

JCMS Student Guidebook 2020-2021



Junction City Middle School

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Junction City, KS 66441

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Vision: To revolutionize Geary County and beyond through creating well-rounded and empowered learners.

Mission Statement: JCMS—A bridge to student success and college and career readiness.

<https://www.jcms.usd475.org>

NOTICE OF NON-DISCRIMINATION

Geary County USD #475 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and/or activities and provides equal access to the Boy Scouts and other designated youth groups.

For questions or complaints based on race, color, national origin, sex or age, please contact: Director of Human Resources. For questions or complaints based on disability, please contact: Director of Business Operations at 123

N. Eisenhower, Junction City, KS 66441.

Telephone: 785 717-4000

Welcome Wildcats!

You are now taking one of the most important steps to your future. You are here to learn the personal, social, and academic skills needed for the rest of your life. We want you to leave our school ready to compete in a global society. Together, with your effort and cooperation, we will help you become a thriving, mature, creative, and happy adult.

OUR BUSINESS IS YOUR EDUCATION

A simple question for you is, “What am I doing right now:

- To be the best person I can be?”
- To help my classmates?”
- To prepare for a successful future?”

Please ask yourself the above as you choose your actions, what you wear, what you bring to school, and the level of effort you give to your studies. If you can always have a positive answer, you will find that your choices will become clearer, peer pressure will lessen, and your year will be a much happier one.

We will help students to accept responsibility for their behavior. It is our goal to make Junction City Middle School (JCMS) an exciting and safe learning environment. We are sure that, with your cooperation, we will reach this goal. After all, together we can do anything!

Sincerely,
The Staff and Faculty of Junction City Middle School

GUIDELINES FOR SUCCESS

Junction City Middle School’s Guidelines for Success describe basic attitudes, traits, and behaviors that will help our students be successful in our school and throughout their lives.

Our Guidelines for Success are:

- **Purposeful**
- **Respectful**
- **Inclusive**
- **Dynamic**
- **Engaged**

We refer to these guidelines as Wildcat PRIDE.

SCHOOL DAY INFORMATION

School Day (school begins at 7:50 a.m. and ends at 2:50 p.m.)

Students are not to be on campus before **7:20 a.m.** or after **3:00 p.m.** unless approved through the office. Students are allowed to enter the building at **7:20 a.m.** and are directed to their lockers, breakfast or CAT time teacher.

Breakfast

Students eating breakfast (**7:00 a.m. to 7:40 a.m.**) will eat in the Commons Area.

Address/Telephone/Email Updates

If you or your parent change your address, telephone number, or email during the year, please report the change to the office. This is very important because many communications are emailed home during the year and in the case of an emergency. Cell phone numbers in Skyward will be used for building and district text messaging. **Please notify the office (717-4400) if you have a new phone number or if either parent has a new work number.**

COURSES

Core Subjects

Students will take a required yearlong Math, Social Science, Science, and English Language Arts course in 6th, 7th, and 8th grade. Math and Language Arts are met on a daily bases. Science and Social Studies will rotate every 9 weeks.

Elective Subjects

Students may have one Elective classes each day for the length of 9 weeks. Course lengths vary with some being 9-weeks only, some a full semester, and others a year-long course. Talk to your counselor for more information about electives offered.

Cat Time

Students will begin each day with their homeroom teacher. During this time, students will learn about topics, such as, bully prevention and relationship building.

Student Success

7th and 8th grade students will receive necessary academic interventions or extensions during their Student Success time. This time is meant to focus on the individual learning needs of a student.

Block Scheduling

For the 2020-2021 school year, students will be on a block schedule. 6th grade will have four (4) 90-minute blocks. 7th and 8th grade will have two (2) 60-minute blocks of Math and Language Arts, one (1) 90-minute block elective, one (1) 120 minute block of Social Studies or Science, and one (1) 30-minute block of Student Success. **This schedule is for both Brick and Mortar as well as Remote (online) Learners.**

Example of a 6th grade schedule (when looking in Skyward)

- 1st period: CAT time (7:50 AM -8:00 AM)
- 2nd and 3rd period: Block 1 Social Studies (8:03 AM-9:36 AM)
- 4th and 5th period: Block 2 Elective (9:39AM – 11:11 AM)
- 6th and 7th period: Block 3 Math (11:14 AM- 1:14 PM with a 30 minute lunch included in this block)
- 8th and 9th period: Block 4 Language Arts (1:17 PM-2:50 PM)

