

Elk Grove Unified School District
SAMUEL JACKMAN MIDDLE SCHOOL
STUDENT HANDBOOK
2022– 2023



Samuel Jackman Middle School
7925 Kentwal Drive
Sacramento, CA 95823

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PRINCIPAL'S MESSAGE

Dear Students,

Welcome to Samuel Jackman Middle School! The staff and I absolutely believe that you will be phenomenally successful and that the knowledge you gain during your time here at Samuel Jackman will absolutely prepare you for success in high school, college, and your chosen career.

This handbook is a tremendous tool to help you on your path to success here at Samuel Jackman Middle School. As you will see, it is filled with valuable information such as school policies and procedures, clubs, and activities, as well as a plethora of other useful resources to assist you. There is also a section that contains a daily agenda planner. Use this incredibly valuable tool to keep a daily listing of your class work, homework, and other valuable information. Remaining organized and understanding the policies and procedures of middle school are very important keys to being successful in middle school. I strongly encourage you to place this student handbook inside a binder and use it on a regular basis.

Again, welcome to Samuel Jackman Middle School. The staff and I fully believe that you will be successful, and we look forward to providing whatever support necessary to make sure that your time here at Samuel Jackman Middle School is an exciting and rewarding experience. If you ever have any questions or need clarification on any of the information contained in this agenda planner, please do not hesitate to ask me or any other staff member on campus.

Sincerely,

Natasha Lewis Jones
Principal

ELK GROVE UNIFIED SCHOOL DISTRICT MISSION STATEMENT

Every Student Learning in Every Classroom, in Every Subject, Every Day to Prepare College & Career Ready Graduates

ACADEMIC CODE OF CONDUCT

The staff at Samuel Jackman Middle School expect the highest standards of honesty, integrity and responsibility from all students. To protect everyone's right to a fair and meaningful education, the school has adopted an Academic Code of Conduct.

- A student who copies an assignment from another student will receive a zero for that assignment. In addition, they may receive detention, and/or other disciplinary consequences. The student who allows an assignment to be copied may also receive the same consequence. The opportunity to make up the assignment is at the teacher's discretion.
- A student who exhibits any behavior which in the judgment of the teacher or administration indicates dishonesty or cheating while taking an examination will receive a zero for the examination. If a student enters a classroom carrying evidence of premeditation (such as aids or unauthorized notes) they will receive a zero for that examination. In addition, students may receive detention and/or other disciplinary consequences. The opportunity to make up the examination is at the teacher's discretion.
- A student who is found taking, without permission, another student's written assignment or project for personal use or academic credit will receive a zero for that assignment. In addition, they may receive detention, other disciplinary consequences, or may be further disciplined under provisions for theft in the student discipline policy. The opportunity to make up the assignment is at the teacher's discretion.
- A student who displays unethical behavior and/or is involved in any other activity for the purpose of cheating, altering, or falsifying records, removing or copying of any materials will be disciplined as follows: A student enrolled in the course in which the infraction occurred will receive a grade of "F" or zero for the assignment for which the infraction takes place. A student NOT enrolled in a course who is involved in such an infraction, will be disciplined in accordance with the student discipline policy.
- **A student who plagiarizes any print or online material will receive a zero for that assignment. In addition, they may receive detention, and/or other disciplinary consequences. The opportunity to make up the assignment is at the teacher's discretion.** This includes passages with minor changes, cutting and pasting information from several sources to make up your paper, using the words or ideas you found in another source without giving credit to the source, not giving the correct information about the source, and/or copying such a large amount of ideas or words from sources that it makes up the majority of your work.

AFTER SCHOOL EDUCATION AND SAFETY PROGRAM (ASES)

The ASES expanded learning program includes homework assistance, academic enrichment, recreational activities, and a daily nutritional snack. ASES offers this program free to all Jackman students; however, space is limited, so turn in your application as soon as possible. Daily attendance is required and students must remain for the entire time. Students are required to follow all rules as noted in this student handbook. Failure to comply may result in removal from the program. Applications can be obtained in the counseling office or contact the ASES Coordinator, Raquel Redd-Manning, at (916) 393-2352 if you have any questions.

ARRIVAL TO SCHOOL

The campus is open to students at 7:40am each morning. Breakfast is served from 7:40am - 8:05am.

ASSEMBLIES AND RALLIES

Assemblies and rallies are planned periodically as special events on the school calendar. Students are expected to behave courteously at school assemblies and rallies, to give full attention to the performers on stage, and to applaud appropriately.

ATTENDANCE

Students are expected to be at school **every day** except when they are too ill to attend. When a student is ill, a parent/guardian must call the Attendance Office at (916) 393-2352. When the student returns to school, he/she needs to submit a written note from a parent/ guardian to their office technician. **The note should include:** Student name and ID number, reason for absence, grade level, parent signature and dates of absence(s). Parents/Guardians can also contact the Attendance Office at any time for information about their student's attendance.

BEHAVIOR EXPECTATIONS

Responsible and positive citizenship is a major objective in all aspects of student development at Samuel Jackman Middle School. In addition to our dress and grooming requirements, certain general areas of conduct need to be followed at all times.

- Come to school every day.
- Do not interfere with other students' opportunity to learn.
- Arrive at all classes on time.
- Be courteous and respectful to others and their property.
- Complete all assigned class/homework on time.
- Remain in class until dismissed by the teacher.
- Remain on the school campus during the entire school day.
- Carry your student identification card with you at all times.
- Follow all school and classroom rules.

