges are worn for official representation of Lawrence Jones, Honor Assemblies, and during promotion held at the end of the school year.

Student recognition at Lawrence Jones is a cohesive and comprehensive program that recognizes students and staff, and celebrates the LJMS Cornerstones that define our school: Integrity, Perseverance, Discovery and Service. We frequently recognize and celebrate achievement and citizenship at LJMS. On a daily basis, all adults watch for and reward students demonstrating positive behavior with our "Jag Paws," which are used in daily prize drawings. We hold Honor Assemblies during our Honor Week that is held two weeks after the end of each trimester. Also, all students who have maintained at least 70 Jaguar Merits are eligible for special reward activities on a trimester basis. Each certificate a student is awarded at the Honor Assembly corresponds to a badge that represents the award earned. Badges are free of charge and students can display these badges on a honor stole during the 8<sup>th</sup> grade promotion ceremony. Honor stoles are displayed in Student Services and can be purchased for \$15.

### **LJMS 8<sup>TH</sup> GRADE AWARDS NIGHT**

LJMS has established a variety of awards and certificates. Eighth Grade Awards Night is held in May and recognizes students for their accomplishments.

**Academic Achievement** -- Superior academic achievement is recognized on the following basis:

**Principal's List**                    **4.0 GPA for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade**  
**President Education Award**        **3.0-4.0 GPA for the current year**

In addition to recognition for academic achievement, LJMS presents three special awards to selected 8<sup>th</sup> grade students who exemplify outstanding scholarship, citizenship and leadership. One 8<sup>th</sup> grade boy and girl are selected for each award and the awards are presented at the 8<sup>th</sup> grade Awards Night held every May. The awards are:

Lawrence E. Jones Award for Outstanding Student  
Alvin Baldwin Award for Excellence in Math and/or Science

Bill Donaldson Award for Excellence in the Humanities  
American Legion Award in Leadership

### **CORNERSTONES AWARDS**

Students are recognized for the embodiment of LJMS Cornerstones characteristics. These Cornerstones are based on our school's namesake, Lawrence E. Jones. Lawrence Jones was a man of courage, commitment, and compassion who served the community of Rohnert Park. We have based our LJMS Cornerstones of Integrity, Perseverance, Discovery and Service on Officer Jones' personal attributes and community work. The LJMS Cornerstones are:

**Integrity: Do the Right Thing**  
**Discovery: Explore the Possibilities**

**Perseverance: Strive for Success**  
**Service: Make a difference**

### **JAGUAR AWARDS**

Students who demonstrate good attendance (no more than 1 tardy) and good behavior (no office interventions) will be reviewed by their Team Teachers for a Jaguar award. A student will be disqualified due to in-class behavior issues. Students who receive the Jaguar Award will be given a Jaguar card that has a selection of privileges that they may redeem the card for with their instructors.

Once grades are posted, eligible students will be assigned one of three Jaguar awards:

Bronze Jaguar: 70 or more Jaguar Merits for the Trimester, 2.0-2.99 GPA, No F's  
Silver Jaguar: 80 or more Jaguar Merits for the Trimester, 3.0-3.99 GPA  
Gold Jaguar: 90 or more Jaguar Merits for the Trimester, 4.0 GPA

### **HONOR AWARDS**

#### ***Above & Beyond***

The Above & Beyond Award recognizes students who have earned additional Jaguar Merits *Above and Beyond 150* during the trimester. Students who have earned this award are eligible for special events and rewards.

#### ***Ambassador Award***

The Ambassador Award honors students who represent Lawrence Jones in our community and beyond. Citizenship and exemplary character are requirements. Examples include the Cotati Student Mayor, Math Counts, Speech and Debate Tournaments, Regional Spelling Bee Competitors, etc.

#### ***Artisan Award***

Enrichment teachers award the Artisan Award to students for excellence and talent in LJMS Enrichment classes.

#### ***Bridge Award***

The Bridge Award is granted to students who have promoted out of ESL. This is an annual award given during the fall Honor Assembly as this is when re-designation occurs each year.

#### ***Golden Heart Award***

The Heart Award is bestowed to students who are nominated by their peers via an essay nomination process. Nominations will be made by students and approved by the Administration team. A maximum of 4 awards will be conferred per grade level each trimester. Applications are available in Student Services.

#### ***Phoenix***

Teachers award the Phoenix to their students for showing significant growth and improvement in their academics or citizenship.

#### ***School Letters Award***

Awarded to students for participating in a school sport/club or activity by a coach/advisor

#### ***School Key Award***

Recipients of the Jaguar award may apply to their Team teachers to be entrusted with a "key" to the school. Integrity is the primary quality required. Eligible students who are interested in receiving a School Key Award must submit an essay explaining in one paragraph the qualities s/he possesses that would make her/him a candidate for a Key to the School. The

student needs to include evidence that demonstrates the student can be relied upon to be “safe, respectful, and responsible,” and that s/he will live up to the LJMS Cornerstones of Integrity, Perseverance, Discovery and Service. A limited number of School Keys will be awarded to each Team. Accepted students will get a School Key Pass that allows special privileges. The School Key is distributed during the week following the Honor Assembly.

