

Joseph George Middle School
277 Mahoney Dr., San Jose, CA 95127
The school office hours are 7:30 A.M. – 4:00 P.M.

School Phone • 408-928-7600

Attendance Office ext. 7604
Health Office ext. 7605

Library ext. 7613
Parent Liaison ext. 7608

Website • www.arusd.org/georgems

BELL SCHEDULE

Regular Days (M, T, W, F)	
Per 1	8:30 – 9:23
Per 2	9:25 – 10:18
Break	10:18 – 10:33
Per 3	10:35 – 11:28
Per 4	11:30 – 12:22
Lunch	12:22 – 1:02
Per 5	1:04 – 1:56
Per 6	1:58 – 2:50
ELT	2:50 – 5:00 (5:00 -6:00 optional)

Thursdays	
Per 1	8:30 – 9:10
Per 2	9:12 – 9:52
Break	9:52 – 10:07
Per 3	10:09 – 10:49
Per 4	10:51 – 11:31
Lunch	11:31 – 12:11
Per 5	12:13 – 12:53
Per 6	12:53 – 1:35
ELT	1:35 – 4:30

Minimum Days	
Per 1	8:30 – 9:09
Per 2	9:12 – 9:50
Break	9:50 – 10:05
Per 3	10:08 – 10:46
Per 4	10:49 – 11:27
Lunch	11:27 – 12:07
Per 5	12:10 – 12:48
Per 6	12:51 – 1:30
ELT	1:30 – 4:30

Vision

All students will leave Joseph George Middle School having exceeded or met standards in ELA and Math while participating in the VAPA Program through an elective and/or integrated art in core classes.

Mission

At Joseph George Middle School we will provide education and empowerment to our students as they navigate towards life-long learners, through compassion, self-discipline, creativity and social awareness.

All students will become successful communicators, collaborators, creators and critical thinkers through an intellectually stimulating, emotionally supportive, esthetically enriching and relevant academic programs infused with the arts.

***Information in this handbook represents the rights and responsibilities for students and parents. Administration reserves the rights to make changes and adjustments that align with ed. code and the well-being of all students.

At Joseph George, we support the needs of the whole child through:

Rigorous Instruction

We have diverse and highly trained teachers who collaborate to deliver cross-curricular lessons that are culturally responsive and build students' 21st Century Skills to ensure College and Career Readiness. In addition, our 6th grade students participate in an extended learning day through a partnership with Citizen Schools. We offer small class sizes with a student to teacher ratio of 25:1.

Visual and Performing Arts School (VAPA)

We offer dynamic art, music, and dance classes that allow students to explore college preparatory electives and develop a life-long appreciation for the arts. Students' participation in the arts program builds self-esteem, creativity, and teamwork. In addition to our elective courses, the arts are integrated to our core classes to enhance learning, engage students, and provide multiple modalities to demonstrate mastery.

Positive School Culture

We believe a positive school culture builds a tight-knit community where students are valued and connected to the school. We implement Restorative Practices and Positive Behavior Intervention System (PBIS) to maximize academic and social behavior outcomes for all students. Our Viking Acts are Act Respectfully, Act Responsibly, and Act Compassionately.

Partnerships

We cultivate strong partnerships with our community and other agencies to provide services for our students and families, one-on-one, small group, and school-wide. We are also fortunate to have multiple active parent groups, which we work side-by-side with to provide support to our students and school.

In order to succeed, students, families, and staff must work together. We are committed to innovation, creative thinking, thoughtful change, academic excellence and comprehensive social-emotional support. We value honesty, hard work, a positive attitude, diversity, intellectual rigor, reflective communication, flexibility, and a focus on our greatest asset – our students.

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT PRIORITIES

In Alum Rock, we are aligning our resources to accomplish the following, in an effort to support all students:

Improve achievement of English Learners
Improve Achievement of Middle School students
Strengthen parent Engagement
Pupil Outcomes
Conditions of Learning
Engagement

Student Textbooks

Students, immediately after receiving your assigned textbooks, please fill out the following table to keep a record of the books checked out to you. Remember, you are responsible for the care of these textbooks. You will be accountable for any damage to or loss of textbooks. *Be sure you have written the barcode somewhere in your textbook in case your barcode comes off*

Title of Textbook	ARUSD Barcode	Condition

GPA Explained

“GPA” is an acronym for “grade point average”. It is the average of all grades received during a particular period of time. To calculate GPA, Alum Rock School District uses the following point values for letter grades:

<u>Example:</u>		
<u>Subject</u>	<u>Grade</u>	<u>Point Value</u>
Language Arts	A	4.0
Art	B	3.0
Social Studies	A-	3.7
Science	B-	2.7
Math	B+	3.3
P.E.	C+	2.3
<u>Total point value of all grades</u>		<u>19</u>
<u>Divided by the total number of classes:</u>		<u>6</u>
<u>Equals your GPA for the quarter:</u>		<u>3.17</u>
<u>A 3.17 is a 'B' average</u>		

To calculate cumulative GPA, you need to use all report card grades received during the period of time you have been in middle school. For an eighth grade student, that is 6 classes per trimester three times each year. You need to add up the point value of all letter grades received and divide that number by the total number of classes taken. See Ms. Williams if you need help understanding GPA.

Keep on top of your grades, attendance and classwork. On a weekly base check Home Access Center for your grades, missing assignments, attendance, behavior and up to date grades for each class.

1. Go to www.arusd.org
2. Find the HAC link and open
3. Enter username and password

My Usernames and Passwords

PROGRAM	USERNAME	PASSWORD
Home Access Center		
i-Ready/Google		

[illegible]

My GPA

	Trimester GPA	Cumulative GPA
Beginning of the year 2017-2018		
End of Trimester 1 Nov. 21		
End of Trimester 2 Mar. 12		
End of Trimester 3 Jun. 14		

My goal for my GPA: _____

Where I want to go to College _____

What career I want to have: _____

Steps I am going to take this year to improve my GPA

1. _____

2. _____

3. _____

Things I need in order to help me support my goals:

1. _____

2. _____

3. _____

People I need to talk to, who can help me with these supports:

1. _____

2. _____

3. _____

Academic Progress on i -Ready Reading

i-Ready Diagnostic or growth monitoring Date	Scale score	Level Score	Growth + or - points	Goal for next time	What will I do different

Are you an EL student?

