

**WELCOME TO JARDINE MIDDLE SCHOOL
HOME OF SCHOLARS AND ATHLETES
HOME OF THE JAGUARS**



Jardine Junior High School opened its doors in August 1961. This campus style school was named after William M. Jardine. Mr. Jardine was a very prominent American, holding many state and federal positions:

STATE OF KANSAS	FEDERAL GOVERNMENT
-Dean of Kansas State Agricultural College- 1913 -President of Kansas State College-1918 -State Treasurer- 1933 -President of Municipal University of Wichita, KS from 1934 to 1949	-Secretary of Agriculture- 1925 -Minister of Egypt- 1930

The first faculty consisted of a principal and twenty-eight teachers. There were 567 seventh, eighth, and ninth graders. In the years following 1961, Jardine grew in enrollment and class offerings. In the late 1970's, USD 501 adopted the middle school philosophy. In 1980, ninth graders were moved to the high schools.

In 1992, Jardine underwent an extensive renovation in order to convert the school from a campus environment to a fully enclosed facility. This renovation added 10, 248 square feet of additional space, which coincided, with the introduction of sixth grade into our middle school program for the 1991-1992 school year. Sixty students from Stout, Quinton Heights, and Highland Park Central elementary schools were enrolled at Jardine. In 1992-1993, the sixth grade pilot system was fully implemented, bringing Jardine's total school enrollment to approximately 620 students.

Our main feeder elementary schools are Jardine Elementary, Highland Park Central, and Stout. We also have many students that transfer from other elementary schools in Topeka.

Jardine is a well-designed facility that has remained successfully versatile over the years to keep up with the changing educational demands of its student population. The Kansas Association of Middle Level Educators has recognized Jardine as a Focus School for its academic excellence and outstanding middle level programs. We have also been recognized by the State Department of Education as a Challenge Award winner for closing the achievement gap and have received the Standard of Excellence in Reading for several years.

Jardine Middle School is also one of the Topeka Public School's EL (English Learners) sites for 6th – 8th grade and is the location for our district's Newcomer Program. This program is designed for non-English speaking middle school students in Topeka who are new to the United States

Your year at Jardine will be filled with learning, making new friends, opportunities for extra-curricular activities, and memories. Welcome to Jardine! Learn more about Jardine at <https://www.jardine.topekapublicschools.net> or the District website at <http://www.topekapublicschools.net>.

REDUCING THE SPREAD OF COMMUNICABLE DISEASES (COVID-19/INFLUENZA)

As we continue to work to reduce the spread of communicable diseases, such as COVID-19 and influenza, the school has established plans and protocols to reduce the risk of exposure to students and staff while in school buildings. While we hope many precautionary measures can be reduced or eliminated this school year, we ask for your cooperation in following any that are put in place for everyone's safety.

To aid the school and community in fighting the spread of communicable diseases, please read and adhere to the following DO's and DON'Ts.

- **DO NOT** come to school if you have tested positive for COVID-19, have been asked to quarantine due to exposure to COVID-19, or are exhibiting any symptoms of COVID-19 or other communicable disease.
- **DO** follow any safety protocols that have been put in place, including, but not limited to, distance learning, staggered attendance, social distancing in classes and hallways, mask wearing, and other precautionary measures.
- **DO** wash your hands often.
 - Wash your hands often with soap and water for at least 20 seconds.
 - It's especially important to wash:
 - Before eating food;
 - Before touching your face;
 - After using the restroom;
 - After blowing your nose, coughing, or sneezing; and/or
 - After handling your cloth, face covering.
- **DO NOT** touch your eyes, nose and mouth with unwashed hands.
- **DO** cover coughs and sneezes
 - Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
 - Throw used tissues in the trash.
 - Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

TOPEKA PUBLIC SCHOOLS MISSION STATEMENT

The mission of the Topeka Public School is **ENGAGE** students in the highest quality learning; **PREPARE** students for responsible, productive citizenship, and **INSPIRE** excellence for a lifetime.

JARDINE MIDDLE SCHOOL MISSION STATEMENT:

WE STRIVE TO:

ENGAGE students in the highest quality learning; **PREPARE** students for responsible, productive citizenship, and **INSPIRE** excellence for a lifetime.

WE BELIEVE:

1. Students must actively participate in the development of their own education
2. After being given opportunities, everyone is accountable for his/her own success
3. Parental support and involvement is necessary to motivate students for optimum success in education

JARDINE MIDDLE SCHOOL SCHEDULE 2022-2023

Doors open at 7:15 a.m. There is NO supervision before 7:15 a.m. **Breakfast** is served from 7:20 a.m.-7:40 a.m.

After school- Students off school grounds by 3:00 p.m. unless involved in an after-school activity.

Core Content		Related Arts / Friday Sci/SS	
AB -	7:50- 8:12 am	AB-	7:50-8:12 a.m.
1st/2nd -	8:15 – 9:42 am	1st -	8:15-8:57 a.m.
3rd/4th -	9:45 – 11:12 am	2nd -	9:00-9:42 a.m.
1st – LUNCH	11:16 – 11:46 am	3rd -	9:45-10:27 a.m.
2nd – LUNCH	12:00 – 12:30 pm	4th-	10:30-11:12 a.m.
3rd – LUNCH	12:42 – 1:12 pm	5th-	11:15 -11:57 a.m.
5th/6th -	11:15 – 1:12 pm	LUNCH	12:00-12:30 p.m.
7th/8th -	1:18 – 2:45 pm	6th-	12:33-1:15 p.m.
Bus Dismissal	2:40 pm	7th-	1:18-2:00 p.m.
Reg. Dismissal	2:45 pm	8th-	2:03-2:45 p.m.