Example of a 7th grade schedule (when looking in Skyward)

- 1st period: CAT time (7:50 AM -8:00 AM)
- 2nd and 3rd period: Block 1 Math (60 minutes) and then Language Arts (60 Minutes) (8:03 AM-10:04 AM)
- 4th and 5th period: Block 2 Social Studies (10:07AM- 12:08 PM)
- 6th period: Block 3 Student Success and Lunch (12:11 PM-1:14 PM)
- 8th and 9th period: Block 4 Elective (1:17PM – 2:50 PM)

Example of an 8th grade schedule (when looking in Skyward)

- 1st period: CAT time (7:50 AM -8:00 AM)
- 2nd and 3rd period: Block 1 Math (60 minutes) and then Language Arts (60 minutes) (8:03AM- 10:06AM)
- 4th and 8th period: Block 2 Science (this is a split class and will come back after electives) and lunch during this block (10:09AM-11:41AM)
- 6th and 7th period: Block 3 Elective (11:42 AM-1:15 PM)
- 8th period: finish Block 2 Science (1:18 PM-2:18 PM)
- 9th period: Block 4 Student Success (2:20 PM – 2:50 PM)

ATTENDANCE

If you are absent from school, your parent is to call the office to report the absence by 9:00 a.m. (785-717-4400). If your parents are unable to phone the office, you must bring a note signed by parent/guardian to the attendance secretary upon your return. The note should explain the purpose of your absence.

Permission to Leave During the School Day

For the safety and welfare of students at Junction City Middle School, we have a closed campus. If you need to be excused from school during the day a parent/guardian or emergency contact will come to the main office entry door to call in to check your student out. Staff will ask parent/guardian to show a photo ID. You will then be called to the office to leave. Upon returning to school, you will report to the office to check in.

Extended Absences

If you will be absent for 3 or more consecutive days, please contact the office to speak with your student's grade level counselor to make the necessary arrangements.

Transfers and Withdrawals

If you are planning to withdraw or transfer from our school, **please notify the school as soon as possible with at least one week in advance of the date you will be leaving Junction City Middle School.** A note or phone call from your parent/guardian should be given to the office. It should state the reason for withdrawing, date of withdrawal, and your destination.

GRADING

100	93.5	89.5	87.5	83.5	79.5	77.5	73.5	69.5	67.5	63.5	59.5	50
A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F

Grading Policies

Grades in Skyward will be updated each week by 3:00 p.m. on Fridays. On all graded assignments, the lowest grade value a student can earn is a 50%. When no assignment has been turned in by the student or completed by the student, the value of 50% will be entered with the comment code "missing" into Skyward.

Weighting of Grades

Tests/Quizzes/Projects are 80% of student's overall grade (min. of 4 per grading period). Daily Practice In/Out of Class will be 20% of student's overall grade (min. of 6 per grading period). Performance Based Classes (Physical Education, Band, Vocal Music, Orchestra) & Intervention classes will be weighted differently based upon student performance in class.

Retakes & Redo's

Every student can re-take a test for full credit (regardless their initial test score). This opportunity will be provided after evidence of re-teaching/re-learning. All re-takes must be completed within 1-week (5 school days) of return of graded tests. Students will be provided with a clear timeline for re-takes with specific dates (ex: tests returned on a Monday, must be retaken by the end of the day the following Monday. All students must be provided the opportunity to re-test.

Missing/Late Work

- When **no** assignment has been turned in by the student or completed by the student, a 50%
- will be assigned with “missing” marked for that assignment.
- Students will have until the end of the following school day after the assignment’s due date to turn in all classwork to receive full credit.
- Students get one week to complete the missing assignment with a possible reduction of up to five percentage points from the grade earned on the assignment.

Make-up Work/Tests

An absence does not excuse a student from the responsibility of assignments. It will be the student’s responsibility to contact the teacher(s) whose class is missed to determine make-up assignments. Any assignments that will be missed on the day the student is absent needs to be picked up prior to leaving school for a school sponsored activity. If a student is present on the day an assignment is given, but absent on the due date, the assignment is due the day he/she returns to school. The teacher will grant two days for each day absent, in which to make up the assignment.

