

The mission of Jason Lee Middle School is to open doors to student success by developing lifelong learners, responsible decision makers, and caring and contributing members of society

Jason Lee Middle School Student Handbook



2021-2022

Student Name: _____

Grade: _____

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Student Handbook

Jason Lee Middle School
8500 NW 9th Avenue
Vancouver, WA 98665
360-313-3500
Website: jlee.vansd.org

Administrators: Megan Vickery – Principal
Patrick Mahaney – Associate Principal
Kari Brandt - Dean of Students

Message from the Vancouver School Board

To promote a safe, nurturing and beneficial learning environment for each of our students, and to maintain order and discipline in the classrooms, playgrounds, hallways, school buses, and school-sponsored activities off campus, the Vancouver Board of Directors, adopts policies and procedures for administering discipline within each school. These policies and procedures are designed to involve the parents and community. The policies and procedures are designed to involve the parent and student early in the resolution of discipline problems. Annually, the principal and the certificated staff of each school review these disciplinary procedures to ensure uniform enforcement

Mission of Vancouver Public Schools

Excellence in Education

In partnership with home and community, Vancouver Public Schools provides an innovative learning environment that engages and empowers each student to develop the knowledge and essential skills to become a competent, responsible, and compassionate citizen.

Notice of Nondiscriminatory Policy

Vancouver Public Schools is an equal opportunity district in education programs, activities, services, and employment. The district does not discriminate on the basis of race, creed, color, religion, sex, national origin, marital status, sexual orientation, including gender expression or identity, age, families with children, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal. The district provides equal access to the Boy Scouts of America and other designated youth groups. The district complies with Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Older Worker Protection Act, and all other state, federal, and local equal opportunity laws. You may also contact any of the following people by writing to them at Vancouver School District, PO Box 8937, Vancouver, Washington 98668-8937 or by calling [360-313-1000](tel:360-313-1000): ADA–Kathy Everidge; Title VII, 504–Daniel Bettis; IDEA–Daniel Bettis; Affirmative Action–Kathy Everidge; Title IX Elementary–Kristie Lindholm; Title IX Secondary–Executive Director for Middle Schools and for High Schools–Jim Gray; Athletic Equity–Jim Gray. This notification can be provided in the appropriate language for communities of national origin and minority persons with limited English language skills by contacting [360-313-1250](tel:360-313-1250).

Welcome to Jason Lee Middle School

Important Information

Principal: Megan Vickery
Associate Principal: Patrick Mahaney
Dean of Students: Kari Brandt
Counselor (A-G): Karen Davis-Alcide
Counselor (H-O) Stephanie Amato
Counselor (P-Z) Danijel Brdar
Psychologist: Laree Foster
School Phone: 360-313-3500

Address: 8500 NW 9th Ave.
Vancouver, WA 98665
FAX: 360-313-3501
Attendance Line: 360-313-3520
School Hours: 9:00 – 3:30
Staff Hours: 8:30 – 4:00
Office Hours: 7:30 – 4:00

Secretary: Kimberly Childress
Attendance Clerk: Lori Frank
Registrar: Sharon Hoekstra
Business Clerk: April Schreiner

Technology Clerk: Joanne Johnson
Volunteer Coordinator: Sherri Parkin
District Resource Officer: Rowena Mikaele
Building Operator: Tom Edwards
Custodians: Dmitriy Beyu, Ken Steinbarger
Fall Sports: Volleyball, Tackle Football, Flag Football, and Cross Country
Early Winter Sports: Girls Basketball and Wrestling
Late Winter Sports: Boys Basketball and Bowling
Spring Sports: Track
Online sports registration: www.familyid.com
How to email Staff:
FirstName.LastName@vansd.org

Teachers

Axman, Jennifer	Lehman, Michelle
Amundson, Tina	Medellin, Anne
Barnhart, Sam	Miller, Catherine
Barrett, Bob	Miller, Cheryl
Bell, Erica	Peterson, Summer
Boss, Meghan	Royce, Sheila
Brands, Matt	Seibel-Barrow, Stephanie
Bunch, Craig	Silvey, Tahlia
Carder, Chris	Tu, Xin
Custodio, Ryan	Tubb, David
Darsow, Teri	VanHouten, Susan
DeGrande, Heather	Vigil, Gina
Flick, Joshua	Waldow, Luke
Fox, Karen	Wheeler, Carol
Graham, Doug	Womack, Jaclynn
Johnson, Taylor	
Kates, Mike	
Langley, Kory	

Staff

Albrich, Charlene	Parker, Lisa
Bauer, Crystal	Schaljo, Rita
Brady, Sarah	Sorensen, David
Graham, Cristy	Wilson, Roxanne
Hosking, Christi	
Jacobs, Laura	
Koch, Elizabeth	

ACTIVITIES, EVENTS & GROUPS

1. Athletics

Jason Lee students compete with other Vancouver District middle schools in athletics. Seventh and eighth grade students are encouraged to participate in athletics each season, while sixth grade students' participation is limited to flag football, cross country, wrestling, and track.