CELDT SCORES

Date	Overall score	Listening	Speaking	Reading	Writing
September					
January					

Reclassification Plan

These are the things I can do to improve academically so I can be reclassified RFEP (Fluent English Proficient)

1.	
2.	
3.	

Teacher signature _____ date: _____

Academic Progress on i-Ready Math

i-Ready Diagnostic or growth monitoring Date	Scale score	Level Score	Growth + or - points	Goal for next time	What will I do different

Local Assessment

Test Name	Score	Growth + or - points	Goal for next time	What will I do different

Teacher Signature _____ Date _____

Fitness Goal

	Beginning of year	Middle of year	End of year
Mile Time			
Sit-ups			
Push-ups			
Other area:			
Other area:			

My Fitness goals for myself this year:

Steps I am going to take this year to improve my fitness

1. _____

2. _____

3. _____

Things I need in order to help me support my goals:

1. _____

2. _____

3. _____

People I need to talk to, who can help me with these supports:

1. _____

2. _____

3. _____

Uniform Policy

EXPECTATIONS FOR ATTIRE

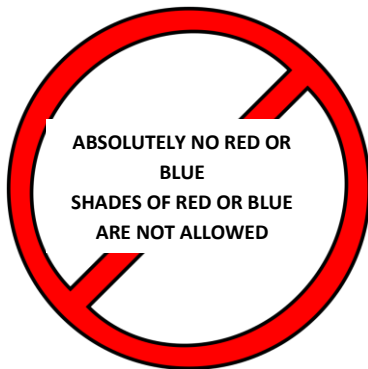
Acceptable Top and Bottom

- Collared shirt – white or green only
- Joseph George athletic, VAPA, or honor roll shirts
- Shirt underneath needs to match top shirt
- Belts – black, green, tan, or white only
- Headgear - black, green, tan, or white only
- Hats must be worn forwards
- Pants/shorts/skirts – khaki only
- Shoes and laces – black, green, brown, tan, or white only
- It is recommended that jackets be in a neutral color.



Uniforms must fit appropriately.

Not Allowed on Campus



- Red or blue ARE NOT ALLOWED
- No logos or teams
- No wearing hats backwards
- No t-shirts
- No low necklines
- No other colors allowed.
- Belts – no chains or spikes
- Pants – no sagging or color
- No short skirts or shorts –(must be longer than your fingertips)
- No sandals or flip flops
- Sweatshirts must be worn with a school shirt underneath.

The school reserves the right at any time to amend the above dress code without the prior warning to the students.

Consequences for clothing violations are:

Students who are found to be in violation of these rules will call their parents to bring them appropriate clothing in order to change. If a parent cannot be contacted, or is unable to bring a change of clothes, the student will be given loaners for the day if available. Other consequences may be assigned.



JGMS Cell Phones and Electronic Devices Policy

Education code section 51512 provides: [Use by any person . . . of any electronic listening or recording device in any classroom . . . without the prior consent of the teacher and the principal . . . is prohibited.]

- Cellular phones **must be turned off during class** (prohibition on ringing or vibrating) and **must be kept in the student's purse or backpack at all times during school hours, or while under the supervision of school district employees. If the device is visible to school personnel, it may be confiscated.**
- The sole exception of having the cellular phone turned on is when a licensed physician or surgeon has determined it is essential for the pupil's health to have immediate use of the cellular phone for a medical emergency.
- Certain lessons may require students to use their devices in class- this is permitted under supervision by the teacher and with a special permission slip.
- Electronic devices which are prohibited are portable music devices (i.e. iPod, MP3, CD, tape players, and external speakers), and laser pointers or other electronic gaming devices. If a child chooses to bring any of these devices, the school is not responsible for it missing, lost, or broken.
- If a disruption occurs, the school district employee shall direct the student to turn off the device and/or confiscate it. If a school district employee finds it necessary to confiscate a device, he/she may either return it at the end of the class period or school day or keep it until the principal or designee has consulted with the student's parent/guardian.
- Joseph George Middle School is not liable for phone or electron device loss or damage.

A student who violates this policy may be prohibited from possessing any personal electronic device at school or school-related events.

Consequences:

1 st Offense	<ul style="list-style-type: none">• Phone or device is confiscated and must be picked up by a parent.
2 nd Offense	<ul style="list-style-type: none">• Phone or device is confiscated for a week and must be picked up by a parent after 7 days
Excessive Offenses (3 or more times)	<ul style="list-style-type: none">• Phone or device is confiscated for a week and must be picked up by a parent after 7 days.• Cell phone must stay at home OR Cell phone "check-ins" required. Student is required to turn in their phones at the front office when they arrive at school. Students can pick up their cell phones at the end of the day. The school is not responsible for loss or misplacement of phone.

More serious cell phone policy violations may warrant detention, suspension (at home or in-house) and parent/teacher/administrator conferences.

- *Electronic devices may be used in the classroom for academic purposes only with a permission slip sent out by the teacher and signed by parents, student and teacher. The permission slip will be generated from the student's teacher and will provide the specific reason for use if the device.*
- *If cell phone is used to record events that are against school rules, ed code or the law students will automatically lose privileges and will be assigned consequences.*
- *Joseph George Middle School is not liable for cell phones or electronic devices that are lost, stolen or damaged.*

Any student who is caught using their cell phone and/or texting to bully, harass or intimidate , other students they may be suspended. The infraction will then be handled by local police officer.



If you are being bullied...

- Reach out and tell an adult or peer
- Be calm in the moment

If you see bullying...

- Stand next to, or speak up for, the person being bullied
- Ask the bully to stop
- Tell an adult
- Comfort the person being bullied and offer friendship

If you are the bully...