Checking Grades

Parents/Guardians may view student progress through Skyward access. If a student is missing an assignment and/or has any questions regarding a class, parents and guardians may contact the teacher directly.

STUDENT RECOGNITION

JCMS implements a variety of student recognition programs throughout the school year. Some of these will include “Caught You Being Good”, “PRIDE Awards” and the Renaissance Program (which includes Night of the Stars).

Renaissance Program

JCMS has four nine-week grading periods. At the end of each grading period, students are assigned a Renaissance card based on grades, attendance, and behavior. They are given rewards and incentives through their Renaissance card such as excused tardies, free homework pass, and more (each card states the incentives earned).

LEVELS OF CARDS

- Gold Card: GPA of 3.8-4.0
- Silver Card- GPA of 3.5-3.8
- Blue Card: GPA of 3.0-3.5
- White Card: GPA of 2.99 or below

ELIGIBILITY REQUIREMENTS

- No D's or F's in ANY class
- Behaviors that are addressed with no more than two level 2's and no level 3's or 4's
- No more than a total of four (4) unexcused tardies between classes
- No unexcused absences from school

STUDENT SERVICES

Counseling Center

Counselors assist students in making personal and educational decisions. Decisions are not made for the student; rather he/she is aided in the decision-making process. Information about the student is confidential and is regarded in that manner. The counselors are also available for parent conferences, group discussions, enrolling students, and various other student related functions.

Media Center

The media center is for the benefit of everyone. You are encouraged to use it for both recreational reading and school assignments. Important points to note are:

- A student may have two library books and a magazine checked out at any one time.
- Books may be returned any time prior to the date due. A book may be renewed once.
- Any student having material out more than a month overdue will only be allowed to check out from the paperback section.
- A student is responsible for all books he/she has checked out.

Lost and Found

Students must assume sole responsibility for the loss or damage to any property belonging to them. Students may check the lost and found before and after school. The loss of property may be minimized by identification. When possible, mark items with the owner's name.

Lockers

Each student is assigned a locker that **is NOT** to be shared with anyone. Locker access will be limited throughout the day. Students are responsible for being prepared for class. Passes to access lockers during class time will not be allowed. Be sure to only use the locker you are assigned and never tell friends your combination. Bookbags are allowed in class and students should bring the necessities. Staff members will schedule staggered times during the day for students to access materials if need from their lockers. Classes like Art, P.E., etc., will have

places to keep your materials. Reminder to P.E. students and athletes: **Be sure to safely secure your belongings prior to going into the gym or outside for class.**

Announcements

Each morning and afternoon, announcements are made over our intercom system. We announce activities, updates, students that need to stop by the office, etc. It is the student's responsibility to pay attention to all announcements.

EXTRACURRICULAR OPPORTUNITIES

A variety of student clubs and organizations are available to students, we encourage students to participate.

Student Council

The Student Council is composed of representatives from the student body. The purpose is to promote the best interest of the school by giving the student body an opportunity to express its opinions and ideas. The organization serves to coordinate school activities and acts as the school's official student representative.

Kay Club

Kansas Association of Youth (KAY CLUB) is for all JCMS boys and girls. A student may become a member by attending regular meetings, participating in community service projects, and being a helpful member in the community. The purpose of the KAY CLUB is to be of service to the school, community and world, as well as providing educational and recreational experiences for members. State membership fee is \$2.00.

National Junior Honor Society

The National Junior Honor Society is the nation's premier organization established to recognize outstanding middle level students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of scholarship, service, leadership, character, and citizenship. These characteristics have been associated with membership in the organization since its beginning in 1929.

S.A.D.D.

The Students Against Destructive Decisions, (S.A.D.D.), organization is made up of students interested in helping teens make positive decisions in their lives. Members are required to sign the Contract for Life document, along with parent/guardian signature indicating their support. Members will learn to deal with real life issues in a way that benefits them now, as well as, in the future.

Additional Student Interest Clubs

JCMS offers many other club options throughout the year. Listen to the daily announcements for additional club opportunities.

Sports

JCMS offers Football, Volleyball, Cross Country, Wrestling, Boys Basketball, Girls Basketball, Track, Bowling, Golf, and Tennis to 7th and 8th grade students. See the JCMS Athletic Handbook for details.