Fall Sports: 7-8 Grade Girls' Volleyball

6-7 Grade Flag Football

8 Grade Football

6-8 Grade Cross Country (boys/girls)

Early Winter: 7-8 Grade Girls' Basketball

6-8 Grade Wrestling (boys/girls)

Late Winter: 7-8 Grade Girls' Bowling

7-8 Grade Boys' Basketball

Unified Basketball (Special Olympics)

Spring:

6-8 Grade Track (boys/girls)

Unified Soccer (Special Olympics)

To participate in athletics, all students must:

- Have a physical exam documented on school forms on Family ID before they can participate. The physical is good for two calendar years (24 months).
- Provide proof of medical and dental insurance. If needed, *Excelsure Insurance* forms are available in the office.
- Purchase a Jason Lee Middle School ASB card for \$10 from the Business Office. The card is valid for one school year and can be used as a picture ID or for a discount to VPS high school games. Lost or replacement cards cost \$3.
- Pay the athletic fee of \$20 for each sport. Athletic fees are charged to any student participating in athletics. The funds are used to help defray the cost of equipment, cleaning and repair of uniforms, transportation, officials and other related expenses.
- Meet behavior and academic guidelines. Students with any failing grades will be on probation, and students with more than two failing grades will not be eligible to play in games. For more information, check the sports packet guidelines or talk with a coach directly.

It is our policy that all students can play if they participate in practices, maintain a good discipline record, meet academic guidelines of the team, and follow all school and district policies. We do not cut students based on ability.

Students are encouraged to support Panther teams by attending the after-school contests. Students choosing to attend these activities must follow rules,

which make game attendance more pleasant for everyone.

These rules may vary according to the sport, but for indoor sports:

- Food and drink are discouraged in the gyms. (water bottles with lids are allowed.)
- Students are to stay seated in the gym(s) while the event is going on. Students may get drinks and use the restroom only at half time or between matches. All other areas of campus are off-limits.
- Nobody is to be on the court or field during the game or half-time.
- At no time should anyone walk through the auxiliary (small) gym. All parents, students and guests need to go around the outside to get to the New Gym.
- If there is a problem following the rules, students will be asked to change their behavior or leave.
- We expect good sportsmanship from all Panther fans.
- Students waiting for games to start need to remain in front of the school or in the Den until 4:15 when they can enter the gyms.

2. Socials

Jason Lee hosts school socials with music, dancing, games, snacks, and an open gym. Students attending socials must stay until its conclusion at 4:45. Following the social, buses are provided, but parents may also pick up students.

Students will be expected to maintain behavioral standards to be eligible to participate. Office referrals may limit student eligibility to attend. *Socials are dependent on local COVID-19 guidelines and restrictions.

3. Student Groups

All Clubs and Activities will have a \$20 fee for each. Student Groups may include:

JLHS (Jason Lee Honor Society) – An organization for 8th grade students who are selected on the basis of scholarship, leadership, service and citizenship.

Math Team – A group of students who participate in solving math problems while competing against other schools.

ATTENDANCE & OFFICE PROCEDURES

All students enrolled in Vancouver Public Schools are expected to be at school and in class on time.

Excusing an Absence

Absences may be excused for the following reasons (P3122):

Illness, a doctor's note is required if a student is ill for five (5) or more days in a month, unless the principal, for good cause, waives the requirement;

Health care appointments;
Emergencies, including but not limited to a death or illness in the family;
Participation in a district or school approved activity or instructional program as approved by the principal;
Religious or cultural activities, including observance of a religious or cultural holiday or participation in religious or cultural instruction;
Deployment activities of an active duty military parent or guardian;
Prearranged absences that the principal (or designee) and parent agree upon an approved activity. The school cannot excuse absences for trips taken by students unless these trips involve direct supervision by the school or the family.
Absences must be excused by a parent within three days after the student absence in one of the following ways:

Call the attendance line at 360-313-3520; or
Send an e-mail to jasonlee.attendance@vansd.org
or

Enter the absence into Skyward Family Access; or
Send a written note to the attendance office.

It is the responsibility of the student or parent to arrange for any needed make-up work.

Unexcused absences will result in an automated phone call notifying the parents of the absence.

Truancy

Children between the ages of 8 and 18 years of age are required to attend school. Truancy is when a student is not in school and the absence is unexcused.

After three (3) unexcused absences, the school will schedule a conference with the student and parent. Not later than the student's fifth (5th) unexcused absence in a month the district will enter into an agreement with the student and parent that establishes school attendance requirements.

At some point after the second (2nd) and before the fifth (5th) unexcused absence the district will take data-informed steps to eliminate or reduce the student's absences. These steps will include application of the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment by the district's designated employee.

After seven (7) unexcused absences in a month, or ten (10) in a year, the student will be referred to the Office of Student Welfare and Attendance to file an initial petition with the court.

Tardy Policy

A student is tardy when he/she enters the classroom after the tardy bell and within the first fifteen (15) minutes of class time. It is considered very late if the student is more than fifteen (15) minutes late to class and will be marked with the code of "V" in the attendance.

Teachers will address the first four tardies before referring to administration for disciplinary action.

Departing Early

Students are expected to remain on campus from the time of arrival until excused. Students who ride the bus are to remain on campus once they arrive. Students who need to check out early for illness or appointments must report to the attendance office **BEFORE** leaving campus. Failure to do so will result in truancy, regardless of later returning to school with a note from a parent. Parents coming to pick students up from school must check in at the main office.

Students will not be released during the last hour of school unless prearranged and approved by the principal.

Attendance Codes:

U-Unexcused Absence

T-Tardy

V-Student arrived more than 15 min late or departed more than 15 min early

D-Departed Early

O-Discipline related absence

I-In-school suspension

S-School excused absence

E-Excused Absence

Business Office

Students may pay sports fees, and/or buy PE uniforms, yearbooks, or student store items in the business office or online.

Hall Passes

Students are not to be out of the classroom without an official teacher pass.

EMERGENCY SCHOOL CLOSURE

You can reach the Vancouver Public Schools emergency school closure line at **313-1401** or on the district website at www.vansd.org.

