

Lawrence E. Jones Middle School



Student Handbook

2022-2023



PROUD HOME OF THE JAGUARS

INTEGRITY PERSEVERANCE DISCOVERY SERVICE

Lawrence E. Jones Middle School

Student Handbook

“Opportunity Comes Through Education”

Lawrence E. Jones Middle School

Cotati Rohnert Park Unified School District

5154 Snyder Lane, Rohnert Park, CA 94928

<https://ljms.crpusd.org>
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

Melissa Quinn
Principal

Erin Scull
Assistant Principal
A - K

Shelly Thelen
Assistant Principal
L-Z

OFFICE STAFF

Abby Rutherford
Office Manager

Kristin Caudel
Registrar

Carmen Ayme Abarca
Attendance

Christy Kerston
Student Services

COUNSELING

Teresa Teich
Counselor
Last Names: A-K

Jamie Myers
Counselor
Last Names: L-Z

**2022-2023 IMPORTANT DATES
NO School**

<p><u>August 2022</u></p> <ul style="list-style-type: none"> 16th - First Day of School 	<p><u>September 2022</u></p> <ul style="list-style-type: none"> 5th - Labor Day *Back to School Night 	<p><u>October 2022</u></p> <ul style="list-style-type: none"> 24th - Teacher Work Day
<p><u>November 2022</u></p> <ul style="list-style-type: none"> 11th - Veterans Day 21st - 25th Thanksgiving Break 	<p><u>December 2022</u></p> <ul style="list-style-type: none"> 19th - 2nd (Jan) - Winter Break 	<p><u>January 2023</u></p> <ul style="list-style-type: none"> 3rd - Teacher Work Day 16th Martin Luther King Day 17th - Local Holiday *Expo/Open House
<p><u>February 2023</u></p> <ul style="list-style-type: none"> 13th - Local Holiday 20th - President's Day 	<p><u>March 2023</u></p> <ul style="list-style-type: none"> 20 - 24 Spring Break 	<p><u>April 2023</u></p> <ul style="list-style-type: none"> 21 - Emergency Day #1
<p><u>May 2023</u></p> <ul style="list-style-type: none"> 21 - Emergency Day #2 29th Memorial Day 	<p><u>June 2023</u></p> <ul style="list-style-type: none"> 8th Grade Promotion 7th Last Day of School 	<p>District Calendar - English District Calendar - Espanol</p>

1st Trimester 11/9/2022 – 2nd Trimester 3/3/2023 – 3rd Trimester 6/7/2023

Progress reports available online: September 23; January 13; April 20

Report cards available online: December 2; March 27; June 7

Lawrence E. Jones Middle School is a diverse community of learners united by the strong conviction that opportunity comes through education. We strive to be an inclusive campus that upholds equity and social justice. Individuals from all ethnic and cultural backgrounds, gender expressions, sexual orientations, abilities, and belief systems make up our community and should be able to bring their full selves. We promote learning as **discovery**, through independent critical 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 2022-2023 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, Culinary and Textile Arts, Drama, & Technology

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 SCHEDULE

Monday, Tuesday, Friday (1-6 Periods)			Wednesday/Thursday Block			
Times	Minutes		Times	Minutes	Tuesday	Wednesday
7:15-8:05	50	Period 0	7:15 - 8:05	50	Period 0	Period 0
8:10 - 9:10	60	Period 1	8:10 - 9:42	92	Period 1	Period 4
9:15 - 10:08	53	Period 2	9:42 - 9:52	10	passing	passing
10:08 - 10:18	10	Break	9:57 - 11:26	89	Period 2	Period 5
10:23 - 11:16	53	Period 3	11:26 -12:06	40	Lunch	Lunch
11:21 - 12:14	53	Period 4	12:11 - 1:40	89	Period 3	Period 6
12:14 - 12:54	40	lunch	1:40 - 2:10	30	SSW	SSW
12:59 - 1:52	53	Period 5	2:10 - 3:00	50	CPT	CPT
1:57 - 2:50	53	period 6				