COMMUNICATION

Junction City Middle School utilizes the following modes of communication:

- Monthly Grade Level School Newsletters (emailed to parents/guardians)
- Weekly Team Newsletter (emailed to parents/guardians)
- Website: <http://jcms.usd475.org/>
- Skyward Gradebook System: <https://erma.usd475.org/>
- Schoology Learning Management System: <https://schoolology.usd475.org/>
- Facebook Page: Junction City Middle School USD 475
- Twitter: @JCMS_Wildcats, @jcms_athletics
- App – Geary County Schools USD 475 (download for Android or iOS)
- Text and Email Alerts

Student-Led Conferences

Two times a year, JCMS will conduct Student-Led Conferences to update parents on their students' progress. In preparation for the conferences, students are taught to be self-reflective, to set improvement goals, and to monitor their progress toward those goals. The Cat Time Teacher acts as a facilitator who assists the student in preparing for the conference. Dates, times, and information for parents will be communicated through the weekly school newsletter and weekly team newsletter.

BEHAVIOR MANAGEMENT

Overview

Safe and Civil Schools is an educational program that assists our staff in teaching students the benefits of a good education and how to achieve success through appropriate behavior. The Safe and Civil Schools program assists students and staff to work toward universal prevention and early-stage problem-solving. Approaches used are characterized as long-term strategies to reduce inappropriate behavior, teach more appropriate behavior, and provide contextual supports necessary for successful outcomes.

Teaching and learning of the intended academic curriculum for all students is the highest priority, therefore, the misbehavior of one student: 1.) Will not be allowed to interfere with the learning opportunities of another student. 2.) Will not be allowed to interfere with teachers' responsibility to teach all students. 3.) Will not interfere with maintaining a safe/orderly environment for all. 4.) Will not excuse the misbehaving student from successfully completing the learning objectives.

***** Refer to the Family Handbook to review the Student Code of Conduct. *****

Purpose and Philosophy

The overall purpose is to assist students in displaying behaviors conducive to learning by empowering each student to demonstrate the self-discipline necessary to ensure an environment for learning that is safe and free of distractions. The focus will be on understanding the reasons for unacceptable behaviors, not just reactive to such behaviors.

We will not focus on mistakes, but on helping students correct their unacceptable behavior, so that every student becomes a productive, happy, healthy, contributing member of Junction City Middle School. Staff and administrators will use their best judgment based on available data when dealing with individual student behaviors.

The goal of discipline is the changing of unacceptable behavior to acceptable behavior. The focus of discipline has been diverted from holding students accountable for their unacceptable behavior, to holding students accountable for the learning while dealing with the unacceptable behavior. After school functions are an extension of the school day. Students are expected to follow the same rules of conduct and dress as during the regular school day. This includes athletic events, music programs, dances, field trips, practices, etc.

Expectations During Safety Drills

Students should remain at a volume of Level 0 (silent) during the drill and listen to instructions from adults.

Expectations at Other Schools and Field Trips

In cases where students engage in unacceptable behavior or violate school rules, and where such conduct occurs on school grounds other than those where the student is enrolled, the principal where the student is enrolled shall have the authority to review such conduct and take appropriate disciplinary action, up to and including suspension or expulsion.

Cafeteria Expectations

Breakfast and lunch are served to students and teachers each day. The cafeteria is operated for the convenience of all students. The lunchroom management will appreciate your cooperation with:

- Food is **not** to be taken from the lunchroom.
- Food is **not** to be shared with others in the lunchroom.
- **No** outside vendor food deliveries.
- Parents may only bring in food for their student. **No exceptions.**
- Drinks-No sharing of open or non-open drinks with others.
- Tables and the immediate floor area are to be left clean.
- Students are not to leave the lunchroom without permission from the lunchroom supervisors.
- Keep in line, no cutting, pushing, shoving, or loud talking. **Stay seated unless given permission to move (raise your hand and wait for supervisor).**
- Keep voices at a Level 2 or below.
- Throwing of food or other objects is not allowed.
- All students are to report to the lunchroom promptly whether they eat or not.
- Violations of the cafeteria rules listed about may result in disciplinary action.

