

Jamesville-DeWitt High School



Student Handbook and Code of Conduct

2020-2021

COVID-19 Statement with regard to the Jamesville DeWitt Code of Conduct

There are significant changes to our school day and policies due to the Covid-19 crisis. All of these changes are outlined in the 2020-2021 Jamesville-DeWitt School District Re-Opening Plan. Any information therein, as well as any changes brought about from new regulations by the NYS Education Department, NYS Health Department or Centers for Disease Control and Prevention will supersede this Code of Conduct. Notwithstanding these changes, all applicable policies and practices outlined in this Code of Conduct will remain in effect to the fullest extent that is practical.

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September 2020

Dear Parents:

This handbook was designed to help you become acquainted with Jamesville-DeWitt High School and to help you take advantage of the many opportunities available. It contains information that is important to you. It outlines expectations as well as opportunities. Read it carefully as it contains many important dates and references.

In accordance with state and federal regulations, please be advised that all students shall be held responsible for the behavior and consequences included in the Conduct Regulations while on school property or attending school-sponsored activities. Please understand that any student who violates the student code of conduct shall be subject to disciplinary action, up to and including suspension from school. Jamesville-DeWitt students are good school citizens and are part of a proud school tradition built on positive citizenship.

The Jamesville-DeWitt School District does not discriminate on the basis of disability with regard to admission or access to, or treatment in school program and activities; and that your child has the right to: individualized evaluation, and examination of relevant records, to demand an impartial hearing, and/or to a subsequent review with respect to discrimination on the basis of disability.

We Are J-D,

Paul G. Gasparini
Principal

September 2020

Dear Students:

There is always excitement at the beginning of a new school year. This year the excitement is mixed with trepidation as we negotiate the realities of a public health emergency. COVID-19 continues to define how we deliver instruction and engage with our subject in order to learn and grow. While the operational structures of school are different, the spirit of our community remains strong. As I have said in the past, we have a unique opportunity ahead of us; we are about to embark upon a journey of discovery.

This is indeed *your* school. You should be proud of the school, the community, and the traditions of excellence established by those who have set the standard. We will build upon their accomplishments...and become stronger as a result.

Let's work together to conquer the moment and create an even stronger school community!

We Are J-D,

Paul G. Gasparini
Principal

JAMESVILLE-DEWITT SCHOOL DISTRICT MISSION STATEMENT

The Jamesville-DeWitt Central School has an uncompromising commitment to excellence in preparing students to achieve and succeed, to respect themselves and others and to practice life-long learning in an ever-changing, richly diverse society. We take responsibility for providing a challenging educational experience in a safe and nurturing environment. We dedicate ourselves to the academic, artistic, social, emotional and physical development of each student.

OUR BELIEFS

We believe that:

1. Students, family, school and community all share the responsibility for education.
2. All people can learn and that learning is a life-long process.
3. Each individual is of inherent worth.
4. Continuous evaluation, development and improvement of educational programs benefit all students.
5. Trust and fairness should permeate all relationships.
6. Diversity and respect for one another must be honored.
7. A safe, supportive and educationally challenging environment that respects individual differences is essential for learning.
8. Self-confidence, self-respect and self-discipline are the result of personal growth, development and achievement.
9. A wide range of educational experiences expands options for life.

ACADEMIC POLICIES & PRACTICES

Testing Program

Students may meet competency test requirements by passing Regents examinations in Mathematics, English, Science, American History and Government and Global Studies. Special testing provisions are made for students with disabilities and non-English speaking students. Information on student testing is available from the Counseling Office.

Graduation Requirements

1. All students must meet New York State and local requirements for a diploma as outlined in the Course Description Handbook.
2. No foreign exchange students will be matriculated for the purpose of receiving a New York State diploma.

In order to graduate, the building principal must certify that the student has met one of the following requirements. (See chart on the following page.)

GRADUATION REQUIREMENTS Jamesville-DeWitt High School

Subject Area	Advanced Regents Diploma		Regents Diploma	
	Credits	Testing	Credits	Testing
ENGLISH	4	Must pass Regents Comp. Exam in English (Gr. 11)	4	Must pass Regents Comp. Exam in English (Gr. 11)
SOCIAL STUDIES	4	Must pass Regents Exam in US History (Gr. 11) and Regents exam in Global History (Gr. 10)	4	Must pass Regents Exam in US History (Gr. 11) and Regents Exam in Global History (Gr. 10)
MATHEMATICS	3	Must pass 3 Math Regents Exams.	3	Must pass one Math Regents Exam.
SCIENCE	3	Must pass 2 Regents Exams in Science, including "Living Environment" (Gr. 9 & 10)	3	Must pass 1 Regents Exam in Science (Gr. 9)
LANGUAGES OTHER THAN ENGLISH (LOTE)	3*	Must pass Comprehensive Exam in 2 nd Lang. (Gr. 10)	1	All students must either pass 8 th Grade Prof. Exam in 2 nd Language or earn 1 credit of 2 nd Lang. at the high school
ART/MUSIC	1		1	
HEALTH	.5		.5	
PHYS ED	2		2	
ELECTIVES	1.5		3.5	
TOTAL CREDITS	22		22	