SAFETY INFORMATION

Personal Safety To and From School:

- Always travel with a friend. Strangers usually pick on one person, not two.
- If a car follows you or beckons you while you are walking, do not approach the car. Instead, turn and quickly walk the other direction.
- If you think you are in danger, yell and run to the nearest store, home, or back to school.
- Avoid strangers who seem to be hanging around public restrooms or school campus. Tell your teacher or another adult you trust about it.

- If you're ever in a situation that makes you feel uncomfortable in any way, you have the right to say NO, loud and clear, then leave.
- Always stick to the safe route in going to and coming from school. Never hitchhike!
- If you are approached inappropriately, be sure to report to an adult and/or call 911 immediately.

Evacuation Drills

Evacuation drills (fire drills) are required periodically throughout the school year. The object of these drills is to clear the building as quickly as possible with no disorder. Fire drill regulations are posted in the classrooms. Students are directed to walk quickly to the designated area to exit. Teachers will turn off the lights, close the doors, and accompany their classes as they leave the building. Students are expected to walk with their classes to the field and wait **QUIETLY** for the "all clear" signal (i.e. bell ringing) before returning.

Shelter-in-place Drills

Shelter-in-place drills (earthquake and lockdown) are required periodically throughout the school year. Everyone should drop and take cover under a sturdy piece of furniture or on the floor against an interior wall. Protect the head and neck with the arms. Stay away from windows, bookcases, file cabinets, tall furniture, heavy mirrors, hanging plants and other heavy objects that could fall.

Watch out for falling plaster or ceiling tiles. If the object you are holding on to moves, move with it. Stay undercover until instructed to do otherwise. Once the earthquake has stopped, students and staff need to exit the building quickly and safely in order for the building to be checked for damage. During lockdown drills, the doors to the school and classrooms will be locked. Room blinds will be drawn and lights turned off. **Students need to stay silent.**

Health Room and the School Nurse

The health room is for students who are ill and/or need first-aid treatment. A student wishing to go to the health room must obtain a pass from his/her/their classroom teacher. No student will be admitted to the health room without a pass, except in emergencies. Students should not go to the health room between classes but should report to class first. Students should not expect to spend long periods of time in the health room. If a student doesn't feel well, he/she/they will need to go home. No medications (including Tylenol or Motrin) can be given to a student without a doctor's note. All medications must be checked in by an adult to the school's staff. If you have questions about

medications in school you may call the school nurse.

School Arrival and Departure

All students are asked to enter and depart the school building through the main doors in the front of the building.

Students should not be on campus (including the park and playing fields) after 3:45, unless participating or attending a school-sponsored event.

SCHEDULES, GRADES AND PROGRESS REPORTS

Schedule Changes

Student schedules will not be changed unless it is determined by counselors and/or administration that it is academically appropriate and in the best interest of student learning.

Progress Reports

A Notice of Student Progress will be sent home with each student after the sixth week of each grading period. Student progress reports will indicate effort/work habits, behavior, and recommendations for the student (both positive comments and areas to be improved) and failure or in danger of failure notification. Students who are in danger of failing any class will have a copy mailed home. The dates are approximately the third week in October, the third week in February and the third week in May.

Report Cards

Letter grades will be reported at the end of each trimester. The approximate dates for receiving the report cards are the last week in December, the first week in April and the last week in June. The report card will be sent home with each student (Dec/Apr) and mailed home in June.

Contact with Parents and Teachers

We encourage parents to participate in the entire education process by offering the following ways for parent involvement:

- * Fall parent conferences held the end of October
- * Student-led conferences in the spring
- * Contact teachers by phone (313-3500) or email (firstname.lastname@vansd.org) to request information as needed
- * Sign up for *Family Access* in your school's office.

You may check attendance, progress reports and trimester grades using online at home. For some classes you may also check assignment completion, most current grade, and attendance information

DRESS AND APPEARANCE

Appropriate dress is an expectation at Jason Lee Middle School just as it is in a place of business. Inappropriate dress or appearance which causes disruption of the education process, or presents health/safety problems, is not permitted.

Student clothing must fully cover private areas, buttocks, and chest with fabric.

Apparel and accessories depicting and including (but not limited to) the following are **not** allowed at Jason Lee: weapons, violence, drug/alcohol/tobacco-related, vulgarities, insults or hate speech directed to a particular group (i.e. ethnicity, culture, gender), innuendo, gang-related, and sexual suggestiveness.

Also **not** allowed on campus (except for documented medical conditions and religious requirements): chains, long belts or bandanas; low necklines/armholes; bare shoulders. Shoes are to be worn at all times and undergarments should not be visible.

Hats and hoods may be worn in the common areas at Jason Lee (hallways, cafeteria, outdoor play space, etc.). A student's face should be visible while wearing a hood. Sunglasses may be worn outside on sunny days but should not be worn inside the building.

When in doubt about your attire, ask an administrator. Students inappropriately dressed will be asked to change or call home for a change of clothes. Repeat offenders will be subject to disciplinary action.

SCHOOL WIDE DISCIPLINE PLAN

Disciplinary Action Plan

It is the intent of the Jason Lee staff to create a caring and positive atmosphere for our students. We find a partnership between staff, families and students is the best way to create a healthy learning environment for maximum student success.

Our student discipline plan begins in the classroom where the mildest form of intervention appropriate to the situation is implemented. Counseling, lunch detention, before and after school detention, and parent calls are among the ways that students are encouraged to modify their behavior. Continued misbehaviors may result in more serious consequences (i.e. office referral resulting in parent conference and/or suspension).

Students may be immediately referred to the office when a student's behavior is illegal, dangerous to himself/herself/their self and/or others, or when a student's behavior toward a staff person is insubordinate.