GENERAL STATEMENT OF EXPECTATIONS AND POLICIES

The purpose of this student handbook is to serve as a guideline to assist in making every year at Jardine a smooth one. It would be impossible to list every expectation and policy in this handbook. Common sense and reasonable expectations should be the standard. The Jardine administration has the right, duty, and obligation to determine what actions conflict with the safety and order of all students and staff at school.

UNIVERSAL SIGN FOR SILENCE: “GIVE ME 5”

An adult will raise one arm and state “Give Me 5”. Students are to raise one arm, stop talking, and pay attention to what the adult has to say.

J.A.G.S Behavior Expectations



J.A.G.S. Behavior Expectations



	J Just be Responsible	A Awareness of Self	G Give Compassion	S Show Respect
Classroom	<ul style="list-style-type: none"> Be on time and prepared Follow directions the first time Complete all activities the best you can Use technology as directed 	<ul style="list-style-type: none"> Appropriate voice levels at appropriate times Raise hand for help/permission Complete work with best effort Exercise self control 	<ul style="list-style-type: none"> Be kind and assist your classmates, including all adults in the room Cooperate with others 	<ul style="list-style-type: none"> Follow directions Listen and pay attention to adults and peers Respect school and personal property
Hallways	<ul style="list-style-type: none"> Follow directions during emergencies and drills Follow traffic rules Must have a pass Report bullying Technology put away 	<ul style="list-style-type: none"> Hands, feet, other objects to self Use a level 2 voice Unnecessary items are to be stored in you locker 	<ul style="list-style-type: none"> Give help to others 	<ul style="list-style-type: none"> Follow directions Respect school and personal property Keep hands to yourself Stay calm and controlled in conflicts
Enter/Exit Rooms	<ul style="list-style-type: none"> Arrive on time Once in the classroom, stay in the classroom Walk in calm and quietly Go Straight to assigned area 	<ul style="list-style-type: none"> Use a 0-1 voice level Hands, feet, other objects to self Follow classroom procedures Resolve conflict peacefully 	<ul style="list-style-type: none"> Greet others Be friendly to others 	<ul style="list-style-type: none"> Respect school, classroom, and personal property Respond Immediately when teachers/adults call Control temper in conflict situations
Restrooms	<ul style="list-style-type: none"> Must have a pass Put paper towels in garbage can Report problems to an adult immediately Technology put away 	<ul style="list-style-type: none"> Hands, feet, and other objects to self Use a level 0-2 level voice Give people privacy Respond appropriately to conflict situations 	<ul style="list-style-type: none"> Flush toilets after use Wash hands and keep water in the sink 	<ul style="list-style-type: none"> Respect school and personal property Use school appropriate language Return to class promptly Give others privacy and remain in stalls
Breakfast/ Morning Gym/ Lunch	<ul style="list-style-type: none"> Have lunch #'s and cold lunch before entering the commons Sit at assigned tables/section and stay in seat Keep table and floor around you clean Music players allowed at lunch Chromebooks put away 	<ul style="list-style-type: none"> Hands, feet, other objects to self Use a level 2 voice level Raise hand for help/permission Eat breakfast and lunch 	<ul style="list-style-type: none"> Be kind and assist others Involve all peers in appropriate conversation 	<ul style="list-style-type: none"> Be patient, kind, and quiet in lunch line Be polite to kitchen and staff Dispose leftovers in appropriate bins Respect school, lunchroom, and personal property
Bus	<ul style="list-style-type: none"> Be ready when bus arrives Remain seated, facing forward after entering the bus Technology use at bus drivers discretion Stay in approved area 	<ul style="list-style-type: none"> Watch for your stop Keep hands and feet out of the aisle Use a level 2 voice Wear appropriate clothes and shoes 	<ul style="list-style-type: none"> Be polite to others, including the bus driver Report problems and unsafe behaviors 	<ul style="list-style-type: none"> Follow directions from adults Finish all food or drink before getting on the bus Respect school and personal property
Walking/Bicycling to and from School	<ul style="list-style-type: none"> Be on time and leave on time (3:00 pm) Walk on the sidewalk, if available Stay out of the street Report problems to an adult immediately Technology used at your own risk 	<ul style="list-style-type: none"> Watch for traffic Hands, feet, and other objects to self Use a level 2-3 voice 	<ul style="list-style-type: none"> Be polite to others, including those in the neighborhood 	<ul style="list-style-type: none"> Follow direction from adults Respect school and personal property

CI3T – Student and Parent Expectations –
STUDENT RESPONSIBILITIES –

Area I: Academics Responsibilities	Area II: Behavior Responsibilities	Area III: Social Skills Responsibilities
<p>Students:</p> <ul style="list-style-type: none"> • Meet school wide expectations (JAGS) • Complete work • Bring all materials to class • Master common core standards • Attend class & Stay in class • Actively engage and participate in activities • DO NOT come to school if you feel ill or are experiencing any COVID related symptoms. 	<p>Students:</p> <ul style="list-style-type: none"> • Meet school wide expectations (JAGS) • Advocate for yourself • Tell an adult about any unsafe behaviors • Take responsibility for own actions • Respect school/ teacher/ peer property • Participate in boys town skills lesson • Participate in bullying prevention program 	<p>Students:</p> <ul style="list-style-type: none"> • Meet school wide expectations (JAGS) • Demonstrate positive social skills across all school environments • Participate in social skills program (boys town skills) • Be self-aware and stay on-task • Be kind to others • Be invested in your learning • Participate in bullying prevention/ character education program • Contribute to a successful learning environment