-Remember: You don't have to like everyone around you, but you have to treat everyone with respect.

- Make a commitment to change
- Talk to an adult, like a teacher or parent, about how to get along with others
- Ask a friend to help you stop your bully behavior
- Apologize to the kids you have bullied
- Think about what it feels like to be bullied – would you want to be treated that way?
- Before you speak, think about whether your words will help or hurt another student
- Resist peer pressure to bully
- If you start to bully, walk away and find something else to do

Remember: A lot of kids have to cope with being bullied. You are not alone. No one deserves to be bullied.

Important Reminders

Parents

- When picking up students early, please ensure you have a photo I.D. with you
- Anyone picking up your student also needs a photo I.D. and **MUST** be on the emergency card.
- Please ensure any and all people that could pick up your student in case of an emergency are listed on the emergency card.
- Please update your address and phone numbers any time they change, as well as your emergency contacts
- It is important that your student arrive to school 5 minutes early to ensure transition and timeliness to first period.
- It is very important that your student stay in school the full day and not be picked up early as much as possible so that they can gain their full educational experience.
- Students must be off campus within 15 minutes of school ending.
- Each year grades are cumulative and an average is calculated for their running GPA.
- Progress reports are meant to be midway checkpoints for students in order for them to continue their progress or work on problem areas before official grades are reported at the trimester.
- All afterschool sports and events, students must be accompanied by parents unless they are participants.
- Check Home Access Center regularly to check on grades. If you need help accessing this, please contact the office.

Students

- You must have your school I.D. with you at all times and to participate in after school activities.
- Check your grades regularly
- Use your agendas daily.
- Check Home Access Center weekly.
- You must be accompanied by your parent to attend and watch an afterschool activity or sport event if you are not a participant.
- Arrive at least 5 minutes early to school
- You must be off campus within 15 minutes of school ending.



Joseph George Middle School

Home of the Vikings

A Visual and Performing Arts Anchor School and California Gold Ribbon School

Act Responsibly

Act Respectfully

Act Compassionately

Student Behavior Expectations Matrix

Area	Act Responsibly	Act Respectfully	Act Compassionately
Classroom	<ul style="list-style-type: none"> Be prepared for class Participate constructively Complete all your work Ask for help Sit in chairs properly Be ready to work Throw trash in the garbage 	<ul style="list-style-type: none"> Respect property — yours and others' Respect the classroom Respect others' persons — Keep hands and legs to yourself Listen attentively to teachers and others Follow all directions and expectations 	<ul style="list-style-type: none"> Use kind words and actions Use good manners Enter and exit classroom one at a time Keep aisles clear, including feet and backpacks
Walkway	<ul style="list-style-type: none"> Walk, don't run If you see trash, pick it up! Avoid walking inside the yellow arcs near doors. See something, say something. Be safe! Hallways are for walking, not for playing. Keep walking — no loitering during brunch or lunch 	<ul style="list-style-type: none"> Don't block the way, hang out outside of covered walkways Respect and listen to all staff on campus Respect walkways — spit in dirt or garbage. Respect nature, flora and fauna Keep our campus neat — respect all posters. 	<ul style="list-style-type: none"> Use kind words and actions Use good manners Allow others to pass if the walking space is narrow Give extra space to people with disabilities or injuries
Lunch Lines	<ul style="list-style-type: none"> Line up calmly along the painted line Wait patiently for your turn to enter the lunchroom Stand behind the next student in line 	<ul style="list-style-type: none"> Respect others' persons — Keep hands and legs to yourself Respect and listen to all staff on campus Follow all directions and expectations 	<ul style="list-style-type: none"> Use kind words and actions Use good manners Take a step back — respect others' personal space

Student Behavior Expectations Matrix

Area	Act Responsibly	Act Respectfully	Act Compassionately
Cafeteria	<ul style="list-style-type: none"> • Pick up after yourself • Clean up your area • Ask for assistance if you spill • Throw trash in trash can • Wait your turn in line 	<ul style="list-style-type: none"> • Respect property — yours and others' • Respect and listen to all staff on campus • Keep food on trays — do not grab food of others' trays • Use your inside voice • Walk 	<ul style="list-style-type: none"> • Use kind words and actions • Use good manners • Love your lunch staff • Help contribute to cafeteria cleanliness: if you see something, pick it up!
Outside All Day, Every Day	<ul style="list-style-type: none"> • Share the space and equipment • Take care of school equipment 	<ul style="list-style-type: none"> • Respect property — yours and others' • Respect others' persons — Keep hands and legs to yourself • Respect and listen to all staff on campus • Follow all directions and expectations. • Be aware of your volume level 	<ul style="list-style-type: none"> • Use kind words and actions • Use good manners • Help others in need • Be aware of others when walking/ playing.
Bathroom	<ul style="list-style-type: none"> • Clean up your area • See something, say something • Use the bathrooms for bathroom uses only • Throw paper towels and other trash in the trash can • Flush the toilet after use 	<ul style="list-style-type: none"> • Respect property — yours and others' • Give others privacy • Use an inside voice 	<ul style="list-style-type: none"> • Use kind words and actions • Use good manners • Wait patiently for an open stall • Conserve water — turn the faucets off
Basketball Courts (PE)	<ul style="list-style-type: none"> • Stay in the PE area unless told otherwise • Stay in locker room after 5 minute bell rings 	<ul style="list-style-type: none"> • Use equipment only when directed • Respect others' persons — Keep hands and legs to yourself • Listen attentively to teachers and others • Follow all directions and expectations 	<ul style="list-style-type: none"> • Use kind words and actions • Use good manners • Use appropriate language • Play with positive team spirit • Help others in need