Students may also be referred to the office when their behavior is chronically disruptive to the learning and/or instructional process. Certain rules and consequences are common throughout the schools in the district and have been approved by the school board.

Review of the Student Management System

Each year, the student management system at Jason Lee Middle School is reviewed by staff members. The Jason Lee Middle School staff is committed to a process of continual improvement of the student

management system to better meet the needs of all students.

Student Responsibility

In order for there to be a positive school environment for students to learn at their best, students are expected to follow both classroom and school rules. We encourage students at Jason Lee Middle School to take pride in their efforts. Throughout the day, our staff members help students put the school-wide **Paws-itive Steps to Success** (see page 16 for information) into action.

Staff Responsibility

Jason Lee instructional staff strives to provide classrooms that allow students to thrive. Because each teacher structures classroom activities a little differently, teachers will clearly communicate their behavioral expectations (and possible consequences for misbehavior) for their classroom to the students.

The school staff will also teach Jason Lee students the school-wide expectations for passing times, recesses, lunches, media center use, and other school procedures and activities.

Parent/Guardian Responsibility

The support and cooperation of parents/families is needed to effectively help each student reach his/her/their fullest potential. The major role of the parents/families in assisting with school discipline and responsibility is to consistently demonstrate interest and support in their child's progress in school. When children see that

parents/families support their best efforts, they are given a real incentive to strive for excellence.

Parents/Families are encouraged to contact teachers by phone or email to request conferences when needed. Parents/Families can also stay in touch by reviewing their student's planner daily and/or accessing their students' information using the *Family Access* site.

STUDENT CONDUCT

Violators are subject to disciplinary action

Cooperation with School Personnel

Students must obey the lawful instructions of school personnel. Following directions, cooperating with staff, identifying self immediately, and complying with rules are expected of all students.

RCW 28A.635.010 Any person who shall insult or abuse a teacher anywhere on the school premises while such teacher is carrying out his or her official duties shall be guilty of a misdemeanor.

Disruptive Conduct

Disruptive behavior or other inappropriate behavior, especially when it interferes with the educational process, will not be tolerated.

Harassment/Bullying/Intimidation

This is defined as repeated threats of or acts of physical, verbal (which includes oral, written and electronically transmitted), or emotional abuse, or attacks on the property of another, which have the effect of (1) creating an intimidating, hostile or offensive learning environment, or (2) unreasonably interfering with an individual's educational opportunities. Bullying may include, but is not limited to taunts, slurs, name-calling (even in play), drawings, cartoons, ostracism, extortion of money, or damage/destruction of another's possessions.

Technology Use

Computers and iPads are provided for educational use. Students who attempt to access inappropriate websites, disable filters, download music, video or pictures will be subject to the loss of electronic privileges. Technology rules are posted for students to see and review each time they log in. Do not share passwords with others, or let them use your account!

Breakfast/Lunch

No cutting or crowding in line. Clean up after yourself, put trays, silverware, composting, recycling and garbage away. Don't throw food or objects, and take only what you pay for. Keep all food and drink inside the cafeteria at all times. Due to litter concerns, no food or drink is allowed in the hallways or courtyard

areas during breakfast or lunch. Health department guidelines prohibit sharing food with others. Stay in designated in-bounds lunch areas during the play time. No drinks, other than water, are allowed in the classroom.

Public Displays of Affection

Public displays of affection are discouraged at Jason Lee. Only brief hugs or hand holding is permitted at school.

Common Area Passing Times

In order to keep safe orderly behavior in the hallways, the following are expectations for passing time and common area behaviors for students:

- follow posted flow of traffic patterns
- walk at all times with hands and feet to self
- leave others' belongings alone
- keep to the right in hallways and through entry and exit doors, and use quiet voices inside the building.
- during breakfast and lunch, all food and drink must be consumed in the cafeteria.
- No drinks, other than water, are allowed in the classroom.

Unsafe and/or uncooperative behavior in the hallways or common areas may result in progressive discipline.

Parent Concerns

Please be advised that the following procedures are in place to assist parents/guardians with any concerns that may arise:

If the situation involves a staff member, please contact that staff member first to discuss the issue.

If the situation is one where a counselor might be of assistance, contact the counselor.

The next in line for an appeal is the associate principal.

If the parent or student has not reached a satisfactory resolution to the problem, contact the principal.

The next step for appeal would be the *Chief of Secondary Education*. Regarding the appeal of Suspension or expulsion, the *Office of Student Welfare and Attendance* should be contacted.

TECHNOLOGY AT JASON LEE

Jason Lee Middle School has a strong academic program and strives to keep disruptions of the program to a minimum.

Electronic Devices

Students may use non-school issued electronic devices before school and during lunch and passing times. Electronic devices and headphones should be put away upon entering the classroom. Teachers may allow student use in the classroom for an educationally related activity/reason. *That decision as to when it is*

appropriate will be dictated by the teacher, not the student. External speakers are not allowed on campus.

The student who possesses personal electronics assumes responsibility for its care and whereabouts. **At no time is the school or district responsible for a theft, its recovery, or damage to an electronic device.**

At times, teachers may allow students to use a personal electronic device for educational purposes in the classroom. Use of such personal electronics is for facilitating learning and only done with teacher permission.

iPads and 1:1 Devices

Jason Lee and Vancouver Public Schools will assign students an iPad for use both at school and home as a means to promote achievement and provide flexible learning opportunities.

Our expectation and belief is that students will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district network resources. We also expect that students will make a good faith effort to keep their district-issued devices safe, secure, and in good working order.