Electronic Device Expectations

Cell phones and other electronic devices are permissible before/after school only. Cell phones should be silenced or turned off and secured in lockers (see Cell Phone Expectations). District devices necessary for classroom use should come to school charged and students should keep them in their appropriate case to use when needed/instructed by the teacher. Headphones are allowed in one ear before 7:20AM in the commons area. When students are released to classes at 7:20AM, students will need to put away their headphones and listen for adult led directives and instructions, this is a building safety expectation.

Student Appearance/Dress Code

Personal appearance guidelines are difficult to interpret because clothing decisions may be a result of fashion trends, individual needs and tastes, and parental guidance. However, there is a standard of dress at JCMS. Casual attire reflecting career readiness and promoting a positive and safe learning environment is the standard expectation in our school. Examples include: Dresses, dress pants, dress shirts, polo shirts, khakis, jeans, shorts, skirts, casual pants, casual shorts, blouses, sweatshirts, sweatpants, leggings (worn with tastefulness), sport shirts and t-shirts. JCMS standards of dress are not limited to this specific list; but rather, the standard of dress is established to align with the preferred dress of our local business partners in the workplace environment.

Examples of clothing that do not meet the dress code standard of JCMS include, but are not limited to:

- Clothing that is sexually suggestive.
- Clothing that exposes the chest area, mid-section, buttocks, or undergarments (i.e. boxers under low-slung jeans, exposed bra straps, excessively short garments).
- Clothing that is too tight, tube tops or strapless clothing. (Casual attire, specifically shorts/dresses, should be worn “within tolerance” of fingertip length by the student).
- Clothing and accessories that advertise violence, illegal activities, gang affiliation (bandannas, colors), alcohol, tobacco, or illicit drugs.
- Clothing with language or symbols that are vulgar and plainly offensive.
- Headwear during the school day.

Additional expectations regarding dress code:

- A student’s dress and grooming should not threaten the health or safety of the student or other individuals. For example, students must wear shoes while on school property or during school-sponsored activities for protective purposes.
- Parents and guardians are encouraged to monitor their student’s dress in order to support a positive learning environment. Any apparel that may impose a threat to the safety of school community members should not be worn in school (i.e. large chains, studded accessories).
- Coaches, directors, and sponsors of extracurricular activities will ensure that each student’s attire is applicable to the event and meets NFHS/KSHSAA/School and District guidelines.
- The school requests that parents or guardians contact their student’s academy administrator when health, medical, or religious reasons require exceptions to the guidelines.

It is our desire to work with parents and students to promote a safe and positive learning environment at school. **Please note that JCMS Administration reserves the right to make decisions concerning the appropriateness of a student's attire as it pertains to ensuring a standardization of student dress. JCMS Administration also reserves the right to confiscate any item deemed inappropriate for school or to send a student home for a change of attire.** Any items deemed inappropriate for school will be retained in the student's grade level administrator's office. For all other violations of appearance/dress code, students will be asked to change dress or to amend grooming accordingly. For questions regarding rights and responsibilities related to dress and grooming, parents, guardians or students should direct their communication to the building principal.

Items Prohibited at School

The school is not responsible for any lost, broken, or stolen items. Any materials or articles not directly related to classwork are not permitted at school. This includes but is not limited to: TOYS, CAMERAS, LIGHTERS, MATCHES, FIREWORKS, KNIVES/OTHER ITEMS THAT CAN BE DEEMED AS A WEAPON, STUFFED ANIMALS, WRIST BANDS, LASER POINTER, WIRELESS SPEAKERS, BLANKETS, GAME CONTROLLERS, ETC...

JCMS Cell Phone Policy

- Cell Phones: Allowed before or after school in or outside the building. If a student is in possession of a cell phone during class, in the halls, restroom, etc. the following consequences will apply:
 - First Offense: Staff member will ask student to place phone in locker and documentation of the incident will be recorded as a Level 1.
 - Second Offense: Student will be escorted to the office with their cell phone to turn it in. Documentation of the incident will be recorded as a Level 2 with parent notification. Student may pick up their phone at the end of the day.
 - Third Offense: Cell phone will be taken away and brought to the main office. This will require a parent conversation to determine next step in regarding cell phone. Documentation of the incident will be recorded as a Level 2. Other consequences may be assigned, if deemed necessary.
 - Any further Offense: Technology/Cell Phone Behavior Contract will be assigned to student. Parent will be required to pick up student's phone during the meeting.

- Drinks: No sharing of open or non-open drinks with others, water is allowed in the classroom.