Parent Responsibilities -

Area I: Academics Responsibilities	Area II: Behavior Responsibilities	Area III: Social Skills Responsibilities
<p>Parents will:</p> <ul style="list-style-type: none"> • Respect instructional time • Have students to school on time • Provide location and support for homework • Track student progress on Tyler Sis • Attend parent teacher conferences and communicate with teachers when necessary. 	<p>Parents will:</p> <ul style="list-style-type: none"> • Communicate with teachers to support positive behavior • Be familiar with JAG expectation matrix • Reinforce boys town skills at home • Show involvement when able by attending student events 	<p>Parents will:</p> <ul style="list-style-type: none"> • Model positive and respectful interactions • Have open conversations with your child • DO NOT send your student to school if they are ill or are experiencing any COVID related symptoms

Noise Level Chart

0	<u>No Talking</u>	(Complete Silence)
1	<u>Whisper Voice</u>	(Partner Work)
2	<u>Normal Voice</u>	(Group work time)
3	<u>Loud Voice</u>	(outside voice)

REWARD OPPORTUNITIES –

Students will have multiple opportunities to earn points throughout the school year for following Jardine's expectation matrix, keeping up on their academics responsibilities, and keeping up on their attendance in school. We will be introducing the 5-Star Program this year. The points may be redeemed for various daily, weekly, and quarterly rewards. The students will have access to their points via an app on their electronic devices that will be shared with them at the beginning of the year. To access the 5star program, follow this link: <https://5starstudents.com/jardine>



Boys Town Social (Life) Skills –

At Jardine Middle School, we share the philosophy with The Boys Town Education Model and Methods, that students can succeed in both school and life by learning to use sixteen social (life) skills in their everyday life. These social, or life skills, are a set of behaviors that help students interact with adults, teachers, peers, etc. These skills, when practiced, can help students adapt to the everyday challenges they may face at the middle school level. They are taught at several times during the year and are practiced in our classrooms regularly. The skills below are in bold face type with a list of how to successfully complete each one.

BOYS TOWN SOCIAL (LIFE) SKILLS

Following Instructions

1. Look at the person.
2. Say "Okay."
3. Do what you've been asked right away.
4. Check back.

Accepting Criticism or a Consequence

1. Look at the person.
2. Say "Okay."
3. Stay calm.

Accepting "No" for an Answer

1. Look at the person.
2. Say "Okay."
3. Stay calm.
4. If you disagree, ask later.

Greeting Others

1. Look at the person.
2. Use a pleasant voice.
3. Say "Hi" or "Hello."

Getting the Teacher's Attention

1. Look at the teacher.
2. Raise your hand and stay calm.
3. Wait until the teacher says your name.
4. Ask your question.

Disagreeing Appropriately

1. Look at the person.
2. Use a pleasant voice.
3. Tell why you feel differently.
4. Give a reason.
5. Listen to the other person.

Making an Apology

1. Look at the person.
2. Use a serious, sincere voice.
3. Say "I'm sorry for.." or "I want to apologize for.."
4. Explain how you plan to do better in the future.
5. Say "Thanks for listening."

Accepting Compliments

1. Look at the person.
2. Use a pleasant voice.
3. Say "Thank you."

Having a Conversation

1. Look at the person.
2. Use a pleasant voice.
3. Listen to what the other person says.
4. When there is a break in the conversation, ask a question or share your thoughts.

Asking for Help

1. Look at the person.
2. Ask the person if he or she has time to help you.
3. Clearly explain the kind of help that you need.
4. Thank the person for helping.

Asking Permission

1. Look at the person.
2. Use a calm and pleasant voice.
3. Say "May I..?"
4. Accept the answer calmly.

Staying on Task

1. Look at your task or assignment.
2. Think about the steps needed to complete the task.
3. Focus all of your attention on the task.
4. Stop working only when instructed.
5. Ignore distractions and interruptions from others.

Sharing Something

1. Let the other person use the item first.
2. Ask if you can use it later.
3. When you get to use it, offer it back to the other person after you're finished.

Working with Others

1. Identify the task to be completed.
2. Assign tasks to each person.
3. Discuss ideas in a calm, quiet voice and let everyone share their ideas.
4. Work on tasks until completed.

Listening

1. Look at the person who is talking and remain quiet.
2. Wait until the person is finished Talking before you speak.
3. Show that you heard the person by nodding your head, saying "Okay," or "That's interesting," etc.

Appropriate Voice Tone

1. Listen to the level of the voices around you.
2. Change your voice tone to match.
3. Watch and listen for visual or verbal cues and adjust your voice as needed.

TARDY POLICY PER QUARTER

A tardy is defined as a student who is not in the classroom when the bell rings. An unexcused tardy results when a student comes to class without a valid pass and when under 10 minutes in length.

Tardies are cumulative throughout the quarter and will start over at the beginning of the next quarter.

Tardy consequences:

First Tardy-	Warning
Second Tardy-	Teacher calls/contacts the parent/guardian and a 15 minute detention is assigned (either lunch or after school)
Third Tardy-	Teacher calls/contacts the parent/guardian and a 30 minute detention is assigned (either lunch or after school)
Fourth Tardy-	Teacher calls/contacts the parent/guardian, 30 minute detention, Office referral submitted. Conference by counselors or administration will take place.
Fifth Tardy-	Level III Infraction – Administrative actions up to and including in-school or out-of-school suspension.

DETENTION ROOM EXPECTATIONS

Detention begins at 2:55 until 3:25 on Tuesdays, Wednesdays, and Thursdays.