School Supports Needed-How to Reach Out

As a parent/guardian, you know your child best. Please contact your child's school counselor:

- If you notice overall changes in your student that are concerning.
- If your student is struggling significantly in attendance, behavior, or academics. You may advocate for your student to be referred to one of our support teams.
- If there has been a significant family event or change that may impact your student's learning.
- You have additional insights to share about how to best support your child.

No deliveries please

Families need to be aware that Jason Lee Middle School will not accept deliveries of flowers, balloons, gifts, restaurant delivery, etc. for students. Additionally, students are discouraged from bringing these items to school for other students. Having those items in class is a distraction to the learning environment.

We appreciate the desire to make a student's day special but ask that families celebrate important events at home. These items listed above are also not allowed on VPS buses.

Skateboards, Longboards and Bikes

Skating and bike-riding is not allowed on school grounds at any time. Students are asked that while they are on school property, they dismount their bikes in front of the building. Students are responsible for their own bikes and skateboards. Safety concerns will be addressed as needed.

Student Sales and Fundraisers (Non-School Related)

Laws regulating ASB prohibit students from selling anything (e.g. fundraisers, playing cards, etc) to other students at school unless the sale is an approved ASB activity.

Personal Property

All students need to be aware that the school is not (and cannot) responsible for personal property that has been stolen. Students are responsible for their own belongings (including musical instruments) and need to have coats, electronic items including cell phones and iPods, book bags, and backpacks in their possession or in a locked classroom.

The school district cannot purchase insurance to cover stolen items that have been left and/or lost at school. Students assume responsibility for district property that is checked out to them and are responsible for its replacement if lost or stolen. This includes (but is not limited to): textbooks, instruments, and library books.

Aerosol Products

Due to safety concerns and allergies, body sprays and aerosol products/cans, including colognes, perfumes and deodorants, are not allowed at school. This is especially important in the locker room.

Dangerous Weapons

Keeping Jason Lee Middle School a safe place for all students is a primary goal. It is very important that all students understand that the possession, use, selling, purchasing, or displaying of a dangerous weapon shall result in an immediate emergency expulsion from school. Possible further disciplinary action may include either short or long-term suspension or expulsion from the school and/or school district.

"A word of extreme caution:" Guns, look-alike guns such as soft pellet guns, any kinds of knives or weapons are never to be brought to school by anyone. If a student brings any one of these items to school it could result in an emergency expulsion, expulsion from school and arrest of the student. Laser pointers can be considered weapons and will be confiscated immediately. Consequences may be provided by the administration.

Snowballs

Because we are not willing to place students at risk for injury while under the school's care, snow ball throwing is not allowed on school property. Snowball throwing will result in discipline up to and possibly including referral to an administrator.

Taking Responsibility for Your Own Learning:

Students at Jason Lee are expected to complete all school assignments, projects, homework and tests in a manner that reflects their own work and learning.

Any of the following may be considered cheating and may result in loss of credit, parent notification and disciplinary action: copying another student's work, copying word for word without stating the source, or using unauthorized notes on a test.

STAFF ROLES AND RESPONSIBILITIES

Principal – Mrs. Vickery

The role of the principal in responsibility and discipline is to guide staff and students in their efforts to achieve the school's primary mission – student success.

Associate Principal – Patrick Mahaney

The associate principal will assist staff with severe misbehavior such as physically dangerous situations, illegal acts, insubordination, and chronic or recurring problems. As indicated on a case-by-case basis, the administrators will initiate detention, Thursday School, parental conferences, in-school suspension, out-of-school suspension, contact with the appropriate authorities, or other severe consequences. The Associate Principal is also the Athletic Director at Jason Lee.

The administrators will also provide training and continued support to the staff as they strive to teach students the *Paws-itive Steps to Success*.

Counselors – Mrs. Davis-Alcide, Mr. Bdar, Mrs. Amato

Counselors are available to assist with instruction that may prevent problems and with solving special problems that may occur. Additionally, they conduct small student groups focusing on issues of concern for adolescents. Counselors supervise student mediation sessions in which students have an opportunity to develop solutions to interpersonal problems.

Our counselors also provide consultation with staff and community on chronic behavior problems, suspected drug abuse, child abuse or neglect, depression, threats of suicide, attendance issues, etc.

Classroom Teachers

The classroom teacher is the center of our school's responsibility and discipline plan. Teachers will focus on teaching and encouraging responsible behavior, rather than trying to "control" irresponsible behavior. This will be accomplished by helping students see how their behavior relates to our school-wide *Paws-itive Steps to Success*, emphasizing responsibility, treating everyone with respect, cooperating with others, following directions, and doing one's best. Each teacher will have a classroom discipline and responsibility plan on file in the office.

Psychologist

The school psychologist is assigned to Jason Lee Middle School for consultation and meets as needed with the professional group. The role of our psychologist is to assess all students referred for special education and to consult with staff on interventions for students with behavior and/or learning concerns.

Paraprofessionals, Office Staff, Custodians, Cafeteria Staff, and Bus Drivers

All staff at Jason Lee Middle School have an equal and contributing part in the teaching of responsibility and discipline. Through positive interactions with students, our classified staff members will encourage students to be responsible, follow directions, try their best, cooperate with others, and treat everyone with respect.

Restorative Practices

Restorative Practices is a philosophy aimed at building community through inclusion and equity. Teachers and staff in a restorative setting look at academic challenges and students misbehavior as opportunities to offer support, guidance, and a chance for students to learn from their mistakes. The goal is to increase personal accountability for behavior and put focus on repairing harm done. Educators in a restorative setting focus on supporting those impacted by another's behavior and emphasize arriving at agreements, healing, and repairing harm. Restorative approaches promote individual accountability with high levels of community support from the classroom and school staff. These practices help students to problem solve, apologize, and understand the effects positive and negative behaviors have on others. This is a proactive effort to decrease problem behaviors from occurring and offers students a way to learn from their mistakes while supporting those that may have been negatively impacted.

