THE JEMS 126 STUDENT CONTRACT FOR SUCCESS

RESPECT:

❖ Respect is your RIGHT – as a student you have a right to expect and receive courtesy, fairness, and respect from members of the school staff and other students.

❖ Respect is your **responsibilit**y - as a student you have the responsibility to respect the JEMS 126 community and to bring it to the attention of the school staff and the student leadership teams when you see disrespect occur.

❖ You also have a responsibility to respect each other. If you are not feeling respected, you have the responsibility to yourself and the school community to let your teachers and other school staff know.

POSITIVE LEARNING COMMUNITY:

★ We are a community. Our positive actions build us all up and our negative actions bring us all down. When you choose to do the right thing, you not only benefit yourself, you make others around you better. You hold the power to uplift our community and make a positive impact on our school, community, city and world.

★ Be part of our community - never tease or engage in any kind of bullying. Do not use language that is offensive or derogatory. Part of being a member of a community is respecting the norms of that community. Cursing is not the norm of our community and can offend those who hear it.

★ Take care of our building. Never leave marks on desks, walls, etc., and pick up after yourself. After breakfast and lunch in the cafeteria, please clean up your area and never leave food or drinks out. This is so we maintain a clean educational environment.

★ Be respectful of your classmates' learning. Remember that when you engage in a side conversation or don't follow the expectations of your class, you are not only taking away from your own learning – you are taking away from others'.

★ Be kind and polite. It doesn't hurt. You may just make someone's day brighter.

NAVIGATING THE BUILDING:

★ Breakfast begins at 7:45 am, where students enter through Bayard St. Cell phones will be collected during breakfast upon arrival. Uniforms should be on as you enter the building. Students will be escorted up to their classes starting at 8:17. To be punctual, it is recommended that all students be in their homeroom no later than 8:20 am. If you are in your homeroom after the bell rings at 8:20, you are late.

★ **When walking in the hallway, be respectful and transition in an orderly fashion,** in order to arrive to class on time. **Walk on the right hand side of the hallways.** Keep it moving - we want everyone to get to where they need to be on time.

★ When a student needs to use the restroom, drink water or take a break in the Sensory Room, they must have permission and a pass from their teacher. You must use the restroom and water fountain on the floor your class is on. *You cannot leave the classroom the first 10 or last 10 minutes of the period.* If the bathroom on the floor you are

on is locked when it should be opened, **see an administrator on your floor.** Only one student from each class is allowed to go to the bathroom at a time unless an emergency occurs. No more than two students should ever be out of the room at one time.

★ Any student who requires medical attention MUST obtain the pass from the teacher and go directly to the medical room (105) located on the first floor. If it is a medical emergency, a staff member will attend to the student and bring him/her directly to the medical room. Parents, when called by the school nurse, you must first report to the general office to sign out your child.

★ We have a bell schedule that signals the start and end of each class. When the bell rings and your teacher gives you the okay, it is your signal to pack up and transition to your next class. If your teachers ask you to stay in class after the bell, please do so. Stay seated and do not line up waiting for the bell.

★ If you are late to a class, enter without interrupting the learning environment. **Come prepared with an explanation** so that the teacher can check in with you once you are seated and settled. If a pattern of lateness occurs, the counseling team may get involved to help create a solution and plan for improvement.

★ At lunch, classes will be escorted down to lunch to ensure safe and smooth transitions. If you do not wish to go to the cafeteria for lunch and you have permission, you can be in a room with a teacher during the lunch period. The teacher must agree to be with you for the entire period and you should not move from room to room. If you eat first and want to go up to complete work or get help from a teacher, you must have a pass from the teacher to return upstairs.

★ If you are invited to meet with your counselor or a teacher during lunch, obtain a pass and report to the designated room in a timely manner. You should stay with that staff member during the entirety of the period. Failure to take responsibility and show up to your meeting can result in later consequences and missed opportunities (i.e. trips, school events, etc.)

★ There is never a reason to be running or playing in the halls. Running or playing creates an unsafe environment where accidents happen and people can get hurt. After you are warned, a failure to behave during transitions will result in consequences including parent conferences, lunch or classroom removals, loss of incentives, etc.