Minimum Day Schedule - Out at 12:10

7:15-8:05	50	Period 0
8:10-8:50	40	Period 1
8:55-9:28	33	Period 2
9:33-10:06	33	Period 3
10:06-10:16	10	Break
10:21-10:54	33	Period 4
10:59-11:32	33	Period 5
11:37-12:10	33	period 6

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. •
- Students must clean up their work area when leaving: push in chairs, pick up loose papers, pens, pencils, etc. Return any library materials. Thank you and we hope you enjoy the Donaldson Library!

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.

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.

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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 and Make-Up Work Guidelines

- After an absence, it is the **student's** responsibility to immediately request make-up assignments. • School Policy is to allow 1-day make-up for each day absent.
- Larger projects/assignments that stretch over a period of time may have different expectations. • If a student is absent or suspended for three or more days, please contact the teacher or office to arrange to have the work available to pick up in the office.
- If the student is absent for several days, the student or a parent should contact the office or teachers via voice or email and request assignments. **Please allow one business day for teachers to get assignments ready.** These assignments can be picked up in the office or will be made available on-line.
- 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

CLOTHING: Students are required to dress daily for Physical Education. Standard PE clothes are required and may not be worn over street clothes. PE clothing may not be shared between students. PE clothing may only be worn during PE. Students have two options when purchasing their clothes: 1) Order LJMS logo wear from LJMS or 2) Buy a **plain, light grey** t-shirt and **plain, all black** shorts from a local retailer. Sweats are optional, but must also be **plain, light grey**. **Shoes** designed for athletics must be worn and tightly laced.

LABELING: T-shirt and sweatshirt must have First and Last name on the front and First name on the back. Both should be in black ink and in the middle of the shirt. Shorts and Sweatpants must have last name and first initial on the mid-thigh of the left leg. 3) Students that require clothes may borrow loaner-clothes from the PE department.

ILLNESS or INJURY: Students needing to be excused from activity for illness or injury by their parents must have a note and will still dress and do whatever they can that doesn't make their situation worse (i.e. stretch). Any activity missed while on a parent note, must be made up in a timely manner. If the condition persists longer than 3 days, a Doctor's note is required. A Doctor's note must state all limitations and have an ending date. A copy must also be given to the main office.

LOCKERS/LOCKS: Lockers are for PE items only. Students will need to purchase a lock (or use one from a previous year at LJMS) from the school. Students are responsible for their lock and if it is lost, must purchase a new one so their belongings can be kept safe. All valuables must be locked up during their PE period. Lockers should be locked overnight as well. The school is not responsible for lost or stolen items that were not secured properly. **Locker contents should be taken home over extended school breaks.**

LJMS Policy for Physical Education Suit Cuts

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

1st Suit Cut/Non Participation	Notice of Concern
2nd Suit Cut/Non Participation	Notice of Concern, Teacher calls home
3rd Suit Cut/Non Participation	Referral (parent signature), 1 hour detention
4th Suit Cut/Non Participation	Referral, 2 hrs PE detention, admin conference (teacher calls home)
5th Suit Cut/Non Participation	Referral, 2 hrs LJMS detention, admin conference (teacher calls home)

If a student dresses out consistently for 3 weeks, they 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 retention, 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.

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 a D in a minimum of fifteen of their 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 report card. The specific requirements are outlined below:

OPPORTUNITIES TO MAKE-UP FAILING GRADES:

- Students who earn an F on any LJMS progress reports and/or trimester report cards will be required to attend school intervention programs. The following INTERVENTIONS are available for students: Counselor monitoring, Before/After School Workshops with classroom teachers, Saturday School, and other programs deemed appropriate by school administration. Students who receive two 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 the trimester's progress report, they may immediately be removed from the mandatory intervention program.