Rules for Student Transportation

Students who wish to ride a bus to/from school with another student must bring a signed note from a

parent to Jason Lee's office. The student will receive a form, signed by an administrator that will allow the student to ride a bus that is not theirs.

Bus stops are to be treated like school property and students should conduct themselves and their behavior within the limits of what is appropriate at school.

1. The driver is in full charge of the bus and students. Students must obey the driver promptly and willingly (administrators shall assist the driver in enforcing the transportation procedures).
 2. Outside of ordinary conversation, classroom conduct must be observed.
 3. Students are to assist in keeping the bus clean by keeping their waste paper off the floor. Students must also refrain from throwing refuse out of the windows. Eating is not allowed.
 4. No student will smoke or light fire on the bus.
 5. No student shall open a window on the school bus without first getting permission from the driver.
 6. No student shall at any time extend his/her head, hands or arms out of the windows, whether the school bus is in motion or standing still.
 7. Students must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, straps or pins extending from their clothing.
 8. Students must see that their books and personal belongings are kept out of the aisle.
 9. No student will be allowed to talk to the driver more than is necessary.
 10. Students are to remain seated while the bus is in motion and are not to get on or off the bus until it has come to a full stop.
 11. Students must leave the bus in an orderly manner. They must not cross the road until given consent by the school bus driver.
 12. Self-discipline should be exercised by students at the bus loading area. Students should refrain from pushing and shoving other students.
 13. Students' misconduct on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.
 14. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
 15. Parents of students damaging school buses will be responsible for proper reimbursement to the school district.
- Consequences may include: calls home to parents; time off the bus (5, 10, 20 days, etc); other discipline as appropriate.

Mandatory Assignment Completion (MAC) & Lunch Detention Expectations

Outcomes: 1. Provide time and incentive for students to complete homework/practice that has not been completed 2. Emphasize the importance of practice completion and assessment success 3. Increase the number of students meeting standards in each course
Process: Students are assigned a MAC when they did not complete the required homework/practice from the previous day. Student is informed she/he will need to report to the Mandatory Assignment Completion location for their lunch time, and student is provided a green slip from the assigning teacher. Student brings lunch directly to the MAC area when the bell rings. Supervisor collects green or pink (detentions) slip and records name on daily spreadsheet. Students who are assigned a MAC and fail to attend receive two lunch detentions.

Planners:

Planners are an essential organizational tool and students are required to bring them to school daily. Students receive one school-issued planner for each trimester. Not having a planner each day may result in detention. Replacement planners can be purchased at the business office.

Lunch Schedules

Monday

Period	Start	End	
Period 1	9:15	9:58	43
Period 2	10:01	10:44	43
Period 3 (Early 3 rd)	10:47	11:30	43
1 st Lunch (6th Grade)	10:47	11:17	30
Period 3 (Late 3 rd)	11:20	12:03	43
2 nd Lunch (Grade 7-8 only)	11:33	12:03	30
Period 4 (Early 4th, 6th gr)	11:33	12:16	43
Period 4 (Late, 7-8 gr)	12:06	12:49	43
3 rd Lunch (Grade 7-8 only)	12:19	12:49	30
Period 5	12:52	1:35	43
Period 6	1:38	2:20	42
Period 7	2:23	3:05	42

Tuesday-Friday

Period	Start	End	
Period 1	9:15	10:05	50
Period 2	10:08	10:56	48
Period 3 (Early 3 rd)	10:59	11:47	48
1 st Lunch (6th Grade)	10:59	11:29	30
Period 3 (Late 3 rd)	11:32	12:20	48
2 nd Lunch (Grade 7-8 only)	11:50	12:20	30
Period 4 (Early 4th)	11:50	12:38	48
Period 4 (Late 4th)	12:23	1:11	48
3 rd Lunch (Grade 7-8 only)	12:41	1:11	30
Period 5	1:14	2:02	48
Period 6	2:05	2:53	48
Period 7	2:56	3:45	49

*All passing times are the equivalent of 3 minutes, including the passing times before and after each lunch.

*All buses leave 8 minutes after the last period of the day.

Transportation Expectation Matrix

	Bus Stop	Entering the Bus	Bus Ride	Exiting the Bus
Respect	<ul style="list-style-type: none"> Use Buddy Voice Use kind words and actions Respect the property of others 	<ul style="list-style-type: none"> Use Buddy Voice Hands to self Wait your turn to get on the bus 	<ul style="list-style-type: none"> Use Buddy Voice Keep hands and feet to yourself Respect others property Use appropriate language 	<ul style="list-style-type: none"> Use Buddy Voice Stay seated until released Take turns getting off the bus Allow student in front of you to go first
Responsible	<ul style="list-style-type: none"> Keep your bus stop clean Be at the bus stop 5 minutes before the bus arrives Keep hands, feet and other objects to yourself 	<ul style="list-style-type: none"> Be seated as soon as you get on the bus Help others find a seat by moving over Keep aisle clear while other students load 	<ul style="list-style-type: none"> Be responsible for your own items and actions Keep the bus clean Food, drink and personal items stay in your backpack 	<ul style="list-style-type: none"> Take all possessions/belongings with you, including trash
Safety	<ul style="list-style-type: none"> Walk to the bus Cross the road when the driver signals it is safe Stay on the curb until the bus completely stops Watch for cars and other traffic 	<ul style="list-style-type: none"> Walk slowly on the stairs Keep the windows up 	<ul style="list-style-type: none"> Keep body parts inside of bus Keep aisles clear Stay seated in one seat Keep your seat belt on 	<ul style="list-style-type: none"> Wait for the bus to stop before standing up Stay seated until the bus driver releases you Watch your step while exiting the bus Hold hand rail
Cooperative	<ul style="list-style-type: none"> Wait for the bus door to open Form one line- K's first Provide identification if asked 	<ul style="list-style-type: none"> Follow directions of the bus driver Load on to the bus when instructed 	<ul style="list-style-type: none"> Follow the bus rules/driver instructions Stay facing forward 	<ul style="list-style-type: none"> Allow K's to exit bus first Follow the directions of the bus driver Exit quietly, slowly, and one at a time