Possible Consequences for Inappropriate Behavior

1. Parent/Guardian Contact: Teacher will contact parent/guardian and inform them of student's inappropriate behavior.
2. Detentions: Students will be required to attend assigned detentions at the designated location and time.
3. Parent Teacher Conference/Student Study Team: Parents/Guardians may be asked to attend a conference focusing on the student's specific academic and behavior concerns.
4. Suspension: Depending upon the specific violation of the Educational Code as well as the severity and/or frequency of inappropriate behavior, administrators may assign a Home Suspension from one to five days. Whenever possible students assigned to Home Suspension will be assigned make-up work to complete during their absence and will need to return the work within the period of time specified in the make-up work policy.
5. Expulsion: If a student has violated the Education Code, the school may move to expel that student from the Elk Grove Unified School District. If a student is expelled from school, he/she may not return to the school district for an assigned period of time.

BICYCLES/SKATEBOARDS/SCOOTERS/SKATES

If students ride a bike to school, be sure to **lock it up** in the enclosed bike rack. The school is not responsible for bicycles on the school campus. Bike riding is not permitted anywhere on the school campus. Students are reminded that state law requires that students under 18 years of age wear helmets when riding bikes to and from school. Students who do not wear helmets may be subject to a ticket and a fine. SJMS is not responsible for unlocked bicycles or for bicycles left overnight at the site. The Elk Grove Unified School District prohibits the use of skateboards, wheelies, roller skates, in-line skates, or similar devices on school property, including parking lots and walkways. Violators may be prosecuted and fined.

BIRTHDAY CELEBRATIONS

Celebrations of students' birthdays must remain positive, appropriate and safe. Birthday "hits" are not allowed at school. Any deliveries of food, flowers, or balloons must be kept in the Main Office until the end of the day.

BREAKFAST AND LUNCH PROGRAM

Research shows that eating a nutritious breakfast is vital to a student's ability to concentrate and learn during the school day. School lunches typically provide students with one-third of their Recommended Dietary Allowances, which gives them the nutrition they need to continue to learn throughout the day. Samuel Jackman has been designated a **universal free lunch school**. **All students are provided with a free breakfast and lunch each day.** Students attending ASES are also provided with a free and nutritious meal while enrolled in the program.

****Food delivery services (DoorDash, Uber Eats, etc.) are not permitted.***

CAMPUS SUPERVISORS

Students will see the Campus Supervisors around the campus before school, between classes, during lunch, and after school. Campus Supervisors help to make sure that Samuel Jackman is a safe place for all students and staff. Students are expected to follow their directions at all times. If students need help finding a class, need someone to talk to, or are having a problem, Campus Supervisors are available to assist them.

CELL PHONES/HEADPHONES AND OTHER ELECTRONIC DEVICES

Students are permitted to use electronic devices, such as cell phones, **before and after school, and at lunch**. Though students are allowed to carry their cell phones during the school day, students are required to keep their cell phones in their backpacks during class time and passing periods. Use of cell phones, headphones or other electronic devices during the school day (receiving or sending calls, text messaging or taking photos/recordings) may result in the device being confiscated. Repeated behavior will result in additional disciplinary consequences. Should your student have his/her electronic device confiscated, the parent/guardian may be required to make arrangements to pick it up from the office. **Samuel Jackman Middle School is not responsible for loss or damage to any confiscated item.**

Students who are found using their cell phones at an inappropriate time will receive the following consequences:

1st = warning

2nd = phone call home

3rd = confiscate for the period, call home

4th = confiscate, Admin contact

5th = confiscate, Admin/Parent Teacher Conference

I-Pods/ MP3 players, cameras, radios, electronic toys, laser pointers or any other electronic devices or games are not permitted at school. Not only do they disrupt classes, they are often stolen or lost. If stolen or lost, the school will not be responsible for, nor investigate the theft. When prohibited items are found on campus they will be confiscated and turned in to the Vice Principal's office. Parents/Guardians may be required to make arrangements to recover the item from the Vice Principal. **Samuel Jackman Middle School is not responsible for loss or damage to any electronic device at school.**

Pursuant to California Education Code Section 51512, the use of any electronic listening or recording device in an educational setting without prior consent of the teacher and/or the principal is prohibited. Any pupil violating this section will be subject to appropriate disciplinary action.

CHILD ABUSE

Child abuse and neglect is one of the leading causes of injury or death for young children. Everyday thousands of children are abused, both physically and emotionally, often by members of their own family. Child abuse is defined as: physical abuse, physical neglect, sexual abuse, emotional abuse and/or emotional maltreatment. Child abuse may begin with a parent or caretaker inflicting minor injuries upon the child. The abuse can begin to increase over time, causing more serious harm. All categories of abuse endanger or impair a child's physical or emotional health and development, and demand attention. Therefore, detecting the initial small injuries and intervening with preventive action may save a child from further abuse, injury or death.

School officials (including teachers, counselors, administrators, instructional assistants, clerical, custodians, campus supervisors, etc.) **are required by law to report any known or suspected child abuse**. An indicator for suspected child abuse is when a child tells someone that he or she has been abused. When a child tells a school official, the communication is not privileged. School officials who report suspected cases of child abuse have absolute immunity, both civil and criminal, for making such reports. However, any person who fails to report an instance of child abuse as required by the Child Abuse and Reporting Act is guilty of a misdemeanor, with a punishment not exceed six months, or \$1,000 or both. (Penal Code, § 11172) Every child has the right to grow up without being a victim of child abuse. If you are being abused or if someone you know is, tell a counselor or any adult you trust. You will get the help you need.

CLOSED CAMPUS

All schools in the Elk Grove Unified School District attend a closed campus which means that students may not leave school after they get here. Consequences will be assigned for students who leave campus without permission. Students on another campus during the regular school day without permission will be subject to disciplinary action.

CLUBS

There are many clubs to join on campus. At the beginning of the school year, Samuel Jackman will have club sign-ups in the quad during lunch. The times and dates of club meetings will be announced on River Hawk News, posted on the school website and around campus throughout the year.