Students will be expected to:

- Sign in on time
- Come prepared with homework or a book to read quietly
- Leave electronics turned off
- Remain in the detention room until detention is over (no passes out)
- Leave all food, drinks, and gum outside of the detention room

ATTENDANCE/TRUANCY

Regular attendance is required by law. Please refer to District Student Handbook for further guidelines. It is necessary that a parent/guardian notify the school within 24 hours whenever a student is absent.

Truancy is defined by Kansas state statute (K.S. 72-1106) as a student under age 18 who has been absent unexcused from school on three (3) consecutive days or five (5) days absent within a semester or seven (7) days within a school year.

Parents will be notified for the following attendance issues:

- At pre-truant status (two unexcused absences)
- Excessive lateness to school
- Excessive (10 or more) absences (After 10 absences, doctor's documentation will be required for any further absences.)
- At truant status (3 consecutive days or 5 days absent within a semester or 7 days within a year)

** Two (2) consecutive unexcused absences with no communication from parents/guardian will result in a home visit by school officials.

** Family vacations or family trips will need prior administrative approval. If approved, the absence will only be excused up to 3 school days.

CLASSROOM BEHAVIOR POLICY

WARNING: VERBAL OR NON-VERBAL

WARNING: VERBAL

WARNING: 10-MINUTE ISOLATION TO ANOTHER CLASSROOM AND PARENT CONTACTED BY THE TEACHER—
LOG ENTRY WILL BE ENTERED FOR DOCUMENTATION

WARNING: OFFICE REFERRAL - PARENT CONTACTED BY THE TEACHER AND ADMINISTRATION.

- Warning behaviors may be documented throughout the day and may result in further consequences.

ACTIVITY ELIGIBILITY STATUS

Each student receives eligibility points at the beginning of each quarter.

1st quarter- 10 points	2 nd quarter- 10 points	3 rd quarter- 10 points	4 th quarter- 10 points
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Eligibility status is for attendance/participation in any extra-curricular activity during the quarter, i.e., sports, dances, musical, etc.

To determine eligibility, the following guidelines will be followed:

ELIGIBILITY POINT DEDUCTIONS

Points will be deducted from the total on the following criteria:

- Office Referral = -1 point
- In-School-Suspension= -1 point (partial day); -2 points per day
- Out-of-School Suspensions = -3 points per day

ATHLETICS/ACTIVITIES

Competitive athletics are available to all seventh and eighth grade students. Boys may participate in football, cross country, soccer, basketball, track, and tennis. Girls' sports include volleyball, tennis, basketball, track, soccer, and cross country. Seventh and eighth grade students who desire to participate in inter-school athletics must have a physical examination after May 1 of the previous school year and must have a completed the Kansas State High School Activities Association (KSHSAA) physical form (filled out by your physician), also signed by both parent and student, and turned it in to the school office **before being allowed to participate in practice or games**. Forms can also be downloaded from kshsaa.org

Proper attitude is probably the most important aspect of a successful athletic program. The coaches will work hard and spend as much time as possible to continue this success. Each student, though, must come into the athletic program with a desire to be competitive and to display good citizenship at all times.

Studies have shown that students who participate in after school activities will have a higher grade point average(GPA) and do better overall in school than those students who do not participate.

The following are some advantages you can expect when participating in athletics:

1. Provides opportunity to develop your physical powers to the fullest.
2. Develop responsiveness to group discipline.
3. Develop lasting friendships.
4. Develop self-confidence.
5. Develop respect for rules and authority.
6. Provide opportunities for development of cooperation, sportsmanship, initiative, and unselfishness.
7. Gives a sense of belonging.

There will be parent meetings for each sports season which will be required for student athletic participation. These meetings will outline safety, sportsmanship, district, school, and KSHSAA guidelines.

- KSHSAA Guidelines prohibit any spectator from entering the "field" of play during athletic events. Violations are reported to KSHSAA and offenders must take a KSHSAA sportsmanship online course before they can attend further events. This course has a cost.
- at Jardine, an emphasis is placed on courteous and positive interaction with officials, opponents, and all coaching staff. Failure to maintain a positive interaction may result in a removal from the event.

Emergency Information

Students are required to have emergency information on file with their coach if they participate in sports after school.

Guidelines

1. Students are expected not to have any discipline problems while they are members of the team.
2. Any student having time assigned after school is expected to attend practice AFTER s/he has served the detention time.
3. **Students must be in school at least one-half of the day to participate on that day.**
4. Students who have been placed on out-of-school suspension are eliminated from participation in school activities, which occur during the day(s) of the out-of-school suspension. Students who have been placed in ISS (in-school suspension) may still attend practice, however, if the ISS occurs during a game day, the student may not participate in the game depending on the length of the ISS time assigned.
5. Only those students passing five (5) classes for the previous quarter may participate in sports during the next quarter.
6. Any student excused from P.E. class for medical reasons will not participate in any after school sport on the day(s) s/he is excused from P.E. class.
7. **Removal from the team will occur for any illegal substance possessed by a student or for any behavior that we feel does not represent our school in a positive manner.**
8. **Athletes must be in good academic standing (No F's) to participate in weekly games. Grade reports will be run weekly to check the student's progress.**

Insurance

The district does not provide group accident insurance for students in school activities. Accident insurance policies may be purchased by parent/guardians for the benefit of the individual student(s) at the start of the school year. Information will be available in the school office for interested parents/guardians.

Practice Schedules

Occasionally, a previously scheduled practice will need to be canceled or changed, usually because of inclement weather for outdoor sports. If practice is canceled, it is the student's responsibility to notify his/her parents/guardian. The office telephone will be available for student use for this purpose.

BUS INFORMATION

COVID Expectations – please read bus regulations in regards to changes in COVID expectations for this school year if any.