## **TRANSPORTATION**

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Transportation to and from school is the responsibility of the student/parent. Sonoma County Transit System bus stops are located close to the school. Schedules are located in the school office, online at <http://www.sctransit.com/routes.htm> or at the Rohnert Park branch of the Sonoma County Library. Due to frequent congestion in school parking areas, especially on rainy days, alternative means of transportation are encouraged (i.e., car pools, buses, bicycles, skateboards, scooters, walking, etc.). Students must secure their transportation in either the front or back bike racks. (See BICYCLES)

### **BICYCLES and OTHER ALTERNATIVE TRANSPORTATION**

Bicycles, skateboards, and scooters must be kept in the school bicycle area during the day. Students must walk their transportation into the bike area and secure it with a lock. For after-school safety, students are to walk their bikes, scooters or skateboards off campus to the city sidewalk- then they may ride these items. **We require students riding any alternative transportation to school to wear helmets. Note that state law also requires a protective bike helmet.** All safety and traffic rules are to be followed by students. This includes riding bicycles in the direction of traffic in bicycle lanes, if provided, and crossing at designated intersections appropriately. Citations are issued to students who do not ride safely, and riding privileges may be revoked. Transportation should be locked individually (with a lock provided by the student)--not locked with another bicycle, for example. Students and parents must assume total responsibility for lost, damaged or stolen transportation.

### **BUSES**

High standards of behavior on buses need to be maintained at all times for the safety of all. Bus drivers have complete authority over pupils riding the bus. Students are expected to follow all bus rules and procedures. The bus driver may recommend suspension from the bus for any student who fails to comply with bus rules and safety requirements. Consequences will be administered at school for misbehavior on buses.

### **PARKING LOT/AUTO SAFETY**

Traffic can be difficult and frustrating before school, after school and after school-wide events. Drivers who do not follow traffic laws, are in a rush, not watching out for pedestrians or are not considerate of other drivers exacerbate our traffic situation. We need everyone’s help to avoid creating dangerous situations and additional congestion. Please obey all traffic signs and laws when approaching and entering our school’s student drop off and pick up areas. Children’s safety is at stake. Please be alert and patient. Parking in Red Zones is dangerous as it is an official fire lane. These areas are fire lanes that must be kept open, and RP Public Safety may ticket drivers stopping in these areas. Some specific things are

- All vehicles must stop when the crossing guard enters the crosswalk; this includes not making any right-hand turns.
- Students may not exit or enter vehicles while the vehicle is in a vehicle lane. You must pull over to the curb before letting a student out of the vehicle.
- No jaywalking! Pedestrians are to walk—not run—in the crosswalks, remain within the crosswalk and look both ways before crossing. If there is a crossing guard, pedestrians need to wait until told by the crossing guard to begin crossing.
- Students arriving at school by car should be dropped off in the designated parent drop zones located on our frontage road, in front of the Lawrence E. Jones Theater, or the front of the school by the gym.
- **Dropping off or picking up students in the parking lot is unsafe. If you park in the lot to pick up your child, please exit your vehicle and escort your child to and from the front of the school.**
- When driving in the school traffic loop, please keep to the right so other drivers can get by you.
- Please be considerate of other drivers and avoid blocking traffic.
- Limos are not permitted to be on our campus or driveway/ parking lot.

## CRPUSD BOARD POLICIES

<b>Student Attendance / Student Conduct Policies and Regulations</b>	<b><i>Políticas y normas acerca de la asistencia/conducta de estudiantes</i></b>
<p>We encourage our parents and students to familiarize themselves with these important District policies and regulations regarding student attendance and conduct. These will be posted on our District website at <a href="http://www.crpUSD.org">www.crpUSD.org</a>. For a hard copy, please see your school's office manager.</p>	<p><i>Rogamos a los padres y estudiantes que se familiaricen con estas importantes políticas y normas acerca de la asistencia y conducta de estudiantes. Éstas estarán disponibles en el sitio Web del Distrito en <a href="http://www.crpUSD.org">www.crpUSD.org</a>. Para una copia impresa, hablar con la gerente de oficina de su escuela.</i></p>

Absences and Excuses	<i>Ausencias y excusas</i>	BP 5113 / AR 5113
Chronic Absence and Truancy	<i>Ausentismo crónico y habitual</i>	AR 5113.1
Alcohol and Other Drugs	<i>Alcohol y otras drogas</i>	BP 5131.6 / AR 5131.6
Bullying	<i>Intimidación/acoso</i>	BP 5131.2
Conduct	<i>Conducta</i>	BP 5131
Discipline	<i>Disciplina</i>	BP 5144 / AR 5144
Gangs	<i>Pandillas</i>	BP 5136 / AR 5136
Nondiscrimination / Harassment	<i>No discriminación / hostigamiento</i>	BP 5145.3
Sexual Harassment	<i>Acoso sexual</i>	BP 5145.7 / AR 5147.7
Suspension and Expulsion / Due Process	<i>Suspensión y expulsión / proceso debido de ley</i>	BP 5144.1 / AR5144.1 and AR 5144.2
Use of Technology	<i>Uso de tecnología</i>	BP 6163.4 / AR 6163.4
Weapons and Dangerous Instruments	<i>Armas e instrumentos peligrosos</i>	BP 5131.7 / AR 5131.7
Work Permits	<i>Permiso de trabajo</i>	BP 5113.2 / AR 5113.2