COMMON AREA EXPECTATIONS

Samuel Jackman is a place where every student is respected, valued and actively engaged in rigorous educational experiences. To ensure safety and the best possible educational experience, all River Hawks are expected to know and follow the following procedures/guidelines. Be sure to notify an adult immediately if there is a problem in any of the following common areas.

Common Areas			
Arriving/ Leaving	<ul style="list-style-type: none"> • Use crosswalks and sidewalks • Watch for cars and other hazards • Walk bikes, scooters, and skateboards to and from the bike rack or F-7 	<ul style="list-style-type: none"> • Use school appropriate language/tone • Keep all hands, feet and objects to self • Follow the dress code 	<ul style="list-style-type: none"> • Pick up after yourself • Enter and exit campus in a timely fashion • Encourage parents to follow protocol
Assemblies/ Rallies	<ul style="list-style-type: none"> • Stay seated in teacher designated area until dismissed • Follow instructions • Leave backpacks in the classroom • Keep all hands, feet and objects to self 	<ul style="list-style-type: none"> • Support your peers and participate positively • Allow seat space • Follow dress code 	<ul style="list-style-type: none"> • Listen actively and participate • Stay with your class • Pick up after yourself • Wait to be dismissed
Bathroom	<ul style="list-style-type: none"> • Walk • Knock and open stall doors carefully • Keep water in the sink • Keep doorway clear 	<ul style="list-style-type: none"> • Treat facilities respectfully • Maintain personal space 	<ul style="list-style-type: none"> • Flush • Take care of business then exit
Classroom	<ul style="list-style-type: none"> • Walk at all times • Keep aisles clear of personal belongings • Keep all hands, feet, and objects to self 	<ul style="list-style-type: none"> • Remove hats/hoods when entering the classroom • Inside voices and school appropriate language/tone • Wait your turn • Treat all materials and property respectfully • Follow the dress code 	<ul style="list-style-type: none"> • Arrive on time • Come prepared to participate • Bring necessary materials and supplies • Give your best effort • Clean up after yourself
Library	<ul style="list-style-type: none"> • Maintain a quiet study environment: Read, Study, Relax • Keep all hands, feet and objects to self 	<ul style="list-style-type: none"> • Respect all computer equipment and furniture • Treat all library and textbooks with care • Follow the dress code • Follow instructions 	<ul style="list-style-type: none"> • Leave all food drinks and gum outside of the library • Use inside voices and school appropriate language/tone • Check out books and return them on time
Multipurpose Room	<ul style="list-style-type: none"> • Walk • Remain seated • Stay in line, wait your turn 	<ul style="list-style-type: none"> • Inside voices and school appropriate language/tone • Follow the dress code • Keep all hands, feet, and objects to self • Be kind • Follow instructions 	<ul style="list-style-type: none"> • Clean up after yourself • Report spills or other problems to staff
Office	<ul style="list-style-type: none"> • Have a pass to be in the office • Show pass to the front office staff • Ask permission to go to the office • Follow instructions 	<ul style="list-style-type: none"> • Politely check in with the front office staff upon entering • Sit in designated areas only • Keep all hands, feet and objects to self 	<ul style="list-style-type: none"> • Use inside voices and school appropriate language/tone • Follow the dress code • Politely ask permission to use anything or go anywhere • Wait your turn • Respect private conversations
Physical Education	<ul style="list-style-type: none"> • Keep all hands, feet and objects to self 	<ul style="list-style-type: none"> • Inside voices and school appropriate language/tone • Use the restroom only as intended 	<ul style="list-style-type: none"> • Keep locker room clean at all times • Keep items locked up or with you at all times • Locker room is ONLY for students dressing for P.E. • Non-suits are to report directly to roll call
Quad/ Outdoors	<ul style="list-style-type: none"> • Walk • Keep all hands, feet and objects to self • Stay inside all blue lines at all times • Games and activities in designated areas 	<ul style="list-style-type: none"> • Use school appropriate language and tone • Follow the dress code • Follow instructions 	<ul style="list-style-type: none"> • Clean up after yourself • Keep your backpack and belongings with you at all times • Walk with purpose

	only		
Student Store	<ul style="list-style-type: none"> • Keep all hands, feet and objects to self • Stay inside all blue lines at all times 	<ul style="list-style-type: none"> • Have your order and money ready 	<ul style="list-style-type: none"> • Join all lines at the end • Wait your turn • Only one person at the window at a time

CONFLICT MANAGEMENT

Conflict Management provides an opportunity for students to be responsible for their behavior on campus and provides a method for them to resolve conflicts with other students. Conflict Management recognizes that students are capable of solving many of their own problems with peer guides to help facilitate. Following 15 hours of training, a team of student Conflict Managers helps students resolve conflicts among themselves. The Conflict Managers are assisted by counselors and other certificated staff. The success of the program requires proper training, a willingness to work together as a team, and the support of all school personnel. Students requesting Conflict Management are encouraged to ask a teacher, campus supervisor, counselor, or administrator for a pass to the office.

COUNSELORS

School counselors are available to assist students with academic and personal problems. Students can make an appointment with a counselor by going to the front office and requesting a **counselor appointment request form**. Students need to first fill out the form and if a counselor is not available at the moment, the counselor will send for you during the day. **Students will need to return to class if their counselor is not available except in the case of an emergency.** Counselors will visit all classes at the beginning of the school year to explain the services counselors can provide. The counseling office can be reached by calling (916) 393-2352.

CREDITS

Students earn 2.5 credits per quarter for each class passed. Students who participate in the after school ASES program have the opportunity to earn additional credits. Parents/Guardians can contact the counseling department at any time for information about their student's academic progress.