Bus Consequences

Riding on the bus is a privilege and not a right. Appropriate behavior is expected. The school will follow up on any disciplinary referral and the student will receive a warning, detention, bus suspension or school suspension as warranted. When a student receives a disciplinary bus write up, the incident will be investigated and disciplinary consequences will be taken up to and including Out of School Suspension, short or long term bus suspension as determined by the investigation and severity of the incident.

**** Any acts of fighting on the bus will result in an automatic loss of riding privileges for the remainder of the school year.**

SAFE SCHOOLS (BOARD POLICY #2360)

The Topeka Public Schools shall maintain a safe and nurturing educational environment where students can learn, teachers can teach, and where parents and patrons can meet and recreate without fear. The Topeka Public Schools will not tolerate violence or injury to staff or students. Weapons of any kind, as defined in this policy or Board Policy No. 8125, including: knives or pocket knives; firearms; or any instrument, object or device that can be reasonably perceived as a weapon or firearm, including replicas and look-alikes, such as cap guns and water guns, will not be tolerated at any school-supervised activity, in any school building, or on any school district property.

The Board of Education policies pertaining to school safety and student discipline shall be fairly and firmly enforced. Criminal misconduct shall be reported to the proper law enforcement authority, and school district staff shall cooperate with any subsequent criminal prosecution.

The provisions of the laws of the United States and the state of Kansas pertaining to school safety and security, prohibiting firearms and other weapons on school property, in school buildings, or at school-supervised activities shall be strictly observed and enforced.

The superintendent shall prepare and enforce administrative regulations prescribing the proper procedures for making the various reports required by law and designating the person(s) to do so.

DELIBERATE VIOLATION OF SAFETY PROCEDURES OR REGULATIONS

Depending on the seriousness of the violation, consequences will range from in-school suspension to expulsion. In all cases, parents will be notified. Appropriate authorities may be notified as well.

POSSESSION OF DANGEROUS OBJECTS

Administration will take these object(s). Consequences will vary depending on what the object is and its use.

DESTRUCTION OF PROPERTY/VANDALISM

Students will pay for damages or loss. Depending on the seriousness of the act, consequences will range from conference to expulsion. In serious cases, other authorities will be notified. The destruction of school property or the property of others will not be tolerated. Students will be asked to compensate for such damages. This also applies to damages on the school bus.

POSSESSION/INFLUENCE OF DRUGS/ALCOHOL/TOBACCO/ELECTRONIC CIGARETTES

Students will be suspended and parents contacted. Other authorities will be notified. A student will be referred to the Shawnee Regional Prevention and Recovery Service for evaluation before returning to school. The Jardine School Resource Officer will file an incident report. Possession and or use of these items are illegal. The second violation could result in expulsion.

INAPPROPRIATE CONDUCT-PARTICIPATION WHICH MAY RESULT IN INJURY OR WHICH MAY ENRAGE, INCITE OR INTIMIDATE OTHERS

If the student is angry with someone, that student should seek the assistance of a counselor to help him/her solve the problem. "Horseplay" or "messing around" may result in an elevation of emotion, resulting in violence. Violence is never a solution in resolving conflicts. Students are taught skills to assist them in resolving conflicts. Fighting or retaliation will result in a parent conference and a consequence depending upon severity of conflict with a possible citation from the School Resource Officer.

VERBAL THREATS OF VIOLENCE

There is a **zero tolerance** (**ZERO TOLERANCE IS DEFINED AS EVERY REPORTED ISSUE WILL BE ADDRESSED IN A TIMELY MANNER AND DEALT WITH APPROPRIATELY**) policy against any student making verbal threats of violence. **All** threats will be taken seriously. Any student involved with such threats **MAY** be suspended from school, school security will be notified, and charges may be filed.

JARDINE SAFE SCHOOL POLICY STATEMENTS

- All students and staff have the right to be safe at school.
- Behaviors that compromise student safety will not be tolerated.
- All known safety issues are to be reported to a counselor, administrator, school resource officer, or trusted Jardine staff member.
- Parents and students are encouraged to report any safety concerns to school officials. This can be done with our online safety reporting form: <https://www.jardine.topekapublicschools.net> under the Student Resource section.

Jardine students and staff:

- Will not spread rumors, bully others, use physical violence, racial or sexual harassment.
- When safe, will help others who are victims of these behaviors.
- Will include students who feel left out
- Will tell an adult at home and school when we know a student is a victim of these action or any unsafe behavior.

Jardine Middle School has a zero tolerance policy (zero tolerance is defined as every reported issue WILL be addressed in a timely manner and dealt with appropriately) for spreading rumors, bullying, use of violence, racial or sexual harassment.

DISCRIMINATORY HARASSMENT (Board Policy #8110)

The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex or gender, including sexual harassment; discrimination on the basis of race, color or national origin, including racial harassment; and discrimination on the basis of disability, including of harassment on the basis of disability. Harassment on any of these grounds of employees or students of the district by Board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. Discrimination on the basis of sexual orientation, gender identity, gender expression or religion, including harassment on that basis is also prohibited. Jardine supports and follows the district guidelines.

RACIAL HARASSMENT

Racial Harassment is racially motivated conduct which: 1. Affords a student different treatment solely based on race, color, or national origin, in a manner that interferes with or limits the ability of the student to participate in or benefit from the services, activities, or programs of the school. 2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment. 3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school. Racial harassment may result from verbal or physical conduct or written graphic materials.

Racial Harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

SEXUAL HARASSMENT

Sexual Harassment is defined as unwanted and unwelcome behavior of a sexual nature. Sexual Harassment can be in verbal, written, physical, or nonverbal form. Sexual harassment will not be tolerated at Jardine Middle School.