OTHER REQUIREMENTS:

- Tardies to class influence a student's citizenship grade.
- 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 day before the last day of school. 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. All report cards are available through Powerschool during the school year. Between report cards, progress report grades are available on Powerschool 5-6 weeks into the new trimester. 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 a backpack. 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

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- 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 sturdy backpack to carry their school items

ATTENDANCE POLICIES

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 **acknowledgment** by the teacher or staff person granting permission for temporary absence.

TRANSFERRING 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. Unverified absences are unexcused and may turn into class cuts.

CLASS CUTS

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 a disciplinary action for each period cut. Excessive cuts may result in being added to the Loss of

Privilege list (See Loss of Privilege list in handbook- pg. 11).

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 Site Attendance Review Team 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 Student Attendance Review Board 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.

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Students who are absent from school are not allowed to attend any after school 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.

TARDIES

Arriving at school and each class on time is necessary for academic success and for developing positive habits for the future. Being on time also lessens disruptions to the classroom and the education of other students. 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. We need to work together to prioritize student learning and promptness in coming to school.

Consequences for Tardies to First Period:

- First Tardy= Warning
- Second Tardy= Call home to parent
- 3rd – 5th Tardy= Detention
- Excessive Tardies (more than 6)=
 - Parent supervised campus clean-up or Saturday School
 - Loss of Privilege list (See Loss of Privilege list in handbook pg. 11)

Consequences for Tardies to 2nd-6th Period

- First Tardy= Call home to parent
- 2nd-5th Tardy= Detention
- Excessive Tardies (more than 6)=
 - Parent supervised campus clean-up or Saturday School
 - Loss of Privilege list (See Loss of Privilege list in handbook pg.11)

Consequences for all Tardies will start over each trimester.

BEHAVIOR & DISCIPLINE

JAGUAR CITIZENSHIP

In an effort to encourage and reward positive citizenship in our students, students will receive grades for citizenship. Citizenship grades are viewable through the PowerSchool application in Rapid Identity. At the beginning of each trimester, every student starts with *satisfactory* citizenship. Throughout the trimester, students that exemplify outstanding citizenship may earn and *outstanding* citizenship grade. However, students that are not behaving respectfully or responsibly may earn a citizenship grade of *unsatisfactory* or in extreme cases may earn a *needs improvement*. This system 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, known as Jag Paws, for exceptional displays of

good citizenship. **Students earning two or more "needs improvement" or "unsatisfactory" in their classes will not be eligible to participate in any extra-curricular or co-curricular school activity until the student improves their citizenship grades in the classes of concern.** When a student is suspended from school, their citizenship grade will be reported as "unsatisfactory". When a student receives a truancy notice, their citizenship grade will be reported as "unsatisfactory". Students can earn rewards and celebrations as they consistently earn citizenship grades of satisfactory or outstanding.

Disciplinary action may be taken as is deemed appropriate, per California Education Code 48900 and 48915, to maintain a safe and productive learning environment.

We encourage all parents to login to CRPUSD Rapid Identity and PowerSchool to access their child's current citizenship grades. Instructions and passwords are passed out during Cornerstone week. If you did not receive this information, contact us.

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Citizenship Grade Procedures:

Students must earn the privilege of attending dances, participating in after-school activities, and attending class field trips throughout the year. Satisfactory citizenship grades are required for eligibility for all campus and extra-curricular activities. The following standards apply:

Extra-Curricular: Sports/extra-curricular activities. Students must be in good standing. They must not have received any truancy notices, must not have outstanding detention hours or owe fines, and must maintain satisfactory or better citizenship grades in 5 or more classes in the preceding official grading period. A grading period is defined as the officially scheduled report card or progress report card.

Co-curricular (Trips): Students are permitted to participate if they have been adhering to school discipline and safety guidelines for the 15 days prior to the scheduled trip.

Ways to improve your citizenship grade:

- Parent Signature returned
- Completing all assignments in a week
- Random act of kindness
- Helpful to substitute
- Class job performed during school day
- Volunteer to be a peer tutor at lunch or after school
- Plus, you can earn Jag Paws!