Student Behavior Expectations Matrix

Area	Act Responsibly	Act Respectfully	Act Compassionately
Quad	<ul style="list-style-type: none"> Wear clothing that matches dress code Walk purposefully and in an orderly fashion to class Stay in designated areas Respond promptly to school bells and announcements Clean up after yourself. If you see something, say something 	<ul style="list-style-type: none"> Respect property — yours and others' Sit correctly at tables and benches Take care of school equipment Respect others' persons — Keep hands and legs to yourself Respect and listen to all staff on campus Be aware of your volume level 	<ul style="list-style-type: none"> Use kind words and actions Use good manners Defer to others who need to cross your path. Be aware of others when walking/ playing. Use appropriate language
Locker Room	<ul style="list-style-type: none"> Wear PE clothes at all times. Change completely out of PE clothes before returning to class On Fridays, take clothes home and wash them. Lock up all items — PE items only See something, say something 	<ul style="list-style-type: none"> Respect the space — no food or gum Respect property — yours and others' Respect others' persons — Keep hands and legs to yourself Give others privacy Use your inside voice Follow all directions and expectations 	<ul style="list-style-type: none"> Use kind words and actions Use good manners Enter and exit locker room one at a time Use appropriate language
Office	<ul style="list-style-type: none"> Come to the office the first time you are called Enter calmly and close the door Sit in office seats correctly and quietly Wait patiently until you are spoken to by a staff member Ask for a pass before leaving 	<ul style="list-style-type: none"> Respect property — yours and others' Respect others' persons — Keep hands and legs to yourself Wait your turn Follow all directions given by a staff member. Ask permission to use the phone and always leave a message 	<ul style="list-style-type: none"> Use kind words and actions Use good manners Speak courteously and calmly to staff members Thank the office staff for any help they provide When people are talking, please say "excuse me"

Student Behavior Expectations Matrix

Area	Act Responsibly	Act Respectfully	Act Compassionately
Library	<ul style="list-style-type: none"> Keep aisles clear, including feet and backpacks Return all checked out materials on time Report damaged materials Use the shelf markers Ask for help Sit in chairs properly Return furniture to its place after using 	<ul style="list-style-type: none"> Respect property — yours and others' Respect and listen to all staff on campus Treat all books, magazines, and technology with respect Use your inside voice 	<ul style="list-style-type: none"> Use kind words and actions Use good manners Love your librarian If something is out of place, return it. Enter and exit the library one at a time
Parking Lot	<ul style="list-style-type: none"> Look both ways when walking to a car Do not walk in front of cars — walk behind them Walk on sidewalks Be aware! Report suspicious behavior to an adult 	<ul style="list-style-type: none"> Respect property — yours and others' Thank drivers when they wait for you or signal you Do not swing on the gate or hang on the fence Respect and listen to all staff on campus 	<ul style="list-style-type: none"> Use kind words and actions Use good manners Allow others to pass if the walking space is narrow Give extra space to people with disabilities or injuries Help others in need
Health Office	<ul style="list-style-type: none"> Come immediately if there is a problem Do not engage with other students present 	<ul style="list-style-type: none"> Come in and ask for help politely and in full sentences Follow all directions given by a staff member 	<ul style="list-style-type: none"> Use kind words and actions Use good manners Speak courteously and calmly to staff members Thank the office staff for any help they provide

Viking Bucks

- A token reward used to recognize students when they meet or exceed expectations.
- Students can use these Viking Bucks at the Viking Store.

Student of the Month

- A monthly celebration for students, staff, and parents to celebrate excellence and success at George.
- Teachers and staff nominate students for success in their classes or for excellence outside of the classroom.

Viking Boat Race

- This is a monthly competition where each grade level competes with each other in a boat race
- The cafeteria will have 3 lines of waves on the walls one wave for each grade level
- Each class will have a boat that they will race against the other classes
- There are certain categories that you will be judged on that will allow your boat to move up a space.
 - Uniforms
 - Attendance (tardiness)
 - Referral
 - Campus Cleanliness

General Information A – Z

ACTIVITIES

Student Council and the school plans various activities through the year which include dances, field trips, assemblies, class competitions, lunch activities, clubs, sports, special dress-up contests and spirit days. The following guidelines will be used to determine a student's eligibility for activities:

- **Single/Multiple suspensions** will result in exclusion from dances, assemblies, field trips and other activities.
- **Parent may be asked to attend with the child for the child to participate.**
- **Referrals and disciplinary actions may result in student's ineligibility to participate in activities.**

ASB

Students are members of the Associated Student Body. Decisions are made by the Student Council, composed of elected officers and representatives from each class. The Council acts as a voice for the student body. Students are free to express their ideas to their ASB representatives who bring the ideas to be heard at the Student Council meetings. The elected student body officers are: 7th and 8th grade students. All students participating in student government must meet eligibility requirements. ASB will plan a variety of spirit days. Students may participate any time there is a spirit day. If a student is inappropriately dressed, the student will be asked to call home for a change of clothes and not be allowed to participate in the next spirit day.

ATHLETICS AND AFTER SCHOOL ACTIVITIES

George offers its students a variety of sports activities which include cross-country, volleyball, softball, basketball, soccer, wrestling, cheerleading and track and field. Students participating in after school sports or other extra-curricular activities which take place outside of the school day must meet the following eligibility requirements based on:

1. **A cumulative GPA of 2.0 or higher.**
2. **No Ds or Fs (before or during the season)**
3. **Good behavior as determined by George Administration**
4. **Daily and overall attendance**

Students can be taken off teams at any time if these requirements are not maintained.

ATTENDANCE

Students are required by California law to attend school every day on time. The school keeps a record of absences and tardies. State law also requires that absence verification be made by parents.

*To verify an absence, a parent must call the George office at 928-7604 before 10:00 a.m. on the day of the absence, or a note from the parent should be taken to the office by the student when he/she returns to school. **Parents have 3 days to clear absences after the student returns to school. Three non-verified absences and/or three tardies of more than 90 minutes will generate a letter of truancy sent to parents***
Excused Absences Illness, quarantine, medical, optometric, dental services, the funeral of members of student's immediate family (as defined in Education Code 45194), or serving as a member of a jury are the only legal reasons for students to be absent from school.