DANCES

River Hawk students love to dance! School dances are held immediately after school and students must enter the dance within 15 minutes of the start time. Students must have a permission slip on file, a current ID card, and not be on the "No Activities List" to purchase a ticket to the dance. Attendance at Jackman dances requires that both the student and student's parent/guardian sign a dance permission form which is available in the student store. Dances are open ONLY to Jackman students. Students are required to attend school on the day of the dance. Certain dance styles are not appropriate to a school dance; sexually suggestive dancing and dancing that simulates violence will not be permitted. Students will be warned and may be required to leave the dance if the behavior continues.

DRESS CODE POLICY

Parents or guardians have the primary responsibility for appropriate standards of dress and grooming. However, as an educational entity, the Secondary Division of the Elk Grove Unified School District has the responsibility to establish and maintain standards of dress and grooming that support a positive, appropriate, and safe learning and teaching environment.

The purpose of a dress and grooming code is to facilitate education, not to inhibit any person's taste in attire or appearance. Students should be clean and neatly dressed in a manner that will be appropriate to the school setting, not hazardous to the health and safety of the students, and not disruptive or distracting from the educational program of the school. In addition, no articles of clothing, apparel or school materials, including hats, backpacks, and binders, may have pictures, printing, or writing that is crude, vulgar, profane, sexually suggestive, racially, ethnically, or religiously intolerant, that contain images of weapons, tobacco, drugs and/or alcohol, or which the school's administration reasonably predicts will disrupt the learning environment.

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

Students are required, at minimum, to have outer clothing covering the trunk or torso of their body. Trunk is defined as the body of a person excluding the head and limbs. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

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

- A Shirt: with straps or sleeves (with fabric in the front, back, and on the sides under the arms) **AND**
- Bottoms: pants/sweatpants/shorts/skirts/dresses/leggings, (long enough to cover the buttocks completely when standing, bending, and walking) **AND**
- Shoes: shoes

*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

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

- Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.**
- Religious headwear
- Hoodie sweatshirts**
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Ripped jeans, must wear leggings if rips are above midthigh
- Athletic attire

4. **Students Cannot Wear:**

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

**Please note that teachers may prohibit the wearing of hats/head coverings (except as a religious observance) within their individual classrooms. Administration or office staff may prohibit the wearing of hats/head coverings (except as a religious observance) within the office (for example, for TAs).

The school administration may limit or prohibit specific clothing that has been determined by law enforcement or gang experts to be affiliated with an actual gang. In consultation with law enforcement or other gang experts, the school administration may limit clothing or apparel where there is a reasonable basis for identifying such clothing or apparel as gang affiliated. Limitations and prohibitions on gang-related clothing or apparel will be applied equally to all students, and in no instance will a student’s clothing or apparel be identified as gang-related based solely on the student’s race, national origin or ancestry.

Students failing to comply with the dress code may be asked to change into PE clothes, wear borrowed clothing from the school or a friend, call their parents or guardians to bring a change of clothing, have inappropriate items confiscated, or in the case of repeated violations, may be subject to progressive disciplinary consequences.

DRUG FREE ZONE

Samuel Jackman Middle School is a drug free campus. Students found to have drugs in their possession and/or for sale will be disciplined in accordance with the student discipline policy.

EARLY DISMISSAL

In order to be released from school for an appointment, students must have a note from a parent/guardian. Students should bring the note to the front office before classes begin to receive a leave of grounds pass. Parents need to come into the attendance office to sign the student out.

EARLY OUT WEDNESDAYS, MINIMUM DAYS AND DISMISSAL

It is the policy of Samuel Jackman Middle School to use Wednesdays for staff development, departmental articulation, and professional development. **School dismisses at 1:31pm every Wednesday.** In addition, throughout the year minimum days are scheduled and used by teachers to finalize grades for each quarter and for assessments and professional development. **School dismisses at 12:40pm on minimum days.** Students are expected to head directly home after dismissal. **School dismisses at 2:44pm every other day.** Supervision is provided for 15 minutes after dismissal. For the safety of our students, all students are expected to be picked up or start home within 15 minutes after dismissal. Students who remain on campus without a valid purpose may be assigned consequences.

EIGHTH GRADE PROMOTION CEREMONY

We are excited about a productive year and are looking forward to seeing all of our 8th graders at the Samuel Jackman Middle School Promotion Ceremony. The Promotion Ceremony is an exciting time for students and their families. We are looking forward to this meaningful and joyous event. More details about the Promotion Ceremony will be made available as the school year comes to a close.

While being promoted to the 9th grade is a right that students earn through credits and test scores, participation in the Promotion Ceremony is a **privilege** bestowed upon students who exemplify the high quality of students Samuel Jackman is proud to be sending on to high school. Participation in the Promotion Ceremony requires the following of each student:

- Student must earn at least 50 (out of a possible 60) credits during the school year.
- Student must have been enrolled in school and have attended 90% of possible school days.
- Student may not receive any more than three days of home suspension during the month of May to be eligible to participate in the promotion ceremony. Students who receive an extended suspension or commit expellable offenses during the 4th quarter will not participate in the promotion ceremony.
- Student may not have any violation of the Education Code that results in a Home Suspension during the last week of school.
- All assigned detentions must be cleared.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES AND ATHLETICS

All students who wish to participate in extra-curricular and co-curricular activities must:

1. Have earned a 2.0 grade point average during the current grading period. Any school on a quarter system will use the grades and credits earned only at the end of each quarter to determine eligibility. A student who receives a failing progress report in any class during the participating season will be removed from participating in the activity, placed on academic probation and will remain on probation until the grade returns to a passing status.
2. Meet standards of satisfactory citizenship.
3. Have a satisfactory attendance record.

* If a student is suspended, they are not eligible to play during the duration of the suspension.

* Students and parents/guardians will be required to read and sign an athletic contract.

Eligibility to Represent the School: All students who represent their school in extra-curricular activities or athletics shall have and maintain good citizenship and the required grade point average. Any student who does not maintain good citizenship and the required grade point average shall not be allowed to represent fellow students, nor the school for a period of time recommended by the student's principal.