Jason Lee Pawsitive Steps Expectation Matrix

	Classroom Volume: 1-3	Cafeteria Volume: 2-4	Outside Area Volume: 1-5	Hallway Volume: 2-3	Media Center Volume: 1-2	Office Volume: 1-2	Technology Volume: 1-3
Attitude	<ul style="list-style-type: none"> Teachers teach, and students learn Stay positive in all working conditions Always try your best Accept constructive feedback 	<ul style="list-style-type: none"> Remain calm and patient while standing in line Express appreciation for custodial and cafeteria staff 	<ul style="list-style-type: none"> Play fair with peers Show sportsmanship to all participants Trust staff to enforce rules/boundaries 	<ul style="list-style-type: none"> Be patient and calm moving from class to class Be courteous to other students as you move through building 	<ul style="list-style-type: none"> Stay task oriented at all times Be purposeful with what you're doing Spend time wisely every time Respect the need of others and their work 	<ul style="list-style-type: none"> Be respectful of office staff Come prepared with your requests Remain patient while waiting for direction 	<ul style="list-style-type: none"> Stay on-task Use for appropriate educational reasons Be appreciative of privilege Know you're a digital citizen
Behavior	<ul style="list-style-type: none"> Stay active in the learning process Keep conversations focused on subject Keep body to yourself Only touch your materials and supplies 	<ul style="list-style-type: none"> Hands to yourself Walk at all times Have patience when waiting in line Clean personal area 	<ul style="list-style-type: none"> Stay in appropriate boundaries Remain in your own personal space Be safe and appropriate at all times Be courteous to others 	<ul style="list-style-type: none"> Hands to yourself Walk at all times Be aware of time and get to designated location Stay to the right 	<ul style="list-style-type: none"> Use quiet voices Clean up after use Use computer equipment and materials appropriately 	<ul style="list-style-type: none"> Wait patiently for staff directions Listen for instructions from office staff 	<ul style="list-style-type: none"> Be safe and appropriate at all times Secure and protect your own iPad Use your own iPad unless given other directive stay on task
Cooperation	<ul style="list-style-type: none"> Respectful responses of other opinions Participate in all classroom tasks Work together, contribute to class 	<ul style="list-style-type: none"> Respect space of other people Respond appropriately to all circumstances Communicate respectfully with all staff 	<ul style="list-style-type: none"> Listen to adult instruction Remain in your own personal space Allow others to relax and socialize 	<ul style="list-style-type: none"> Be respectful of time, people, and conditions Interact appropriately with students Remember the 10/10 Rule 	<ul style="list-style-type: none"> Clean-up own area Remain in your own personal space with technology and materials Use appropriate conversation levels 	<ul style="list-style-type: none"> Wait for instruction and/or direction Respond appropriately to all staff Respect confidential information 	<ul style="list-style-type: none"> Be aware and have patience for learning curve and knowledge of people Assist others Focus on content specific material
Directions	<ul style="list-style-type: none"> Come to class prepared everyday Listen to instructions from teachers and staff Complete assignments and tasks 	<ul style="list-style-type: none"> Follow the Red and Green light signals Pick up all trash at your table Third lunch will stack chairs Go through Green doors 	<ul style="list-style-type: none"> Walk on concrete areas except basketball courts Free "play" in the field Use Green sign doors Cooperate with bus-zone rules 	<ul style="list-style-type: none"> Walk on the "right" Get to class on time Go through Green doors 	<ul style="list-style-type: none"> Enter appropriately Ask for permission to use computers Store backpacks in appropriate cubby Watch noise level Have student ID 	<ul style="list-style-type: none"> Have a pass from your teacher Watch noise level of conversations State purpose to office staff Stay in appropriate locations 	<ul style="list-style-type: none"> Wait for instruction from teachers Stay on assigned task while using iPad
Effort	<ul style="list-style-type: none"> Focus on school work Challenge yourself on daily basis Take risks and know it's okay to make mistakes 	<ul style="list-style-type: none"> Keep your area cleaned everyday Support custodian by picking up trash Be aware of how to help 	<ul style="list-style-type: none"> Remain positive with other students Encourage others to follow rules Report any unsafe behavior to an adult 	<ul style="list-style-type: none"> Walk to class on time Keep conversations to a minimum between classes Act positive with classmates 	<ul style="list-style-type: none"> Stay focused on your assigned task Always ask for help or permission when needed 	<ul style="list-style-type: none"> Be aware of your purpose for visiting the office Be efficient by getting in and getting out Respect privacy zones 	<ul style="list-style-type: none"> Have your iPad charged and prepared for class Maintain and care for your iPad at all times

VPS 1:1 TECHNOLOGY RESPONSIBLE USE AND SAFETY AGREEMENT



PURPOSE: Vancouver Public Schools (VPS) may issue students a one-to-one (1:1) technology device that can be used both at school and at home as a means to promote achievement and provide flexible learning opportunities. This agreement outlines VPS expectations for students and families issued a 1:1 device. In addition to this agreement, the use of district-provided technology requires students to abide by the VPS Technology Use Guidelines as stated in the Student Code of Conduct.