Unexcused or Verified Unexcused Absences will be issued for reasons other than those listed above. When a student reaches his/her third unexcused absence he/she will receive a truancy letter from the school. Verified unexcused absences can generate a truancy letter.

Late Students – A student arriving more than 15 minutes after the first bell will report directly to the office for an admittance pass. Parent/guardian must immediately notify the office as to why the student is tardy. Unexcused tardies to school result in disciplinary action.

Tardiness – A student must be in his/her seat or at a teacher designated station prior to each class bell or teacher will assign disciplinary action.

BIKE RACKS/BICYCLES/SCOOTERS

BICYCLES MUST BE WALKED ON CAMPUS.

Students who ride their bikes to school must be aware that bike racks are provided as a convenience with no guarantee of security. The school is not responsible for the damage or theft of bicycles. All bicycles must be kept locked at school. Each bike should have its own lock. California law requires each child under the age of 18 years to wear a bike helmet (VC 21212). Bikes, skateboards, scooters, etc, are not allowed in the school's corridors or in the courtyard area and may not be ridden on any part of the campus. Skateboards, scooters, roller-blades, and other rolling devices such as shoes with detachable or retractable wheels are not allowed on campus.

TEXTBOOKS AND LIBRARY BOOKS

Library books and textbooks are checked out to students. Books damaged or not returned must be paid for. It is the student's responsibility to see that books are cared for properly. It is recommended that students cover any textbooks that are checked out. Fees, fines, and lost-book charges must be paid. Promotion diplomas, report cards, class schedules or yearbooks may be withheld until debts are paid.

PLANNER- All students will receive a school planner and are expected to have the planner in their possession daily. Replacement cost \$5

- To provide a tool for student, teacher, parent communication through consistent planner use.
- To teach students a necessary organizational skill - Will be utilize as a hall pass.
- Teachers require students to write in their planner daily and will check planners frequently enough to ensure that students fill them out daily.

BULLYING

Bullying among children is aggressive behavior that is persistent, intentional, and involves an imbalance of power or strength. **Bullying is not tolerated and can be a suspendable offense.**

Students involved in bullying will be required to sign an anti-bullying contract. Any bullying situation will result in a student being sent immediately to the office. Severe behaviors may lead to more serious consequences according to district policies. A parent complaint form is available in the office. If the student has broken the law, the administration will inform the police. Consequences will at the discretion of school administration and law enforcement.

1st Offense: Incident investigated by administration followed by a student conference and parent notification.

2nd Offense: Incident investigated by administration. After school detention will be assigned and student/parental conference scheduled with Administration. An individual plan is developed and then signed by student, parent, and administration.

3rd Offense: Incident investigated by administration. Student will be assigned an in-house or regular school suspension. Possibly be required to attend a placement meeting which may result in transfer to another school within Alum Rock School District or Community School.

CELEBRATING OF BIRTHDAYS PROHIBITED

Students are not allowed to participate in birthday celebrations or Birthday Bashing (i.e. egging) on the school campus. Balloons, flowers, gifts, posters, invitations, and/or cakes are **not** allowed, as this can cause disruptions to the instructional environment. **Birthday bashing participants will have disciplinary action such as Saturday school, suspension, or an alternative.**

COLLABORATIVE RESPONSIBILITY

Student Responsibilities

1. Attend School and class on time everyday
2. Be considerate and courteous of others
3. Follow school and class rules

4. Take pride in the preparation (and presentation) of quality work
5. Work well independently and in cooperative groups
6. Keep track of books and assignments
7. Start work on time and allow enough time to finish
8. Ask for assistance from teachers and other school staff when needed
9. Complete and turn work in on time
10. Discuss schoolwork and school experiences with parents/guardians
11. Participate and engage in class and group discussion
12. Be an active listener and contributor in class
13. support classmates in learning and participating

Parent Responsibilities

1. Help your student to believe he/she can be successful
2. Provide a home environment free of distractions for student to study
3. Provide clear expectations, guidelines and consequences for student behavior at home and at school
4. Make sure student attends school regularly and on time
5. Expect homework daily
6. Discuss schoolwork and school experiences with student
7. Be available to meet with parents and school staff.
8. Access and check online - Home Access Center and Sangha
9. Reach out to school teacher or administration if student concerns arise.

Homework Guidelines for Parents

1. **PROVIDE A STUDY AREA** - Good lighting, proper seating at a table or a desk, adequate materials, and sufficient space are essential. Distractions such as radio, TV and phone calls should be eliminated.
2. **PROVIDE A SPECIFIC TIME PERIOD** - Same time period daily. Establish rules against using the phone, watching TV and listening to music until homework is completed neatly and accurately.
3. **SUPERVISE HOMEWORK** - Parents are encouraged to check their student's daily planner. Make sure your student has enough time, understands the directions and works carefully.
4. **HELP THE HOMEWORK HABIT** - If your student doesn't bring work home, or is not writing daily assignments in their daily planner, please contact the teacher. This will help you to determine whether he/she is

completing it in school, forgetting it, or failing to bring it home. **Always contact the teacher when in doubt.**

MEMBERSHIP IN ORGANIZATIONS

Jackets, sweaters or apparel, insignia, or other items which are known to/or suspected of identifying any group, gang, or activity other than those sanctioned by the school are prohibited. Any gang related tattoo, tagging, or graffiti that is shown on person or property must be covered.

Repeat offenders may be subject to disciplinary action (Education Code 35291).

No gang colors (any shade of blue, red, burgundy, purple, and pink) in apparel (including coats, jackets, windbreakers and sweatshirts, belts, or apparel accessories are allowed on the Joseph George campus or school sponsored events, at any time.

COUNSELING

The counselor at George is here to help with any problem(s) a student may have. Please feel free to reach out to them. The school counselor, Ms.

Williams, can be reached at Stacey.williams@arUSD.org

DISCIPLINARY ACTIONS

Loss of Privileges -Students may be denied participating in activities such as dances and sports events due to poor behavior, grades and discipline.