Probation Provisions: Students whose academic performance has been affected by a long-term medical problem, personal family duress, tragedy or other conditions beyond the control of the student and family may petition the school for a one-time, academic probationary period not to exceed nine weeks. Requests for probation will be heard by a five-person committee consisting of a site administrator, counselor, classroom teacher, athletic/activity director and one other staff member. The probation committee will determine if the request meets the above criteria. The committee may request written verification of any conditions that affect academic performance. Should probation be granted, the committee will develop a contract between the student, family and school that clearly outlines the extended academic performance expected during the probationary period. A student who does not achieve educational progress as defined by the probationary committee may lose his or her eligibility either during or at the end of the probationary period.

FIELD TRIPS

Jackman field trips are always exciting; however, participation in a field trip is a privilege not a right. Students are responsible for making up the work missed during the field trip. Dress code and other school policies still apply on field trips. **Students must follow all guidelines to be eligible for participation. These guidelines will be provided with each field trip permission form.**

HALL PASSES

It is important that our students are in their classrooms learning and our campus is quiet during the school day. Therefore, all students must have an official hall pass if they are out of their assigned classroom. Any student without a pass will be considered truant from class. Students caught abusing hall passes will lose this privilege and may be assigned additional consequences.

HAWKEYES

HAWKEYES is a group of trained adult parent and community member volunteers who work to create a visible adult presence on our campus. Our greatest needs for volunteers are at arrival, lunchtime and dismissal. Contact the administration or campus supervisors if you would like to be trained to become a HAWKEYES Volunteer.

HEALTH SERVICES

If a student becomes ill, he/she should report to their teacher and request a pass to the main office. Students who are ill must be picked up by a parent or designee whose name appears on the student's registration. Students may not be allowed to walk home. All medication that is to be taken by a student must be cleared through the office. A doctor's note is necessary to allow students to take medication on campus. **Students are required to adhere to all COVID protocols put in place by EGUSD.**

HOME AND HOSPITAL PROGRAM

A Request for Home or Hospital Teaching form, signed by a physician, is required to qualify for home or hospital teaching. This request must also be signed by the parent/guardian and the site administrator and sent to the District Office for prior approval. A doctor's request written on her/his letterhead stationery or a prescription pad will be accepted. Please attach it to the **Request for Home or Hospital Teaching form**, which you can obtain from the school office.

HOMEWORK AND MAKE-UP WORK

Students may be assigned up to two hours of homework each night. If students don't have homework, they should read during this time and organize their backpack or binders. Make-up work may be offered after students return to school from an absence. Prior notice of absence should be given to teachers whenever possible so work is ready when the student returns. **It is the student's responsibility to contact teachers and to get make-up work.** The time period for returning completed work for credit is one day for each day of an absence. If a student is going to be absent for more than five days, parents/guardians can request homework through the counselor or front office staff.

Missing and Incomplete Assignments Cause Poor Grades

It is important to understand the power of a missing assignment. Imagine a student who has been assigned two assignments, both worth 10 points. The student earns:

- ✓ 10 points out of 10 (10/10) on the first assignment
- ✓ 0 points out of 10 (0/10) because the second assignment was not turned in

This student now has a total of 10 out of 20 points (10/20) which is an average of 50% and an "F" grade. **In other words, a perfect assignment and a missing assignment make a total grade of "F"!**

HONORS CLASSES

Samuel Jackman Middle School offers multiple Honors classes to meet student needs. These courses include:

Language Arts: 7th Grade Honors and 8th Grade Honors

Mathematics: 7th Grade Math Accelerated and Math 1

History: 7th Grade Honors World History and 8th Grade Honors US History

IDENTIFICATION CARDS

All students will be provided with a school issued ID card at the beginning of the school year and must carry their ID cards with them at all times. Students must show their ID card if asked by a staff member, when buying tickets and at the entrance to extra-curricular activities, and/or when checking a book out of the library. **Make up ID Cards** can be obtained at the library. Student will

have to pay a fee for lost/stolen ID cards.

INTRAMURALS AND LUNCH TIME ACTIVITIES

Throughout the year a variety of organized team sports, individual sports, games, and athletic activities are available to students. In addition, lunchtime activities such as music, outdoor games, dance competitions, and team games will also be available to students during the lunch periods.

LIBRARY-MEDIA SERVICES

A wide range of reading and information resources are available in the school library, which is open most days from 7:40am until 3:00pm. Students may use books, magazines and computers to enrich classroom learning as well as for personal growth and enjoyment. A trained Library Media Teacher is on duty to assist students with their work. A school ID card is required to borrow items from the library. Those items must be returned in good condition by the date due.

LOST AND FOUND

All clothing, book bags, and books found on the campus are placed in the lost and found located in the cafeteria. Money, jewelry, or any other articles of value are turned in to the Main Office. Students may claim these items after proper identification. Lost books will be returned to the library. Samuel Jackman Middle School is not responsible for loss or damage to any item not allowed at school.

LUNCH RULES

All students will:

- Walk at all times.
- Immediately obey the requests of the campus supervisors and all school staff.
- Throw all paper and food trash in the trash can.
- Keep your hands, feet and objects to yourself.
- Talk at an appropriate volume.
- Line up single file in food lines on a first come, first served basis.

Appropriate Lunch Behavior Results in:

- Clean and safe eating space;
- Pride in yourself and school;
- Fun lunchtime activities for everyone!