Complaints of these behaviors will be reported to Jardine counselors and/or administrative staff. Inappropriate behaviors will result in a call to the student's parent and the appropriate consequences as determined by the administrative staff.

BULLYING (Board Policy #8105)

The Board of Education is committed to providing a positive and productive learning and working environment. Bullying, hazing, harassment, intimidation, or menacing by students, staff or third parties, including parents or guardians, is strictly prohibited and shall not be tolerated in the district. The Board of Education hereby prohibits bullying in any form including electronic means (cyberbullying as defined by K.S.A. 72-8256) while on or utilizing school property, in a school vehicle or at a school-sponsored activity or event. The superintendent of schools shall propose, and the Board shall review and approve, a plan to address bullying while on or utilizing school property, in school vehicles or vehicles of contracted transportation providers or at a school-sponsored activity or event. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the Board.

For purposes of this policy:

A. Bullying means:

1. Any intentional gesture of any intentional written, verbal, electronic or physical act or threat either by any student, staff member or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:
 - a. Harming a student or staff member, whether physically or mentally;
 - b. Damaging a student or staff member's property
 - c. Placing a student's or staff member in reasonable fear of harm to the student or staff member; or
 - d. Placing a student or staff member in reasonable fear of damage to student's or staff member's property.
2. Cyberbullying, which means bullying by use of any electronic communication device through means including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

EMERGENCY SAFETY INTERVENTIONS (ESI)

The use of seclusion or physical restraint is considered to be an “emergency safety intervention (ESI)” and shall be used only when a student presents a reasonable and immediate danger of physical harm to the student or others with the present ability to effect such physical harm.

Restraint is defined to include the following:

- a) “Chemical restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement. This term does not include prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue these treatments.
- b) “Mechanical restraint” means any device or object used to limit a student’s movement. This term does not include those protective or stabilizing devices either ordered by a person appropriately licensed to issue the order for the device or required by law, any device used by a law enforcement officer in carrying out law enforcement duties, and seat belts and any other safety equipment when used to secure students during transportation.
- c) “Physical restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

Restraint Restrictions

The use of chemical and mechanical restraint is prohibited, except as allowed in the above limited circumstances. Physical restraint may only be used when a student presents an immediate danger to self or others.

Reports of Emergency Safety Interventions

In the event an emergency safety intervention is used with a student the parents/guardians will be notified the same day that the ESI was used. All ESI events are reported to the Kansas State Department of Education.

For detailed information go to our website and click the Departments tab. Click on the Emergency Safety Intervention link where you will find additional ESI Information.

TITLE I SCHOOL AND PARENT RIGHTS

Jardine Middle School was designated as a Title I school beginning in 2017. Under Title I regulations state that any parent can request information about any teacher of their child. Under federal law, parents have the right to know:

- whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether a teacher is teaching under emergency or another provisional status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- the qualifications of a paraprofessional providing instruction to a student and be reassured of the fact that all paraprofessionals work under the direction of a licensed teacher.

Parents can request the professional qualifications for their student’s teachers anytime by contacting the building administrator.



JARDINE MIDDLE SCHOOL BULLYING PREVENTION PLAN

	1 ST NOTICE	2 ND NOTICE	3 RD NOTICE	4 TH NOTICE
Non-Physical Bullying/ Cyber-bullying	<ul style="list-style-type: none"> ▪ Conference/re-teaching ▪ Documentation ▪ Parent Contact 	<ul style="list-style-type: none"> ▪ Conference/re-teaching ▪ Documentation ▪ Parent Contact ▪ Consequence determined by individual middle school 	<ul style="list-style-type: none"> ▪ Conference/re-teaching ▪ Documentation ▪ Parent Contact ▪ Consequence determined by individual middle school 	<ul style="list-style-type: none"> ▪ Individual plan developed by student, parent, administrator and teacher rep.
Physical Bullying	<ul style="list-style-type: none"> ▪ Conference/re-teaching ▪ Documentation ▪ Parent Contact ▪ Consequence determined by individual middle school 	<ul style="list-style-type: none"> ▪ Conference/re-teaching ▪ Documentation ▪ Parent Contact ▪ Consequence determined by individual middle school 	<ul style="list-style-type: none"> ▪ Conference/re-teaching ▪ Documentation ▪ Parent Contact ▪ Individual plan developed by student, parent, administrator, and teacher rep 	<ul style="list-style-type: none"> ▪ Revision of plan and OSS is considered
Severe Physical Bullying	<ul style="list-style-type: none"> ▪ Admin Conference with student and parent/re-teaching ▪ Consequence determined by individual middle school ▪ Incident Report ▪ Re-entry conference with student 	<ul style="list-style-type: none"> ▪ Admin Conference with student and parent/re-teaching ▪ Consequence determined by individual middle school ▪ Incident Report ▪ Re-entry conference with student ▪ Individual Plan 	<ul style="list-style-type: none"> ▪ Admin Conference with student and parent/re-teaching ▪ Consequence determined by individual middle school ▪ SRO notified ▪ Review of plan 	<ul style="list-style-type: none"> ▪ Revision of plan and OSS is considered

STUDENT RULES:

A more complete list of rules and policies are found in the District Student Handbook given to each family at the beginning of the school year.