Suspension/Expulsion (See Board Policy 5144, 5144.1, 5144.2)

The principal or his designee shall be the only persons at the school site authorized to suspend a student. A "principal's designee" is an administrator, or if there is not a second administrator at the school site, a certificated person, specifically designated by the principal, in writing, to assist with disciplinary procedures (Education Code 48911).

Referral to San Jose Police Department

The Police Department will be contacted and/or summoned to campus when necessary.

IMPORTANT!

A student may be suspended, expelled, or referred to the appropriate law enforcement agency for any suspendable or expellable incident that related to a school activity or to school attendance occurring within a school in the Alum Rock Union School District or any other school district. The incident may occur at any time including, but not limited to, any of the following:

- While on school grounds
- While going to or coming from school
- During the brunch or lunch period, whether on or off campus
- During, or while going to or coming from, a school sponsored Activity

- Off school grounds, including weekends and vacations, but school related in some way

Examples of Suspendable or Expellable Offenses

Consequences depend on the frequency or severity of the incident. Parent will be contacted on a regular basis. Police will be contacted in all serious cases. A school resource officer is available on campus. Suspensions range from 1 – 5 days, depending on frequency or severity of the offense.

- Selling of any controlled substance (buying and/or negotiating)
- Possession of any weapon or dangerous object
- Robbery/Extortion
- Threatening any staff member
- Setting or attempting to set a fire
- Possession of a controlled substance, drug paraphernalia, or being under the influence of drugs or alcohol with no indication of selling or furnishing to others, or furnished a substance in lieu of a controlled substance
- Smoking or possessions of tobacco or tobacco products
- Fighting/Threatening another person/Intimidation
- Theft/Possession of stolen property
- False Fire Alarms
- Vandalism (causing damage to any property)
- Willful defiance of any school official
- Harassment/Bullying
- Sexual harassment (including comments relating to sexual orientation)
- Cutting school/off campus without permission
- Pantsing
- Disruptive behavior
- Birthday Bashing (including egging)
- Profanity / Obscene Act
- Racial, Sexual, ethnic or gender based comments

DISMISSAL

In order to maintain a safe environment, students need to be picked up or leave campus within 15 minutes of the bell ringing. Please make arrangements for your child as we do not have supervision after 15 minutes from dismissal.

Exception: Extended Learning Time participants or sports participants.

DISPLAYS OF AFFECTION

Students are asked to conduct themselves in an appropriate manner. Holding hands, arm-in-arm, and kissing are not appropriate in school.

1st offense = warning

2nd offense = parent contact

3rd offense = lunch detention, up to suspension for defiance

FIGHTING

Fighting, pushing and/or "horseplay" of any type are considered poor behavior and are subject to

disciplinary action. Any physical act that could be observed as a "fight" or that can promote or encourage creating a hostile environment" may result in a suspension

FOOD AND GUM POLICY

Eating is not allowed in the classrooms or in the library except during special activities. Gum, sodas and seeds are not permitted on the school grounds. Selling candy or other items for personal profit is not allowed. Per the District Wellness Policy, food for classroom parties or celebrations is not allowed. Parents may bring lunch to their own child but not food may be distributed or given to other children.

HARASSMENT

Physical or verbal harassment, physical abuse, profanity, slurs and any other actions or works, actual or perceived, are not permitted and could result in a school suspension.

Harassment based on gender, race, national origin, ethnicity, religion, sexual orientation, age, physical or mental disability, or any other basis protected by federal, state, or local law, ordinance or regulation to the extent protected by law is prohibited. Students who feel they are victims of harassment of any type may file a formal written complaint in the office. "Pantsing" may result in an automatic suspension and possible expulsion.

George's Anti-Harassment Policy

1. Everyone at George has a right to feel respected and safe. Consequently, we want students to know that our policy is to prevent sexual harassment and harassment based on gender, race, national origin, ethnicity, religion, sexual orientation or disability.
2. A harasser may be a student or an adult. Harassment may include the following when related to gender, race, national origin, ethnicity, religion, sexual orientation or disability.
 - a. Name calling, teasing, derogatory comments, slurs or gestures
 - b. Remarks or rumors about an individual's sexual activities, sexual jokes, catcalls or whistles
 - c. Leering, winking, sexual gestures, pinching, patting, intentional rubbing against another individual's body
 - d. Graffiti, offensive or graphic posters or book covers
 - e. Derogatory notes or cartoons
 - f. Unwelcome touching of a person or clothing, grabbing, fondling
 - g. Violent acts or threats
3. If students believe that they or someone else has been the victim of harassment, they should report the alleged acts to a teacher, counselor, principal or any other staff

member. The report may be verbal or written.

Students are not required to complete a written form, but if they want to use a form, one is available in the school office.

4. George takes seriously all reports of sexual harassment and harassment based upon gender, race, national origin, ethnicity, religion, sexual orientation or disability and will take all appropriate action to investigate such claims, to eliminate the harassment and to discipline any persons found to have engaged in such conduct.
5. This is a summary of this District's policy against sexual harassment and harassment based on gender, race, national origin, ethnicity, religion, sexual orientation or disability. A complete copy of the policy is available at the school office upon request.

HALL PASS

Any student out of class during a class period **must have in his/her possession their student planner or bathroom pass with the signature of a staff member.** Students are to use the bathroom during non-class hours. Students will not be permitted to leave class to go to the bathroom except on an emergency basis.