Violations of Lunch Rules May Result in:

- Confined lunch; Lunch or after-school detention; and/or Administrative Referral

NEWSLETTERS

Newsletters will be sent home at least four times during the school year (once a quarter). These newsletters will contain information about the school and school programs that will be useful to parents. The newsletters will also be posted on the website at <http://sims.egusd.net/>

NO ACTIVITIES LIST

Students with unserved assigned disciplinary consequences will be placed on a No Activities List. Assigned consequences can include Lunch Detention and After School Detention. If a student is added to the No Activities List as a result of Class Suspension, On Campus Suspension, and/or Home Suspension, the student must display acceptable behavior for a minimum of one week from the date of the last infraction to be removed from the No Activities List.

Students who intentionally misuse or destroy library books and/or Chromebooks may be added to the No Activities List.

Students with outstanding balances from fundraisers; such as candy and coupon book sales, etc., will be added to the No Activities List until the outstanding balance is paid. Cash or money orders are the only acceptable methods of payment.

A student on the No Activities List may not participate in any extra-curricular activity. Extra-curricular activities include, but are not limited to, sporting events, dances, field trips, club activities, and/or any other events not contributing toward a student's grade in class.

The No Activities List will be kept in the Vice Principals' Office and the Reset Room. Students are responsible for checking their status.

PHYSICAL EDUCATION

Physical Education Uniform Essentials: The official and required Jackman River Hawk PE uniform (school logo t-shirt and shorts) can be purchased in the Student Store. Sweatshirts and pants are also available. A package with t-shirt, shorts, bag and lock is available for \$30.00.

Physical Education Uniform Requirements: In an effort to keep the cost down, the uniform does not have to be purchased at the student store. Alternative acceptable PE clothes are a grey shirt and black athletic shorts (or sweats). No zippers, hoods, logos or designs are allowed. All articles of clothing worn in physical education will be marked clearly and plainly, **by a Physical Education instructor**, with the student's first and last name and grade.

Students are asked to take their PE uniforms home **every Friday for washing.

If you have any troubles acquiring a uniform for Physical Education, please see your PE Teacher or counselor.

Lockers: Physical Education lockers are provided for students to store their supplies during PE classes only. Students are reminded to lock everything in their locker daily or take all their personal belongings with them to roll call in order to prevent theft. Samuel Jackman Middle School is not responsible for any items stolen or lost from PE lockers. Locks are sold in the student store for \$5.00 each. We require locks be purchased from Jackman in an effort to prevent theft and keep our campus and students safe.

Medical Conditions in Physical Education: In the event that a student has a medical condition that prevents him/her from participating in physical education, a parent/guardian must submit a note requesting to have the student temporarily excused from physical education from one to three days. **The student is still expected to dress while on medical excuse.** For conditions requiring excuse from physical education for more than three days, a doctor's note is required. The doctor's note should include the doctor's name and telephone number, a specific diagnosis of the medical condition, the physical education limitations, and indicate how long the student needs to be excused from participation in physical education.

Physical Education Handbook: All students will receive a comprehensive Physical Education Handbook describing curriculum, procedures, and expectations relevant to our Physical Education Program. A parent and student signature form will accompany the handbook, please turn this signature form into your PE instructor.

PROHIBITION OF DISCRIMINATION, HARASSMENT, INTIMIDATION AND BULLYING, AND RELATED COMPLAINT PROCEDURES

District programs and activities shall be free from discrimination, including harassment, intimidation and bullying based on a student's actual or perceived disability, gender, gender identity, gender expression, nationality, race, ethnicity, color, ancestry, religion, sexual orientation, age, marital or parental status, or association with a person or group with one of more of these actual or perceived characteristics. The district has a policy of nondiscrimination in accordance with federal law and Title IX, and also prohibits sexual harassment of or by any student or by anyone in or from the district. More detailed information regarding the district's prohibition of discrimination, harassment, intimidation, and bullying or the prohibition against sexual harassment is contained in the district's Parent & Student Handbook and is also available on the district's website.

Parents, students and staff should immediately report incidents of alleged discrimination, harassment, intimidation and bullying or sexual harassment to the Principal or designee. Students, parents, guardians or any other individuals having questions or concerns or who may wish to file a complaint are urged to first contact the Principal or designee, but if your concerns are not resolved, you may also contact the Associate Superintendent for Human Resources, at (916) 686-7795, for matters involving a potential complaint or concern regarding a district employee. You may contact the Associate Superintendent for PreK-6 Education,

at (916) 686-7704, regarding a potential complaint or concern related to a PreK-6 student (or students); and you may contact the Associate Superintendent for Secondary Education, at (916) 686-7706, regarding a potential complaint or concern related to a student (or students) in grades 7-12. No one shall be retaliated against for reporting any incident of alleged discrimination or harassment, and complainants' identities will be kept confidential to the extent practical in the course of investigating the incidents of alleged discrimination, harassment, intimidation and bullying or sexual harassment.

Pursuant to California Education Code 221.5, a pupil shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with his or her gender identity, irrespective of the gender listed on the pupil's records. Questions regarding the foregoing rights shall be directed to your Principal or designee.

PROHIBITION OR POSSESSION AND USE OF TOBACCO AND NICOTINE PRODUCTS

District policy and the Education Code prohibit the possession, use, manufacture, distribution, or dispensing of tobacco and nicotine products at school or during school related activities. The District defines "tobacco and nicotine products" as a lighted or unlighted cigarette, cigar, pipe or other smoking product or material, smokeless tobacco in any form, and electronic cigarettes. "Electronic cigarettes" are defined as battery-operated or other electronic products designed to deliver nicotine, flavor, and other chemicals by turning the substance into a vapor that is inhaled by the user, including, but not limited to electronic vaping devices, personal vaporizers, digital vapor devices, electronic nicotine delivery systems, and hookah pens.