UNIFORM POLICIES:

★ Wear the proper uniform. **If there is no logo on the shirt, you are not in proper uniform.** Be responsible and prepare for cold rooms and days by having the appropriate dress code - for example, wear the JEMS 126 sweatshirt on cold days and the JEMS 126 uniform shirt on warm days. If you are having a hard time meeting the uniform expectation, please see an administrator.

Tops	**Bottoms**	**Footwear**
JEMS 126 uniform shirts JEMS 126 uniform sweatshirts JEMS 126 Club or Team shirt **Not allowed:** Covering or hiding your uniform with a sweatshirt on top. The JEMS 126 logo should be visible at all times.	Full length pants / skirts **Not allowed:** Holes or rips in clothing, pants worn below the waist. **Warm weather adjustment** - Knee Length shorts or skirts will be allowed **after June 10th** due to rising temperatures. AC units are located in all classrooms.	Closed toed shoes or sneakers. **Not allowed:** Crocs/sandals/slides

★ Masks are optional at all times throughout the day. Accessories that could be a danger to yourself or others should not be worn by students on the school grounds. Hats, coats, and hoods should not be worn inside the building and should be left in homerooms until the end of the day.

★ Students who arrive at school out of dress code should report to room 138 to borrow a uniform top for the day. Any concerns we have with students out of dress code will be addressed to the family on the day of the infraction so that corrections can be made the following day.

★ As long as students are in uniform Monday-Thursdays, all Fridays will be dress down days. Students may also dress down on their Birthday. During dress downs, dress code rules still apply - students can wear shirts, pants or full length dresses of their choice as long as they don't carry any offensive language or images. Closed toe shoes or sneakers should be worn on dress downs.

CELL PHONE POLICIES:

★ Phones are not to be used during school. If you bring a phone to school, you will turn it in when you arrive and it will be returned to you in PM homeroom, at the end of the day. Phones will be labeled in bags and held in lockboxes throughout the day in the main office. tIf you need to use a phone during the day for an emergency, report to the nearest office to use a landline.

★ If a student chooses not to turn in their phone and is later seen with their phone out, they will be given one opportunity to turn in their phone that day. If a student chooses not to turn in their phone, they will be written up. If they are seen with their phone a second time, parents will be called and notified. First offenses will be a conference and/or detention. If this happens again a parent meeting will be scheduled and the cell phone can be held until the parent is able to pick it up from school.

★ Cell phone write ups count against your participation in Eagle Spirit Days, School Trips, Dances, Teams and Clubs.

★ Only school-issued headphones should be used when plugged into a computer in a way that is conducive to learning. Headphones should never be worn in the halls. The school is not responsible for any unauthorized devices/headphones brought into the school building.

★ Social Media: it is now a big part of our world and can be used as a benefit to our school. However, if it is harmful or hurtful it has no place at JEMS 126. This goes for posting disrespectful and hurtful words and images both during and after school hours. If you hear of others doing this, we expect you to involve school staff to that we can begin to heal the harm that has been done. School consequences can follow from out of school hurtful or dangerous social media posts.

Incentives and Expectations

❖ Your Right – Students who comply with all rules and regulations have a right to participate in school activities.
❖ Your Responsibility – Students have a responsibility to comply with all rules and regulations for student behavior at all school functions.

* Students will not be able to participate in Monthly and/or End of Year activities if they are cited in any of the areas below.

Categories	Eagle Spirit Days	Dances, End of Year Trips
Attendance	☐ More than 2 absences in the month leading up to the Eagle Spirit Day. ☐ More than 3 latenesses in the month leading up to the Eagle Spirit Day. ☐ Do not show improvement after warnings are given.	☐ More than 3 absences a month ☐ Unable to maintain 90% attendance or show improvement from Term 1
Behavior	☐ More than 2 write-ups for cell phone, uniform or behavioral infractions. ☐ One or more suspensions or classroom removals that month. ☐ Do not show improvement after warnings are given.	☐ One or more suspensions
Academics		☐ Failing more than 1 class on the previous marking period report card. (must be on track for promotion.)

Appendix A - Academic Policies

Grading Policy

40%- classwork
20%- assessments
20%- projects
20%- homework

Homework Policy

JEMS believes that completing homework assignments dramatically increases the power of classroom learning experiences. Research shows that students who complete homework have a 35% higher success rate than students that do not complete homework.