Positive citizenship that students initiate:

- Before school, after school or lunch jobs in the classroom 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.
- Voluntary campus beautification (litter pick-up)
- 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 satisfactory citizenship status, a student must first approach the staff member who reported their citizenship is unsatisfactory or needs improvement.

Citizenship grades may only be given by LJMS staff members doing LJMS approved or sponsored activities.

BEHAVIOR EXPECTATIONS

Students are expected to demonstrate positive behavior at school and 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, lose privileges, or be progressively disciplined. 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.



Behavior Expectations for Lawrence E. Jones Middle School

Location	Be Safe	Be Respectful	Be Responsible
Assemblies	<ul style="list-style-type: none"> • Walk at all times • Sit in seats appropriately • Stay in your own personal space 	<ul style="list-style-type: none"> • Give full attention to the presenter • Use appropriate voice level • Remove hats, hood, and sunglasses • Leave gum at home 	<ul style="list-style-type: none"> • Follow directions completely
Bathrooms	<ul style="list-style-type: none"> • Keep Doorway Clear • Keep Floors Dry • For bathroom needs only 	<ul style="list-style-type: none"> • Flush Please • Keep walls free of graffiti • Respect Privacy 	<ul style="list-style-type: none"> • Use appropriate hygiene • Clean up after yourself • Notify staff of mess or problem
Bike Rack area	<ul style="list-style-type: none"> • Walk bikes, scooters, etc. on campus • Wear your helmet while riding 	<ul style="list-style-type: none"> • Lock your own bike correctly • Only make contact with your own property 	<ul style="list-style-type: none"> • Avoid pedestrians and vehicles • Follow all laws
Blacktop	<ul style="list-style-type: none"> • Play by the rules • Use equipment properly • Use only school equipment • Play only "non-contact" sports 	<ul style="list-style-type: none"> • Be inclusive • Follow directions of all adults • Show good sportsmanship • Respect and return equipment 	<ul style="list-style-type: none"> • Follow bells and return to class on time • Report inappropriate behavior • Stand up for others • Follow rules of the game
Cafeteria	<ul style="list-style-type: none"> • Sit while eating • Help keep areas clean • Walk 	<ul style="list-style-type: none"> • Wait your turn • Place trash in garbage cans • Remove hats, hoods and sunglasses 	<ul style="list-style-type: none"> • Recycle • Make healthy food choices • Notify staff of spills or messes
Classroom	<ul style="list-style-type: none"> • Walk • Keep hands, feet, and other object to yourself • Keep aisles clear 	<ul style="list-style-type: none"> • Listen when others are speaking • Wait for your turn to speak • Use materials appropriately • Remove hats, hoods and sunglasses • Leave gum at home 	<ul style="list-style-type: none"> • Be on time • Actively participate • Come to class prepared • Ask permission to leave your seat • Use bathrooms at approved times
Dances	<ul style="list-style-type: none"> • Keep feet on the floor • Stay in designated areas for entire dance • Only enter dance if ticket was purchased 	<ul style="list-style-type: none"> • Use appropriate dance moves and steps • Follow the school dress code • Respect dance policies 	<ul style="list-style-type: none"> • Eat in designated areas only • Use cell phones appropriately • Follow all directions by chaperones and staff
Field Trips	<ul style="list-style-type: none"> • Follow all Staff & Guide instructions exactly 	<ul style="list-style-type: none"> • Use voice levels as instructed by staff • Follow all local rules and laws 	<ul style="list-style-type: none"> • Stay with your group
Hallways	<ul style="list-style-type: none"> • Walk to the right • Use hands to open doors gently • Keep hands, feet, and other objects to yourself • Be cautious of doors opening 	<ul style="list-style-type: none"> • Remove Hats, hoods, and sunglasses • Exit halls using voice level maximum of 2 	<ul style="list-style-type: none"> • Line up outside of your own classroom to wait for teacher • Voice Level maximum of 2 • Throw away or put away food before entering
Office & Student Services	<ul style="list-style-type: none"> • Open door slowly 	<ul style="list-style-type: none"> • Enter quietly and wait your turn • Remove hats, hoods, and sunglasses 	<ul style="list-style-type: none"> • Identify yourself and your need • Use appropriate voice level maximum of 2 • Must have adult permission to be in office during class time
Outside Areas	<ul style="list-style-type: none"> • Walk on ground level • Stay on blacktop, concrete or grass areas ONLY 	<ul style="list-style-type: none"> • Place all trash in garbage cans • Be respectful of classes in session • Be inclusive 	<ul style="list-style-type: none"> • Use water fountain appropriately • Leave gum at home
Virtual Learning Spaces	<ul style="list-style-type: none"> • Keep passwords and usernames private • Keep personal or identifying information private 	<ul style="list-style-type: none"> • Backgrounds and icons should be school appropriate • Treat school devices with respect • Use school appropriate language while online • Use the chat function, microphones, and cameras appropriately • Communicate appropriately with teachers when you need help or don't understand something 	<ul style="list-style-type: none"> • Work from an appropriate location, free from distractions • Make sure your device is charged and plugged in • Use school provided technology for academic purposes only • Show integrity and submit your best work • Sign up for office hours if/when you need assistance