Students determined to have used or to be in possession of tobacco or nicotine products at school or school related activities may be subject to discipline under District policy, Education Code 48900(h), and/or other applicable laws. Students determined to have used or to be in possession of products at school or school related activities that can be used to consume and/or use tobacco or nicotine products, including but not limited to "electronic cigarettes" as defined above, but which do not contain tobacco, nicotine, or any other controlled substance, may be subject to discipline under District policy, Education Code 48900(k)(1), and/or other applicable laws. [E.C. 48901]

REPORT CARDS

Students receive a formal report card each quarter. The report card contains final academic and citizenship grades for that quarter. It shows student grade point averages and may have special comments from teachers. Students will receive their report card by mail a few days after the end of each quarter.

The academic grades indicate:

- Grade of A - Student is doing superior work in the subject area.
- Grade of B - Student is doing very good work in the subject area.
- Grade of C - Student is doing adequate work in the subject area.
- Grade of D - Student is doing below average work in the subject area.
- Grade of F - Student is failing in the subject area and is not meeting minimum standards.

The citizenship grades indicate:

- E-Excellent classroom behavior and participation
- S-Satisfactory classroom behavior and participation
- U-Unsatisfactory classroom behavior and a lack of participation

The citizenship grades are determined by the student's ability to arrive prepared for class, cooperate in class, assume responsibility and participate in classroom activities, complete assigned work and maintain a positive attitude in the classroom.

Progress Reports/Deficiency Notices

Weekly or monthly progress reports may be requested of students by their parents. These will need to be obtained from their counselors, signed off by teachers and parents then returned the following Monday. Deficiency Notices are mailed home by the school on a regular basis. A Deficiency Notice means that the student is at risk of failing a class. If a student receives a Deficiency Notice, he/she should talk to their counselor and the teacher about receiving extra help. Parents/Guardians can contact a counselor or teacher at any time for information about their student's progress in class by calling (916) 393-2352.

SAFETY

Fire Drill Instructions

Students are to follow these procedures when the fire signal sounds:

1. Evacuate all buildings. Quietly exit the school according to the directions posted in your classroom and remain with your teacher.
2. Do not run or loiter.
3. Keep your hands and feet to yourself.
4. If you are not in a classroom, move immediately with other students to the nearest designated area. Notify the nearest staff member and let them know that you are not with your class.
5. Stay at least fifty (50) feet away from all buildings.
6. When the all clear signal is given, return to class immediately.

Lock Down Instructions

When the Lock Down announcement is given, students and teachers are to do the following:

1. Remain in the classroom away from doors and windows.
2. Lock classroom doors, close windows and blinds if possible.
3. Keep your hands and feet to yourself.
4. Stay quiet and follow all staff directions.
5. Reserve classroom phone for emergency use only.
6. If outside, go immediately to the nearest classroom or building. Notify the nearest staff member and let them know you are not with your class.
7. Await further instructions from school officials.

SEARCH AND SEIZURE

The Governing Board recognizes that incidents may occur which jeopardize the health, safety and welfare of students and staff and which necessitate the search and seizure of students, their property, or their lockers by school officials. School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school. The Board urges that discretion, good judgment and common sense be exercised in all cases of search and seizure. The parent/guardian of a student subjected to an individualized search shall be notified by the district as soon after the search as possible.

SPIRIT DAYS

Students are encouraged to wear purple, black and/or silver on Fridays, which are Spirit Days or to follow the announced Spirit Day theme. Students will be notified via the morning bulletin and posters around campus of the Spirit Day theme. Themes can include: College day, Bead day, Hawaiian Lei day, Crazy Sock day, and other fun ideas. In addition, various spirit contests, rallies and special events will be held throughout the year.

STUDENT RECOGNITION

There are several student recognition programs at Samuel Jackman that are designed to motivate students toward higher academic achievement and encourage a positive feeling toward school. Each term teachers recognize students who have exemplified outstanding citizenship, academic achievement and cooperation. These students receive certificates, acknowledgment and a special lunch treat. In addition, students who are on the honor roll receive a special treat once a quarter. Our PBIS program also recognizes students for meeting the monthly area of focus.

STUDENT STORE

The student store will be open regularly during lunchtime. All profits will be spent on school activities as approved by the student council. Items that are available for purchase at the student store include dance tickets, tickets for other Jackman events, PE clothes, school supplies, Jackman spirit wear, and food items. **No checks are accepted.**

TARDY POLICY

All students are expected to be in class on time. Students who are tardy will receive the following consequences:

1st warning

2nd phone call

3rd tardy = teacher detention, call home

4th tardy = teacher detention, call home, admin contact

5th tardy = major

TEXTBOOK CARE

Textbooks, including library books and classroom novels, are a critical part of our instructional program. They are very expensive to replace and, upon checkout, become the responsibility of the student and parent/guardian. Books must be properly covered and brought to and from school daily. Lost or damaged books must be paid for by the student. Students are issued approximately \$250 worth of textbooks each year. Any student with an unpaid book bill may be restricted from participation in school activities.

Book Bags/Backpacks:

Since hall lockers are not available and students are expected to have books, binders, and writing materials with them at all times, it is recommended that a book bag or backpack be used to carry these items to classes and home each day. PE lockers are to be used only for clothing and may not be used for book storage, except during PE classes.

How to Avoid Damaged Books:

- Keep books covered at all times – free book covers are available in the library
- Never toss or throw books or backpacks
- Never leave your backpack or books unattended
- Never leave your books in a classroom
- Keep backpacks protected from water or spills by not carrying liquids in your backpack and protecting your books during the rainy season

VISITORS ON CAMPUS

Adult visitors must register in the main office and adhere to the visitor guidelines. Due to insurance restrictions, it is not permissible to bring small children or infants to school or let them ride school buses. There will be no student visitors during the school day. A non-student on campus is considered trespassing. **Trespassing is a crime.**

UNIFORM COMPLAINT PROCEDURES

The Elk Grove Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, complaints alleging violation of state or federal laws governing educational programs, and complaints alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities.