The exam is typically taken in the grade noted in parentheses. Individual student programs may vary. Passing score for all Regents Examinations is 65 to meet exam requirements for the Regents or Advanced Regents Diplomas.

College bound students are recommended to complete four years of science, mathematics and second language in order to fulfill admission requirements for many colleges and universities.

Local Diploma Option: Students identified through the Committee on Special Education may earn a local diploma by scoring at least 55 on the five core Regents Exams. Regular education students may appeal for a local diploma if up to two of the five required Regents exam scores are between 60-64 and the three remaining Regents exam scores are 65 or higher.

- ❖ For an Advanced Regents Diploma, the three-credit Second Language requirement can be waived for students who complete five credits in Occupational Education, art or music PLUS one credit in a second language. Occupational Education includes technology education and BOCES.

English Language Learners

English Language Learners may earn the Local Diploma via appeal by either scoring 65 or higher on 4 Regents Exams plus earning an ELA Regents Score of at least 55 or by scoring 65 or higher on 3 core Regents Exams plus 1 core Regents Exam with a score of 60-64 and an ELA score of at least 55 and then receiving approval via appeal.

Additional Pathways to graduation may be found at: <http://www.p12.nysed.gov/cia/multiple-pathways/>

For a detailed summary of all NYS approved graduation options, including information about the Compensatory Safety Option for students with disabilities and the Regents Exam appeal process, please refer to the chart at the following New York State Education Department website: <http://www.nysed.gov/common/nysed/files/programs/curriculum-instruction/diplomarequirementsfinal011019.pdf>

Revised: 01-25-2019

Promotional Practices

1. In order for a student to be promoted from a 9th to 10th grade and be assigned to a 10th grade homeroom, the student must have earned at least 5 units, including physical education.
2. In order for a student to be promoted from a 10th to 11th grade and be assigned to an 11th grade homeroom, the student must have earned at least 10 units, including physical education.
3. In order for a student to be promoted from an 11th to 12th grade and be assigned to a 12th grade homeroom, the student must have earned at least 15 units of credit.
4. To earn course credit the student must have earned a final course average of at least 65%.

Eligibility Policy – Athletics/Extra Curricular Activities

High School Eligibility Requirements:

To participate in any extracurricular activities that are not credit bearing or to access senior privileges, a student must meet the following requirements:

- A student must be passing four (4) credit-bearing courses plus physical education as of the most recent report card.
- A student planning to graduate within the current school year must be passing all courses necessary for graduation.

Penalties:

A student who does not meet the eligibility requirements is considered to be on academic probation for the remainder of the marking period.

- A. Will not be allowed to participate in any extra-curricular activities, including athletics, clubs, or class activities, for a period of one week (one week equals 5 school days and intervening weekends) *beginning the Monday after the report cards are distributed*. After the first week of ineligibility, a student may practice with his or her team or performance troupe. He or she may also attend regular meetings of their club or class.
- B. Will not be able to participate in games, performances, club or class activities (i.e. Senior Showcase, special trips, etc.) for a total of two calendar weeks *from beginning of the ineligibility period*.
- C. Juniors will lose their driving privileges for a full two weeks *from beginning of the ineligibility period*.

- D. Seniors will lose their senior privileges such as driving, early dismissal, and senior study hall for a full two weeks *from the beginning of the ineligibility period*.

Academic Probation

The student must complete the following “probation program” in order to be reinstated after two weeks:

1. Meet with her or his administrator or counselor to develop a plan for attending extra-help sessions during activity period.
2. Attend extra-help sessions during activity period with the assigned teacher.
3. The student must hand in a completed weekly progress sheet to their administrator at the end of each week by 2:30 p.m.
4. Ineligible students are considered to be on “academic probation” until the next report card.
5. After the first two weeks of ineligibility, ineligible students are mandated to continue the “probation program” until the next marking period.
6. During the Probationary Period, students must be passing 4 classes plus physical education for that marking period. Seniors must be passing all required courses.