EMERGENCY CARDS

Emergency cards are to be completed and returned to school at the beginning of the year. Please make sure anyone who might pick up your child is on the emergency card. They should be updated as necessary throughout the year. **Students will only be released to individuals listed on the emergency card and when they present ID - NO EXCEPTIONS!**

HEALTH OFFICE

George has a Health Clerk assigned only on a part time basis. The Health Clerk will assist the students in the areas of health counseling and giving first aid. Parents will be requested to pick their student up if he/she is ill. Students must have a pass from their teacher to report to the Health Office. If the student is injured or becomes ill, he/she must report this to the teacher and ask for a pass to the Health Office. If the office clerk deems necessary, the parent will be contacted. All students who are injured or become ill at school **must** check out through the office. Please do not send your student to school if he/she displays one or more of the following symptoms:

- Earache
- Runny nose and/or persistent cough
- Headache
- Nausea/vomiting (do not attend school within 24 hrs of vomiting)
- Sore throat
- Dizziness

- Fever (100° or above within 24 hrs)
- Lice
- Red crusty and/or draining eyes
- Skin Rash

Administration of Medication – Including Over the Counter Medication

In order for any medication, whether prescription or non-prescription, short-term or long-term, to be given at school, MEDICATION AUTHORIZATION FORM(S) must be completed and signed by the parents AND the physician. The forms are available in the health office. Students are NOT to carry any medication, prescription or non-prescription, with them unless authorized by a physician.

HOMEWORK

At Joseph George, homework is an integral part of the educational process. It is an extension of the classroom, giving students reinforcement in using what has been taught in the classroom. Parents having a concern about homework are encouraged to contact the teacher who assigned the work.

INDEPENDENT STUDY (See Board Policy 6158)

To foster each student's success in Independent Study, the Board establishes the following maximum lengths of time a student may participate in short-term Independent Study during any one instance as follows: For students in grades 4-8: 2 weeks. Parents must contact the school for information regarding Independent Study in advance of the absence. Maximum days a contract can be issued for is ten days. Contracts will not be issued for less than five days.

If you are requesting an independent study for your child, ***please inform the office at least two weeks before the departure date in order for the contract to be prepared.***

LOCATION OF STUDENT DROP-OFF/PICK-UP

When driving students to school, drop-offs and pick-ups should be done through the drive through at the front of the school. Refrain from double parking or leaving your vehicle unattended in the drive through area. **For safety reasons, Students are not to be dropped off or picked up small parking lot by the cafeteria.**

PERSONAL PROPERTY

Students are to refrain from bringing any unnecessary items to school other than items directly related to school activities. *"If a student chooses to bring any of the items listed above, and they are either lost, damaged or stolen, Joseph George Middle School and the Alum Rock School District will not be responsible."*

PHYSICAL EDUCATION

Physical Education is a required class for all students. It is a graded class and added into their GPA. Elements of the PE grade:: Daily Participation, Wearing Proper P.E. Clothes, Having a positive Attitude, Arriving to class on time, Few Absences (Make-Up Work Required), PE Uniforms are to be worn every day including school free dress days.

PE Uniform

- JGMS PE clothing purchased at the beginning of the year.
OR
- A Solid green, grey or white CREW neck shirt
- Solid black shorts *at knee length*
- Solid black sweatpants

Illness and Injury Excuses:

- A parent's note may excuse students from P.E for a maximum of 3 days per grading period.
- Parent's notes are to be given to the instructor BEFORE class.
- Students will STILL be expected to wear their physical education uniform.
- A doctor's note is required after 3 days.

PE Lockers

Students are issued PE lockers to store their uniforms and for the safe keeping of items while they are in P.E. Lockers are for P.E. use only and should not be used to store other items.

Administration reserves the right to search lockers at any time. Students should not share lockers or locker combinations with other students. Students may bring their own lock for added security.

Students must lock their belongings in a locker during their P.E. class. Any item not locked in a locker is subject to theft and the school is not responsible for lost or stolen items, nor is the school responsible to search for lost or stolen items. Do not share your combination. Students are allowed in the locker room only during their P.E. class and when supervised.

HONOR ROLL

The Honor Roll is a means of giving recognition to students of George Middle School. In keeping with this philosophy, the requirements will reflect not only the student's academic achievement, but his/her effort and citizenship as well. All students are eligible for Honor Roll based on their GPA.

- Superintendent's Awards = 4.00+ GPA
- Principal's Awards = 3.5 – 3.99 GPA
- Dean's Awards = 3.0 – 3.49 GPA

STUDENT OF THE MONTH AWARD

Each month, a student is selected by the Teachers and is honored at the awards assembly. The criteria are academic excellence, citizenship, and positive school participation.

PARENT INVOLVEMENT

Parent involvement is an important part of our school. Joseph George Middle School conducts the following parent involvement activities:

1. **School Site Council (SSC)** - All schools receiving SIP funds or implementing a SBCP are required to form a SSC. The SSC is composed of parents and school personnel. The SSC is responsible for developing, implementing, and evaluating the School Site Plan programs. Members serve for two years and are elected by their peers. Elections for new members are held annually at the beginning of the school year.
2. **English Learner Advisory Committee (ELAC)** - All schools enrolling 21 or more English Learners are required to form an ELAC. The ELAC is composed of parents and school personnel. The ELAC provides input and makes recommendations to the principal, staff, and SSC regarding services for English Learners. Members serve for two years. Parents are elected by parents. The ELAC is formed in the fall of odd-numbered years.
3. **Principal's Coffee** – Held first Wednesday of every month at 8:45am in cafeteria.
4. **Day to Day volunteering** – There are a wide variety of volunteering opportunities are available. Please contact our Parent Liaison.

PROMOTION CEREMONY AND ACTIVITIES

All 8th graders who wish to participate in the Promotion Ceremony must meet district and school board policy regarding promotion. Students with a GPA of 2.0 or higher

- Students fully participate in promotion and related activities.
- Additional criteria may be used to determine full participation:
 - Behavioral considerations
 - IEP Goals
 - Contract on a case-by-case basis to support at-risk students

Students with a GPA of 1.75 – 1.99

- Students receive a certificate and may participate in activities depending on their behavior. They do not walk the stage.

Students with a GPA of 1.74 or lower

- Students participate in activities depending on their behavior. They do not

walk on the stage and do not receive a certificate.

It is the student's responsibility to check with administration to see if the promotion criterion has been met.