✓ Homework is expected to be submitted when it is due.
✓ Parents of students that consistently miss homework should be contacted and next steps given
✓ Homework must be in students' own words. Plagiarized work will need to be resubmitted.

Late Work Policy

Students will be given a 2 day extension to make-up missing work. Students can only receive full credit on this late work if they missed class and return with written excusal. Students without an excused absence can lose up to 25% if submitted in the marking period. Late work after a marking period closes will not be permitted with the exception of major projects or tests. Students who miss a test or quiz must schedule an agreed upon time with the teacher to make it up.

Honor Roll

It is a great distinction to be awarded an Honor Roll certificate at JEMS 126. This award represents more than just scholastic achievement. It also symbolizes a person of character and perseverance. To be an Honors student at JEMS, a student must demonstrate exemplary academic performance and conduct in ALL subjects. Student who earn Honor Roll in every marking period of a year are invited to join the Arista Junior Honor Society.

	1st Honors	2nd Honors
Overall Average	**90 or higher**	**85-89**
No grade lower than	**75**	**75**

Report Cards & Progress Report
The school year consists of 4 marking periods which are averaged to create the final Term grade (Marking Period 5). Report cards are sent home with every student at the end of each marking period. Grades and progress can be monitored through the DOE Gradebook on a weekly basis and progress reports will be emailed to families every other week on Wednesdays. Students will be asked to set and monitor goals as it relates to their academic grades throughout the year.

ACADEMIC INTEGRITY

Plagiarism
If a student plagiarizes, the assignment must be re-submitted in order to receive credit and parents should be contacted. All re-submitted work will have points deducted.

Cheating
In violation of both JEMS Code of Honor as well as the guidelines set forth by the Department of Education, cheating is an offense which can result in a suspension. Students will receive a failing grade if cheating on an exam. Students should be given the opportunity to learn from their mistake and resubmit or a text or project that a student cheated on, the highest grade they can receive is a 75%.

STUDENTS on GROWTH SUPPORT
Any student who fails more than one class in a given marking period will be considered on Growth Support. Students on Growth Support may be mandated to after school or Saturday intervention programs. These students may lose the privilege of participating in after school clubs and activities until their grades improve.

NEW YORK STATE GRADUATION REQUIREMENTS

Middle School
Students must receive instruction aligned to NYSED intermediate learning standards in specific subject areas, including: Reading, Writing, Social studies, Math, Science, Technology; PE, Health; The Arts, and Language other than English.
* 8th Grade students must receive a 65 in all Core Classes in order to graduate.

GUIDANCE COUNSELOR REFERRALS
Should any student need to speak with a guidance counselor for academic, social, or personal reasons, teachers can complete a Guidance Referral Form for the student.

APPENDIX B – Behavior Rubric

At J.E.M.S. 126 we recognize that Middle School is the time when students begin to take on more responsibilities and begin to make choices about their academics and behavior. Discipline protocol is an important tool for teachers, students and parents to develop, monitor and adjust behaviors to help students become responsible and respectful adults.

Level of Infraction	**Behaviors** ***ALL behaviors should be documented on**	**Progressive Steps to Change Behavior**

Level 1: Uncooperative /Noncompliant Behavior	● Failing to wear required school uniform
	● Cutting class
	● Being late for school or class
	● Behaving in manner disruptive to the educational process
	● Engaging in verbally rude or disrespectful behavior
		● Verbal warning.
		  ● Change of seat for student(s)
		  ● One on one conversation
		  ● Meeting with student after class for intervention purposes.
		  ● Create a behavioral contract
		● Proximity and multiple warnings
		● Informal redirections
		● Student/teacher conference
		● In school disciplinary actions (formal consequences with phone call home)
		● Parent conference
		● Formal restorative justice conversation with counselor
		● Classroom removal

Level 2: Disorderly Behavior	● Using profane, obscene, vulgar, or lewd language, gestures or behavior* ● Misusing property belonging to others ● Inappropriate use of technology ● Leaving class or school premises without permission	● Proximity and multiple warnings ● Informal redirections ● Student/teacher conference ● In school disciplinary actions (formal consequences with phone call home) ● Parent conference ● Formal restorative justice conversation with counselor ● Classroom removal