1. **If you find that you have accidentally brought something to school that should not be here see an administrator immediately so they can keep it during the day. No consequences will be issued.**

2. If you find something at school, please turn it in to an adult. Otherwise, it could be considered theft.

3. **The Board of Education has adopted the following policy (#8150) regarding student dress:**

“A student shares with his/her parent(s) the right to dress according to personal preference except where such dress is dangerous to the student’s health and safety or to the health and safety of others or is unsanitary, **distractive or indecent to the extent that it interferes with the learning and teaching process.** Grooming and neatness are also the primary responsibility of students and their parent(s). Standards of grooming and dress may be prescribed for participation in certain extracurricular activities.”

The purpose of a dress code is to encourage students to dress tastefully. A general statement of our dress code may be defined with three words: **NEAT, CLEAN, and APPROPRIATE** for the job of being a student!

Not acceptable - halters, half-shirts, midriffs or short tops not covering the stomach area, spaghetti straps, oversized armholes, bare feet, slippers, short shorts/skirts, sagging pants, as well as any other clothing, belts/buckles, notebooks, or tote bags designed to make references to illegal drugs, alcohol, violence, gangs, profane statements, or otherwise determined inappropriate by the school administration will not be permitted. Sagging pants are not permitted.

Other guidelines - Pant legs must be uniform (you may not have one pant leg rolled up, etc.); hats, sunglasses, combs, and gloves are NOT to be worn in the building. Ripped Jeans, where most of the legs are showing, are not appropriate for school. Administration will determine if a student in question will need to make changes.

Jackets/coats designed for outside wear are to be in lockers and not worn in classrooms.

Sweatshirts/sweaters/hoodies may be worn in cool classrooms, HOWEVER, **hoods must remain down while inside the building. Students will be asked to comply with this or may have consequences for failure to comply.**

Students who violate the dress code will have the option of correcting the situation by putting on different clothing, borrowing clothing from the school to wear, or by having a parent bring them an acceptable piece of clothing. If students refuse, it will become a disciplinary matter and may result in consequences.

Coats, hats, bandanas, book bags, string bags, and purses will be placed in student lockers. Backpacks, bookbags, string bags, and purses will not be allowed to be carried around to classes.

4. **Fighting** will not be tolerated. In all student fights, those participating by word or deed will earn a consequence up to and including a suspension from school. This also includes students who film/record the incident and those who share the video with friends or on social media. When a staff member intervenes in a fight, students must stop immediately or be subject to more severe consequences..

5. **Gang dress**, symbolic expressions, and hand signs are inappropriate. Jardine has a zero tolerance for any gang activity. There will be consequences for such behavior.

6. Any item that is not considered an **educational tool** for the classroom or school is unacceptable at school and will be taken from students and turned into A-Office (this includes cell phones and earbuds/air pods). They will not be returned to the students, but parents may obtain any item from the principal. Each infraction may result in a consequence.
7. Any items brought to school that are not considered school related, are **NOT** the responsibility of Jardine MS.
8. **Student visitors** are not allowed to attend classes with our students.
9. **The school district does not carry a blanket insurance policy on students. The school district carries no insurance for any items lost or stolen.**
10. Leaving any **classroom without permission** is unacceptable and may result in consequences.
11. Outside food or drink (chips, candy, pop, etc.) is not allowed at school unless a specific class is having a special activity **OR** it is part of a sack lunch. These items will be confiscated and held until the end of the day. **Students and parents may not send delivery food orders to the school. These items will be sent back to where ever they were ordered from. Large bags of chips/snacks are not allowed at school.** 5 Star rewards must be consumed at lunch when they are awarded to student as they are not allowed in the classrooms.
12. **CELL PHONES, EAR BUDS, AIR PODS, AND OTHER ELECTRONICS (Except for Chromebooks):** Students are strongly encouraged to keep all electronic devices, including cell phones, at home. Such devices are not allowed to be used **in classrooms** (unless for an educational activity led by the teacher) **or hallways** during school hours (7:15 a.m. to 2:45 p.m.) and should be turned off and stored in lockers or pockets. Phones and other devices (including earbuds/air pods) that are used in classrooms and other common areas, not being used for educational purposes, will be confiscated, and a parent will be required to retrieve them in the office, however, students may use their cell phones at breakfast and lunch. **Lost, stolen, or damaged phones/electronic devices will not be investigated by staff or administration at any time. Jardine Middle School staff are not responsible for lost or stolen electronic devices. Parents – please do not call or text your student during classtime as they may receive a consequence for having their phone out. If it is important/emergency, please call the school’s main line and a message can be given to your student.**

NETWORK COMPUTER USAGE

In order to use a networked computer, students must have an official “ACCEPTABLE USE POLICY” on file. These are handed out on the first day of school. Students are then issued a “log-in” and “Password” that provides them access to certain networked programs. Log-ins and passwords should be kept confidential by student. In addition, students will be issued a district Chromebook & charger upon completion of check-out form. **Students/Parents are responsible for care of the Chromebook. Students are also responsible for charging chromebooks each night at home and bringing them to school ready for instruction daily. It is a schoolwide expectation that students will have their chromebooks at school, charged, everyday.** Students not complying with the standards set forth in the district technology policy can be suspended and/or deleted from the system and will be unable to use networked computers and/or Chromebooks.

DAMAGE TO CHROMEBOOKS

If a student damages their chromebook in some way, they are required to report the damage to the Media Specialist, who will have them complete a tech ticket and submit the chromebook for repair. **Costs associated with the repair are the responsibility of the student/parent who the chromebook is assigned to.** If damage occurs as a result of another student, and the damage is reported right away, administration will investigate the issue. If administration finds information that another student did cause the damage, the appropriate student will be charged. Students who wait more than two (2) days to report damage will be solely responsible for the cost of the repair regardless of how the damage occurred.