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 conferences with administrators and parents, detention, community service and possible Loss of Privilege (see LOP list). Major interventions include, but are not limited to, Loss of Privilege (see LOP list), class and/or campus suspensions. If major or repeated offenses occur, expulsion may be recommended. Incidents that occur off-campus that are school-related may involve school disciplinary actions. Additionally, some offenses may result in the involvement of the police.

DISCIPLINARY INTERVENTIONS

- **Initial Staff Response:** 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.
- **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.
- **Detention:** Detention is held weekly. 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 to lunch detention 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.
- **Restorative Conference:** Facilitated by Administration. Harm-doer meets with impacted parties and family members in order to heal the harm that has occurred and collaboratively agree on ways to make the situation right.
 - **Loss of Privilege:** To be eligible for extra-curricular activities such as assemblies, dances, participating in athletic events, end of year activities (not including promotion), students must maintain appropriate behavior and academic standing. Student's name will be placed on the Loss of Privilege list (LOP list) where it will remain 20 school days from the date of the last incident for the following:
 - Excessive tardies or absences
 - GPA falls below a 2.0
 - Earning more than one *unsatisfactory* or *needs improvement* citizenship grade
 - School suspension or multiple class suspensions
- **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 for a period of time from one to five consecutive school days and may be restricted from attending extracurricular and cocurricular activities for up to 15 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.

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 for school function
- Using profanity, making vulgar or obscene gestures, images, or remarks, exposing self or others.

BULLYING/CYBERBULLYING Board Policy 5131.3

CRPUSD strives to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Lawrence E. Jones Bullying/ Intervention Procedure

REPORT IT: Any person that has been a victim of, or witnessed bullying / harassment on school grounds, during school activities, or going to and from school is highly encouraged to report the incident immediately to a counselor, administrator, or other adult personnel on campus. Students have an option of reporting the incident anonymously through the STOP!t app on their cell phone (middle school & high school) or by simply handing in a letter, or written note, to the school office.

INVESTIGATION: The principal or designee shall promptly investigate all complaints of bullying / harassment. The student who filed the complaint shall have an opportunity to describe the incident, present witnesses and other evidence of the bullying / harassment, and put his/her complaint in writing. Within 10 school days of the reported incident, the principal or designee will review their findings with the parties involved, unless circumstances dictate that more time is needed to conduct a thorough investigation. If more time is needed to complete the investigation, the parties will be notified of the reason for extension. If it is determined that bullying / harassment did occur, the principal or designee will state what interventions and corrective action was taken to address the bullying / harassment and prevent any further incidents in the future. If the student is in disagreement with the outcome of the investigation, an appeal can be filed at the Department of Student Services located at 7165 Burton Avenue, Rohnert Park, CA 94928.