Level 3: Disruptive Behavior	• Defying or disobeying the lawful authority or directive of school personnel in a way that disrupts the educational process and/or poses a danger (does not include level 1 & 2 behaviors)* • Shoving, pushing, or engaging in a minor altercation or similar confrontational behavior towards another student or school personnel • Possessing property belonging to another without authorization • Violating the Department's Internet Use Policy (use of system for non educational purposes, security/privacy violations) • Engaging in scholastic dishonesty (cheating or plagiarizing)	• proximity and multiple warnings • Informal redirections • Student/teacher conference • In school disciplinary actions (formal consequences with phone call home) • Parent conference • Formal restorative justice conversation with counselor • Classroom removal • Principal's suspension (1-5 days)
Level 4: Aggressive or Injurious/ Harmful Behavior	• Making sexually suggestive comments, innuendos, propositions, or similar remarks, or engaging in nonverbal or physical conduct of a sexual nature • Engaging in physically aggressive behavior other than a minor altercation • Engaging in an act of coercion or threatening or instigating violence, injury, or harm to another • Engaging in harassing, intimidating, and/or bullying behavior, including electronic communication • Creating a substantial risk of serious injury by recklessly engaging in behavior, and/or using object that appears capable of causing physical injury (lighter, ruler, umbrella, etc.) • Using controlled substances	• proximity and multiple warnings • Informal redirections • Student/teacher conference • In school disciplinary actions (formal consequences with phone call home) • Parent conference • Formal restorative justice conversation with counselor • Classroom removal • Principal's suspension (1-5 d ays) • Superintendent suspension (Days TBD)
Level 5: Seriously Dangerous or Violent Behavior	• substantial safety incidents	• Assistant Principal referral immediately • Principal's suspension (1-5 d ays) • Superintendent suspension (Days TBD)

Appendix C- Student-Athlete Policy & Procedures

At JEMS, we strive to cultivate a group of student-athletes who excel, both, on and off of the playing field as well as in the classroom environment.

Steps to becoming a student-athlete:

- Coaches will announce interest meetings for interested students. Students will sign-in during interest meetings for attendance collection.
- Interested list of students will be referred to Athletic Director (AD)/School Culture Coordinator (SCC)/Admin-in-charge for clearance. Students will either be cleared for practices or assigned a meeting with AD/SCC/Administrator to discuss what may be needed to gain entry to practices. A contract is usually created and signed by all parties (including parents).
- All students practicing are in a probationary phase. At the end of the probationary phase (set by coaches), students will officially become part of the team(s). Coaches/SCC/AD will decide if any students need conduct sheets. Students that meet with AD/SCC/Coaches will follow the contract that was created.
- AD/SCC/Coaches will review contracts and the status of all team members on a weekly basis. Adjustments can be made depending on need.
- AD/SCC/Coaches should send out a list of team members (and contract students) to all staff members. If concerns arise, they should be emailed to the coach/AD/SCC/admin-in charge and the *Ladder of Referral* should be followed.
- Students can be suspended and/or removed from teams if deemed necessary.

GROWING and LEARNING FROM MISTAKES:

None of us are perfect but we expect everyone to strive to be the best version of themselves each day and continue to grow together.

★ All students in JEMS 126 are expected to grow over the course of the school year, both academically and socially. We expect you to set goals that are meaningful to you and we are committed to celebrating your success when you meet those goals.

★ If you make a mistake or don't follow a protocol we want you to learn from it and we expect you to take responsibility. Never assume the worst consequence if you're honest. Take responsibility for your part and try to heal and repair those harmed. Failure to take responsibility and repair harm may result in loss of trips, detentions and possible suspension.

★ If you are asked to step out of class or are pulled to the side in the hallway, it is not necessarily a bad thing. You may be called on to support our school to become a better place.

★ We are a restorative school. If you mess up, we believe in healing the harm and restoring the relationships to all those affected. There are times you may be asked to be part of a circle, do community service or apologize to those affected. Be open and honest and you'll come out stronger. The most important things are growth and progress.

Please check and sign below to show that:

- ☐ You have read and reviewed the student handbook
- ☐ You have read and reviewed the uniform policy
- ☐ You have read and reviewed the cell phone policy
- ☐ You have read and reviewed the NYC Citywide Behavioral Expectations
- ☐ You have read and reviewed the academic expectations

Important Links:
NYC Citywide Behavior Expectations

Printed NAME:_____ **Homeroom:** _____

Signature:_____