VPS expects that students will use district issued equipment responsibly. This agreement will help you understand the appropriate use of both the technology and district network resources. VPS also expects that students will make a good faith effort to keep their 1:1 device safe, secure, and in good working order. *This agreement includes the following specific responsibilities and restrictions.*

Student Expectations:

1. **Charge your 1:1 device at home every night** and bring it to school each day with a full charge.
2. **Communicate Responsibly!** Electronic communication must be conducted in a professional and academic manner, using appropriate language, and avoiding profanity and offensive or inflammatory speech.
3. **Back up important files regularly.** VPS maintains 1:1 devices with periodic updates. Students should save files in online storage to avoid accidental loss of data. *VPS cannot guarantee data loss will not occur and is not liable for such loss.* Ask for assistance if you do not know how to backup your files.
4. **Use technology for school-related purposes only.** Use for commercial or political purposes is prohibited.
5. **Follow copyright laws and fair use guidelines.** Only download/save music, videos, or other content related to specific assignments. Do not use your device to store personal digital content.
6. **Make your 1:1 device available for inspection by any administrator or teacher upon request.**
7. Keep the device in its school issued case (if applicable).
8. **Return the device to school promptly if you un-enroll from the district!**

The following activities are prohibited:

1. Do not mark or deface your VPS issued 1:1 device or case. Defacing includes the use of stickers or tape.
2. Do not loan your VPS 1:1 device, charger, or cord to anyone; do not leave your device in a vehicle or unattended at any time, and do not eat or drink while using your device.
3. Do not attempt to change or bypass the internet filtering, security, network/wifi settings, or any other device settings, including the installation of games or other unauthorized software.
4. Do not attempt to access systems beyond your authorized access. This includes sharing your account password for any system with others, or using another person's account and/or password.
5. Do not attempt to locate, view, share, or store materials that are unacceptable in an academic setting. **This includes, but is not limited to, pornographic, obscene, racist, graphically violent, or vulgar images, sounds, music, language, video, or other materials.** The criteria for acceptability is demonstrated in the types of material made available to students in district provided learning materials & resources.
6. Do not take pictures or videos of other students or staff without their permission.

Hacking: Please note that "hacking" of any type, including the intentional introduction of malicious software (viruses), attempts to gain unauthorized network or system access, or attempts to disrupt normal network traffic, will result in district discipline and may lead to criminal charges.

Student Safety:

1. **Students should not intentionally reveal or post identifying personal information, files, or communications to unknown persons through email or other means.**
2. Bullying or harassment, including personal attacks or threats toward anyone using online resources, **is strictly prohibited and may lead to criminal charges.** *If you are aware of bullying or harassment, please report it to responsible school personnel.*

3. All student 1:1 computing devices are configured to filter internet content and communications at school, at home, and on any other network.
4. While internet filtering is intended to restrict access to inappropriate or non-educational content, the district cannot guarantee that students will not intentionally or unintentionally access content that may be deemed unacceptable. If you access inappropriate content on your device, report it to school staff immediately.
5. The electronic communications, activities, and files created and/or accessed on district technology are not private and are subject to being viewed, monitored, and/or archived by the district at any time.

Parental/Guardian Monitoring Responsibility:

Despite the filtering measures detailed above, parents and/or guardians assume responsibility for monitoring their student’s activity on district-issued devices and accounts during non-school hours and on non-student attendance days. Users are responsible for the appropriate use of the device and all accounts, applications, and services.

If information is collected that indicates activity outside of the acceptable use, that information will be reviewed with the student and/or parent/guardian during normal school business hours.

IMPORTANT SAFETY NOTE: information obtained by school district officials, after school business hours, suggesting or indicating imminent danger to a person(s) will initiate a 911 report upon receiving that information. Building administration will contact the parents/guardians on the next school business day regarding the matter.

Fiscal Responsibility: The district strives to limit the financial responsibility for families of students issued 1:1 devices. In cases of accidental damage, a 1:1 device will be repaired up to two times per year at no cost to the family. If the device is lost or stolen, and the school determines that the student is not at fault, the replacement fine is \$99.00. If a device is damaged, lost, or stolen due to willful negligence, the family may be responsible for the full cost to repair or replace the 1:1 device. A police report must be filed by the family for all devices stolen when off campus.

By signing this document, you agree to abide by the conditions listed above and assume responsibility for the appropriate and safe use and care of VPS district-issued technology. You understand that should you fail to comply with the terms of this agreement, access to 1:1 technology, the internet, and other digital content or services may be limited. Students may also be subject to disciplinary action as outlined in the VPS Student Code of Conduct.

As the parent or guardian of _____, my signature indicates I have read and understand this Responsible Use and Safety Agreement and give permission for my student to have access to and use district-issued technology, including access to district-provided digital educational programs, services and applications. I understand that the use of a district-issued computing device and all accounts for the related services and applications are solely for educational purposes and I have no expectation of privacy because the district has a right to monitor, inspect, copy, review, and store information transmitted or received, at any time, without prior notice.

Parent Name: _____ Signature: _____ Date: _____

As the student, my signature indicates I understand this Responsible Use and Safety Agreement and will follow these guidelines while using district technology. I understand that the use of a district issued computing device and all accounts for the related services and applications are solely for educational purposes and I have no expectation of privacy because the district has a right to monitor, inspect, copy, review, and store information transmitted or received, at any time, without prior notice.

Student Name: _____ Signature: _____ Date: _____