The district shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in: Adult Education, After School Education and Safety, Agricultural Vocational Education, American Indian Education Centers and Early Childhood Education Program Assessments, Bilingual Education, California Peer Assistance and Review Programs for Teachers, Career Technical and Technical Education and Career Technical and Technical Training, Career Technical Education, Child Care and Development, Child Nutrition, Compensatory Education, Consolidated Categorical Aid, Course Periods without Educational Content, Economic Impact Aid, Education of Pupils in Foster Care and Pupils who are Homeless, Every Student Succeeds Act / No Child Left Behind, Local Control Accountability Plans (including Charter Schools as described in EC §§ 47606.5 and 47607.3); Migrant Education, Physical Education Instructional Minutes, Pupil Fees, Reasonable Accommodations to a Lactating Pupil, Regional Occupational Centers and Programs, Rights of certain juvenile court school transfer students, School Safety Plan, Special Education, State Preschool and Tobacco-Use Prevention Education.

Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, homeless education, foster youth services, rights of certain juvenile court school transfer students, reasonable accommodation for a lactating student on a school campus, assignment of a student to a course without educational content for more than a week in one semester or to a course the student has previously completed, noncompliance with the physical education instructional minutes for students in elementary school, alleged retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy, and noncompliance with the Local Control and Accountability Plan (LCAP).

More detailed information regarding the Uniform Complaint Procedures, including the timeline for resolving complaints and the complaint appeal process, is contained in the district's Parent & Student Handbook. A copy of our UCP complaint policies and procedures is available free of charge and is available on the District's website at the following link:

<http://www.egusd.net/about/district/policiesproceduresnotices/>

YEARBOOKS

A yearbook is a great way to keep memories. The yearbook is produced by the students and includes pictures of activities, clubs, teachers and students. Students will need to pre-order yearbooks by the first week of February. Order forms will be sent home at the end of September.

TITLE 1, PART A SCHOOL-LEVEL PARENT AND FAMILY ENGAGEMENT POLICY

Your child is attending a school receiving Title I federal funds through the Elementary and Secondary Education Act (ESEA). At the beginning of each school year, local educational agencies receiving Title I funds are required to notify parents whose student(s) attend a Title I school that they may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum:

1. Whether the student's teacher:
 - Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - Is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like this information, please contact Principal, Natasha Lewis-Jones at (916) 393-0181.

This policy **describes the means for carrying out designated Title I, Part A parent and family engagement requirements** pursuant to ESSA Section 1116(c).

To involve parents in the Title I, Part A programs, the following practices have been established: parent phone calls, monthly parent meetings, family nights, college/career awareness programs.

The school involves parents of Title I, Part A students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I, Part A programs and the Title I, Part A parent involvement policy (ESSA Section 1116[c][3]).

The school convenes an annual meeting to inform parents about Title I, Part A requirements and about the right of parents to be involved in the Title I, Part A program (ESSA Section 1116[c][1]).

The school offers a flexible number of meetings for Title I, Part A parents, such as meetings in the morning or evening (ESSA Section 1116[c][2]).

The school provides parents of Title I, Part A students with timely information about Title I, Part A programs (ESSA Section 1116[c)(4)[A]).

The school provides parents of Title I, Part A students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet (ESSA Section 1116[c][4][B]).

If requested by parents of Title I, Part A students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children (ESSA Section 1116[c][4][C]).

This School-Level Parent and Family Engagement Policy has been developed jointly with, updated periodically, and agreed on with parents of children participating in Title I, Part A programs.

This policy was adopted by Samuel Jackman Middle School in August 2019 and will be in effect for the period of the entire 2020-2021 school year.

The school will distribute this policy to all parents of students participating in the Title I, Part A program on the first day of school or upon enrollment.

**Samuel Jackman Middle School
Acknowledgement of 2022-2023
Student Handbook**

In accordance with section 35291 of the Education Code, the district will notify the parent or guardian of every pupil enrolled in grades 7 and 8, of the fact the district's regulations concerning student discipline are available upon request at the principal's office in any district school. The principal of each school shall ensure that every pupil enrolled will be advised of all the regulations of the district and of the school related to student discipline at the beginning of each school year, and that transfer students will also be advised at the time of enrollment in the school.

Student Last Name _____

Student First Name _____

Student ID# _____

Grade _____

Date _____

I have read and understand the Samuel Jackman Middle School 2022-2023 Student Handbook including the Attendance Policy, Discipline Policy, Dress Code, Safety Procedures, and General Information.

Parent/Guardian _____
Signature

Student _____
Signature

Student ID# _____

Home Phone _____ Work Phone _____



CaliforniaColleges.edu Opt-Out Form

This form provides parents the opportunity to opt their student out of automatic and electronic uploading of transcript information to CaliforniaColleges.edu and the CSU college(s) of student choice.

If you would like EGUSD to automatically and electronically upload your student's transcript information to CaliforniaColleges.edu and college (CSU only) applications as a part of assistance in the application process on your behalf, **no action is required; do not fill out this form.**

By completing the form below, you acknowledge that by doing so EGUSD will **NOT** submit your student's high school transcript information on your behalf. (If you and your child wish to apply for college, you will be required to facilitate transcript verification through alternate means).

Please DO NOT automatically and electronically upload my student's transcript information for college planning/application processes:

Student name (print): _____

Student ID (required): _____

Address: _____

School: Samuel Jackman Middle School

Parent/Guardian name (print): _____

Parent/Guardian signature: _____

Date: _____

California Education Code Section 69432.9 permits parents to opt their students out of automatically being deemed a college applicant and prevents the district from electronically uploading their student's high school transcript data from Synergy into CaliforniaColleges.edu; this is in accordance with all state and federal student privacy laws. Students who are 18 or older also may opt themselves out of electronic submission of transcript information to colleges.