TRANSFER REQUEST: A child that has been reported as a victim of a violent offense or bullying as defined by state law is entitled to transfer to another school within or outside the District, under California Education Code 46600(b). Placement at a requested school is contingent upon space availability. Transfer requests can be obtained at the Department of Student Services located at 7165 Burton Avenue, Rohnert Park, CA 94928.

Steps taken to correct/ intervene with bullying:

- Conflict resolution with a counselor or Assistant Principal.
- A *NO BULLY Solution Team* series of meetings
- Official warning to the student engaged in bullying.
- If the bullying continues, then the student will be placed on a behavioral contract, and may be suspended and his/her 12 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 can not 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 some school functions (ex. field trips). During class time phones and their accessories must be in backpacks (not in clothing pockets) unless being used for instructional purposes with teacher permission. The same policy applies to ear buds, iPods, 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 exchange 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.*** 1st offense: Exchange your clothing in the office - parent will be contacted
2nd offense: Parent brings a change of clothes and student receives a school consequence

- Students are not allowed to wear 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 images or behavior. Words or pictures on clothing, school supplies (including backpacks) or hats, which are obscene, sexually suggestive, violent in nature, 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 (they must have at least a 2 inch inseam and provide full-coverage) 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. Jeans with holes in the front need to be below the average length of a pocket. 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, regular 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)
- 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.

PROHIBITED ITEMS

Schools must be safe and supportive of learning. The following is a list of prohibited items but it is not an exhaustive 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, paraphernalia, alcohol and drugs are forbidden.

FOOD/ GUM

Students are not permitted to chew gum anywhere 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.. items are subject to confiscation or disposal.

MEDICAL CARE AND SCHOOL EMERGENCIES

EMERGENCY CONTACT AND RELEASE

In cases of emergency, the school will attempt to contact parents. It is essential that parents update all information in PowerSchool. **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 as an emergency contact. Please update your student's PowerSchools account 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 the emergency contact portion of your child's PowerSchool account with phone numbers (please provide at least two) where family members/friends can be reached, and complete it before school starts, so they can be reached in case of emergency.

EMERGENCY CLOSING OF SCHOOL

In the event of severe winter storms, fires, or floods, check your email, phone messages, and texts for district communication. You may also check the school website or social media page. Lastly, 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 or emergency 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. An Authorization for Medication Administration form (available here: https://crpusd.org/UserFiles/Servers/Server_485312/File/Med%20Authorization%20Form%20-%20EN.pdf) 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 completed Contract for Self-Carry form (available here: https://crpusd.org/UserFiles/Servers/Server_485312/File/Contract%20for%20SelfCarry%20Adminstrating%20Medication%20at%20School%20Form%20-%20EN.pdf) .

PARENT & COMMUNITY INVOLVEMENT

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 third Monday of the month at 8:20AM in the Donaldson Library at LJMS.

EXPEDITIONARY LEARNING PARENT ASSOCIATION (ExLPA) https://ljms.crpused.org/expeditionary_learning

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 BOOSTERS-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.

LJMS ATHLETIC BOOSTERS CLUB (LJMSABC) The LJMS 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 first Wednesday of the month at 6:30PM alternating between LJMS and Tech Middle School (please check website, social media, or contact the office for verification).

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 will be announced via newsletter, social media, and email.

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 on specific scheduled Mondays at 3:10 pm in the Donaldson Library at LJMS.

SECOND CUP OF COFFEE

Parents are invited to join LJMS Administration for a "second cup of coffee" occasionally 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.

PARENT PORTAL

Our school has something a Parent Portal that allows parents to create an account to check up on your child's attendance and grades online. Make sure you are on the PowerSchool portal so you can see your child's academic progress.