STUDENT SUCCESS TEAM – (SST)

The Student Success Team process is available to all parents, staff, and students. The SST process provides a system of intervention, support, and follow-up in addressing students who are struggling in their academic progress. The SST convenes periodically on campus at scheduled meeting times. During the SST process, the student is joined by his/her teachers, the parent, an administrator, and other school staff such as the School Psychologist, School Counselor, Resource Specialist, nurse, and/or other staff who all play a part in examining the student's strengths, identifying particular areas of concern, establishing a plan of action to support the student, and scheduling follow-up efforts to check on the student's progress over time

REPORT OF STUDENT PROGRESS/GRADES

Student will be issued progress reports in the middle of each quarter. These will be mailed home. The progress report grades indicate your student's progress toward a final grade for the quarter.

Report cards are issued at the conclusion of each quarter. Grades that students receive at the end of each semester are those that are reported on the permanent record. HAC should be checked periodically for child's grades and attendance.

TARDY POLICY (FIRST PERIOD)

Students will be in their classrooms before the tardy bell rings, seated and with necessary materials for their classes. Tardiness is not tolerated at George and will be dealt with immediately. They may result in a truancy letter. Periodically, George administrators will facilitate a lockout program to enforce the Tardy Policy. **Any student caught in a tardy lockout without a school issued pass, will receive a mandatory after school detention.**

STUDENT VISITORS

Student visitors are not permitted on campus because of the interruption to classroom activities and disruptions in the usual routine of the school.

VISITORS

We do encourage parents to be active participants in their child's education. All visitors to the campus must sign-in in the front office, obtain approval from the administration and wear a **VISITOR** pass.

WORK PERMITS

Work Permits may be obtained through the front office. To be able to qualify for a work permit, students must have 2.0 GPA or better and have no discipline or attendance issues.

JOSEPH GEORGE MIDDLE SCHOOL 2016-2017

IMPORTANT – PLEASE READ

THIS PAGE IS TO BE SIGNED AND RETURNED TO YOUR FIRST PERIOD TEACHER.

GEORGE STUDENT / PARENT HANDBOOK

We have read the Joseph George Student/Parent Handbook. We have reviewed school policies and discussed all the rules and regulations that are required for our student to follow to be a productive member of the George student body. We agree to review the handbook periodically and will monitor daily agenda calendar assignments. If my student struggling with homework or classwork completion, and/or with assessments, I will contact his/her teacher immediately. If there is nothing in the agenda I will contact my child's teacher immediately. I will periodically check Home Access Center for my child's progress. This agreement is in effect for the 2016-2017 school year.

Parent/Guardian (Please Print)

Student (Please Print)

Parent/Guardian Signature

Student Signature

Date

Date

Physical Education Information

My child and I have read and understand the Physical Education Information, requirements and policies.

Child's Name (Please Print)

Signature of Parent or Guardian

Date

Rights and Responsibilities Handbook

I have received and reviewed a copy of the school and district's 2016-2017. Rights and Responsibilities Handbook.

Child's Name (Please Print)

Signature of Parent or Guardian

Date

Computer System/Internet/E-mail Acceptable Use Agreement

I have read and understand the **Alum Rock School District's Computer System/Internet/E-mail Acceptable Use Agreement.**

☐ I authorize my child or ward to use the Alum Rock School District's Computer System.

☐ I **do not** authorize my child or ward to use the Alum Rock School District's Computer System.

Student Name (Please Print): _____

Parent or Guardian Name (Please Print): _____

Date: _____ **Parent Signature:** _____

Students are to follow the schools usage agreement for the laptops at the site. If they are found misusing the laptops they will lose their privilege. JOSEPH GEORGE MIDDLE SCHOOL 2017-2018

Esta primera página debe ser firmada y entregada a su maestro de primer periodo. La próxima página debe quedar en la agenda estudiantil.

MANUAL PARA PADRES Y ALUMNOS DE LA ESCUELA GEORGE

Hemos leído el Manual para Padres y Alumnos de la Escuela George. Entendemos que todos los estudiantes tienen que llevar este manual a todas las clases todos los días. Hemos repasado y discutido todas las pólizas escolares, reglamentos y procedimientos que nuestros alumnos tienen que obedecer para ser un miembro productivo del cuerpo estudiantil de George. Estamos de acuerdo en repasar este manual periódicamente y vamos a supervisar las tareas asignadas diariamente. Si la agenda de mi alumno no está completa, me pondré en contacto con sus maestros inmediatamente. Revisare HAC periódicamente para revisar el progreso de mi alumno. Este acuerdo estará en efecto todo el año escolar, 2016-2017.

Parent/Guardian (Please Print)

Student (Please Print)

Parent/Guardian Signature

Student Signature

Date

Date

Información del Programa de Educación Física

Mi hijo/a y yo hemos leído y entendemos los requerimientos y pólizas del programa de Educación Física

Nombre del alumno
(Por favor, letra de molde)

Firma del padre/Guardián

Fecha

MANUAL DE DERECHOS Y RESPONSABILIDADES

He recibido y repasado una copia del Manual de Derechos y Responsabilidades de George y del distrito para el año escolar de 2016-2017.

Nombre del alumno
(Por favor, letra de molde)

Firma del padre/Guardián

Fecha

ACUERDO DE TECNOLOGIA/CONSENTIMIENTO PARA EL USO DE COMPUTADORAS EN LA ESCUELA

He leído y entiendo el **Acuerdo de Tecnología/Consentimiento Para el Uso de Computadoras del Distrito Unificado Escolar de Alum Rock.**

_____ Yo le doy permiso a mi hijo/a/ para usar el sistema de computadoras del Distrito Unificado Escolar de Alum Rock.

_____ **No le doy** permiso a mi hijo/a para usar el sistema de computadoras del Distrito Unificado Escolar de Alum Rock.

Nombre del alumno (Por favor, letra de molde): _____

Nombre del Padre/Guardián (Por favor, letra molde): _____

Fecha: _____ **Firma del Padre/Guardián:** _____

Los alumnos necesitan seguir el acuerdo de uso de la escuela para las computadoras de la escuela. Si no las usan correctamente perderán el privilegio..