13. **EARBUDS/AIR PODS** – Earbuds/Air Pods are for academic purposes and ONLY needed when teachers request them. Students should not have them out at any time during the school day. No large headphones may be brought to school. Students will be asked to take them home and not bring them back to school. If earbuds/air pods are used during class, or used during hallway transitions, for non-academic items it will be treated the same as a cell phone violation. Lost or stolen earbuds/air pods are not the responsibility of Jardine Middle School. Earbuds may be used at lunch.

14. School locks: **Only school issued locks may be used on lockers. There will be a \$4.00 replacement cost for lost locks.**

15. **Spreading rumors** is not tolerated. It is defined as passing unwanted, untrue, or hurtful information about another students and staff members verbally, in writing, e-mail, or by repeating and/or encouraging rumors by receiving rumors (verbally or in writing). Frequently, extreme conflicts, threats of violence, or violence are a result of rumors.

16. **Bullying** is not tolerated. It is identified as any ongoing physical or verbal mistreatment that involves an imbalance of power and the victim is exposed repeatedly to negative actions on the part of one or more students. This should not be confused with a CONFLICT which is an argument or disagreement between two or more students.

17. **Emotional & Physical Violence** is not tolerated. It occurs when anyone inflicts or threatens to inflict physical or emotional injury upon another student's body or feelings.

18. We strongly recommend that all **bicycles** be locked when not in use. Due to safety issues we ask that bicycles not be ridden on the sidewalks or parking lots around the school before or after school.

SCHOOL SOCIAL WORKER

Jardine Middle School has a full-time school social worker. Social work services are available to all students. You may request to see our Social Worker with the online "Request to See" pass. Follow this link: https://docs.google.com/document/d/1W67oNy_yfa3935g1xYILur7XYh9CG-BEVUxTJxwXWmA/edit

SCHOOL PSYCHOLOGIST

Jardine Middle School has a part-time school psychologist. Psychological services are available to all students and may include academic testing, academic interventions, or counseling for personal/social concerns.

SCHOOL RESOURCE OFFICER

Jardine Middle School has a Topeka Police Officer serving as our SRO. The School Resource Officer acts as a visible and positive image for law enforcement and assists in helping students make positive choices in their live. The SRO also works to create a safe environment for staff and students. You can fill out a "Request to See" form here: https://docs.google.com/document/d/1W67oNy_yfa3935g1xYILur7XYh9CG-BEVUxTJxwXWmA/edit

HEALTH CLINIC

MEDICATION: All medication that is brought onto school grounds may only be taken if a physician and/or guardian sign the appropriate Topeka Public Schools forms. This includes prescriptions and over the counter medications such as Tylenol, ibuprofen, cough drops, etc. All medication must be supervised and kept locked in the clinic at all times.

INHALERS: Inhalers may only be used if the appropriate form has been signed by a physician and guardian and may be carried only after the physician, guardian, principal, and nurse have signed the "Permission to Carry" form. Please write your name and phone number on your inhaler with permanent marker.

EXCUSED VS. UNEXCUSED: Students sent home by the school nurse will be considered an **EXCUSED ABSENCE**. Students who call home to be picked up and have not gone through the health clinic will be considered an **UNEXCUSED ABSENCE**. Parents are encouraged to work with the school nurse in determining if a student should be sent home from school.

SCHOOL GUIDANCE COUNSELORS

Jardine Middle School is fortunate to be staffed by 2 School Guidance Counselors. Jardine Guidance Counselors provide services for students for academic, career planning, and personal/social needs. Students may request to see a counselor by filling out the online “Request to See” form at this link:

https://docs.google.com/document/d/1W67oNy_yfa3935g1xYILur7XYh9CG-BEVUxTJxwXWmA/edit

FIRE , TORNADO, and LOCKDOWN DRILLS

During these drills you are to remain silent going both from and returning to your class.

- The intermittent sounding of a horn or buzzer in the halls signals a fire drill. Emergency lights will flash in the classrooms and hallways.
- The continuous sounding of a horn or buzzer on the intercom system signals a tornado drill.
- Staff and students will be told when a lockdown is in progress.

TORNADO WATCH

All school activities scheduled to be held at Jardine during the extent of a Tornado Watch will be canceled if these activities are scheduled to bring in pupils from other schools or “out of school” spectators or participants. Our participation in any school-sponsored activity away from Jardine will be canceled during a Tornado Watch. We feel that more problems would be created than solved if athletic practices were canceled when possibility of threatening weather exists. During athletic practices there will be shelter available for students whose parents cannot pick them up before the usual end of practice. Parents may come for their students when threatening weather exists. This will in no way affect the student’s status academically or in the athletic program.

TOPEKA PUBLIC SCHOOLS NON-DISCRIMINATION POLICY

The Topeka Public Schools, Unified School District No. 501 is committed to affirmative action and equal opportunity. No person shall, on the basis of age, race, color, creed, religion, sex, sexual orientation, gender, gender identity or expression, disability, national origin or ancestry be denied lawful access to any appropriate educational service, program or activity provided by the school district. The Title VI and Title IX compliance coordinator is the Assistant Superintendent for Teaching/Learning/Administration. The Section 504/Title II compliance coordinator is the Coordinator of College and Career Ready Services. For employment, the EEO/AA officer is the General Director of Human Resources. All compliance coordinators may be contacted at 624 SW 24th Street, Topeka, KS 66611-1294, (785) 295-3000. The clerk of the Board of Education has been designated to receive and redirect or handle inquiries regarding nondiscrimination policies, regulations and procedures. The clerk may be contacted by calling (785) 295-3045 or by writing to 624 SW 24th Street, Topeka, KS 66611-1294.