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: <https://ljms.crupusd.org/>

SOCIAL MEDIA

Follow LJMS Facebook!

VISITORS ON CAMPUS

To ensure 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

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, respectful, 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 or other vaping devices) 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

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:*** The administration may revoke a student's eligibility for participation in extra/co-curricular activities when a student's poor citizenship/behavior is serious enough to warrant loss of this privilege. The administration shall determine the duration of the revocation when a student has committed a suspendable offense. 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.
- ***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.

NOONTIME ACTIVITIES

Staff members may open their classrooms to students at lunch for club activities. The library is open most days at lunch. 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.

SCHOOL-WIDE LEADERSHIP COLOR TEAMS

Color teams are back and better than ever. You are keeping your color team from the previous year (*Note: if you were on purple*

team last year your color is now *orange*). Sixth graders will find out their color teams at the beginning of school. You can earn color team points (LJ's spirit points) over the course of the year by attending school events, participating in the play or sports, intramurals, fun school days, clubs, and dressing up in spirit wear.

Team points are gained individually by student but also counted as a whole. Students will receive individual AND team awards for their participation in color teams. The winning team will receive an ice cream social. Even if you are not on the winning team you can still earn rewards for your individual color team points. Those rewards are the following:

- 1st reward- PBIS Menu Reward- 400 points
- 2nd reward- LJ Shirt- 800 points
- 3rd reward- PBIS Menu Reward- 1200 points
- 4th reward- Field Day with food provided- 1600 points

ASSEMBLIES/CORNERSTONE WEEK—DANCES/EVENTS

Grade level Honor Day ceremonies provide students with a ceremony that acknowledge students for a variety of awards.

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 quantities 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. Should these food items appear on campus they 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 and online. 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. *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.*

Food Service Charge Policy

Students are allowed to charge meals. The meal program is a pre-paid program. **You are responsible for all charges to your students account.** Parents/guardians shall be notified whenever their account has a negative balance. Whenever a student's account has an unpaid balance parents/guardians shall be notified in writing that full payment is due within seven school days from the date of the notice. Students with no money at breakfast will be offered whole fruit. Students who have no money on their meal account will be given the alternative meal (cold cheese sandwich, access to the salad bar and a choice of milk) until they have a positive balance in their account to pay for that day's meals. In cases of repeated nonpayment by a student, the Superintendent or designee may contact parents/guardians to discuss the reasons for the nonpayment. The Superintendent or designee may evaluate individual circumstances to determine if the student's parents/guardians need assistance completing an application for free or reduced-price meals or need referral to social services.

LOCKERS

School lockers are only available for Physical Education use. Students are to purchase a school combination lock for \$6: 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 \$5.00.

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 such as messages, lunches and forgotten items. 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 Leadership (Student Council) events to games in the quad at lunch to lunchtime intramural sports, after-school sports, and other important deadlines for student life. **Students should pay close attention to morning announcements every day at 8:10 AM to know what is happening at school.**

STUDENT RECOGNITION—Honor Week

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 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 citizenship. 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. 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 an honor stole during the 8th grade promotion ceremony.

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

Principal's List 4.0 GPA for 6th, 7th and 8th 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 8th grade students who exemplify outstanding scholarship, citizenship and leadership. One 8th grade girl and boy are selected for each award and the awards are presented at the 8th 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

CORNERSTONE 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 - Perseverance: Strive for Success

-Discovery: Explore the Possibilities - 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 these Jaguar awards:

Silver Jaguar: 3.5-3.99 GPA

Gold Jaguar: 4.0 GPA

HONOR AWARDS

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 been 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 Award

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

TRANSPORTATION

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 the bike rack area. (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 or walk 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 guidelines 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.

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 www.crpused.org. For a hard copy, please see your school's office manager.

Políticas y normas acerca de la asistencia/conducta de estudiantes

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 www.crpused.org. Para una copia impresa, hablar con la gerente de oficina de su escuela.

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