Transcripts

Transcripts reflect the final averages for all completed courses. In the case of repeated courses, all courses and final averages will be printed on the transcript. However, if a course was repeated, only the course with the highest average will be used to calculate the cumulative average. The cumulative average, SAT, ACT, and AP scores of “3” or higher will be shown on the transcript.

GPA

A student’s Grade Point Average is computed at the start of the senior year and again at the end of the senior year. All courses except physical education are included in a student’s cumulative average. Students are not ranked. Each student’s transcript will report a weighted grade point average and an unweighted grade point average. The averages are calculated on a 100-point scale. Weights are assigned to Advanced Placement, Syracuse University Project Advanced, and Honors courses. Courses are only weighted for cumulative GPA calculation. Course weights *are not* reflected in individual course grades. A student’s weighted GPA will first appear upon completion of his or her junior year. A GPA distribution indicating the number of students falling within 5-point GPA intervals is printed on the school profile which

accompanies a student's transcript when applying to colleges. The course level is indicated on each transcript.

Dropping a Course

Parent, counselor and teacher permission must be given before a student can drop a course. If a course is dropped prior to the quarter-point of a course, no grade is computed into the student's GPA. Course may not be dropped after the quarter-point. Reminder: Every student is required to carry 5 courses and Physical Education and no course may be dropped if it leaves a student enrolled in fewer than 5 credits.

Adding a Course

Courses may not be added after the first five weeks for a semester course or after ten weeks for a full-year course.

Course Level Changes

Level changes are a serious move and should reflect sincere consideration of student ability.

Example: French 2 Honors to French 2 Regents or
 Biology Regents to Biology Applied

All level changes must occur by the midpoint of the course.

1. Such changes should be teacher initiated. (In the event a student or parent requests a level change, the counselor must discuss it with the teacher.)
2. Teacher should first discuss the change with the student.
3. Teacher then sees counselor.
4. Counselor sees student.
5. Note from home or parent signature on the Schedule Change Request Form acknowledges parental consent.

National Honor Society

The National Association of Secondary School Administrators sponsors the organization of the National Honor Society (NHS). While there are national standards, each chapter is granted permission to require a higher cumulative GPA than what is set forth by the governing body. The Hillcrest Chapter of the National Honor Society here at Jamesville-DeWitt High School inducts qualified students in the spring of their junior year, as well as the fall of their senior year, when necessary. In order to be eligible for membership, a student in the Class of 2019 must have a weighted cumulative average of 90 or better after 5 semesters of work to be inducted in the spring or a weighted cumulative average of 90 or better after 6 semesters to be inducted in the fall of their senior year. All eligible students are required to attend an informational meeting at which time they will be given an official application to complete in order to be considered for full membership. This application includes two essays, proof of any community service performed, as well as a listing of activities and experiences. In addition, a character recommendation is also required. Completed applications will be reviewed by the NHS Faculty Council, a group comprised of teacher representatives from each academic department, to determine a student's acceptance.

If a student moves into the Jamesville-DeWitt School District during their junior year, their eligibility will be reviewed at the end of the school year for potential fall induction. If a senior moves into the District and they were previously inducted into their prior school's Chapter of the NHS, their records will be reviewed for admission without formal application into the Hillcrest Chapter.

The Faculty Council will also review any academic and disciplinary concerns to ensure the members of the Hillcrest Chapter maintain the pillars of National Honor Society – leadership, scholarship, service and character.

Honor Rolls

Four times each year, after report cards are issued, an Honor Roll will be released based upon grades received during the quarter. Students are eligible for Honor Roll listings if they have passed all courses and are enrolled on a full-time basis.

High honors will be given to those students with an average of 90.0 or above. Honors will be awarded to students with an average between 85.0 and 89.99.

Student Honor Rolls will be published in local newspapers.

BOCES

The BOCES opportunity is available to interested students beginning in their junior year. BOCES provides training which can lead to gainful employment after high school. This is an important program decision and should not be undertaken without careful deliberation. It is expected that every student enrolled in the program will make every effort to do the best that he/she is capable of doing.

Registration Procedures

A student will be enrolled in BOCES vocational program upon completion of the following:

1. Discuss possible occupational education programs with your Counselor.
2. Visit the Occupational Center and the class you are considering. Parents are encouraged to visit also.
3. Parents must sign completed application form.

Daily Class Hours

Classes are conducted at the BOCES center from 8:30 a.m. to 11:00 a.m. or from 12:00 p.m. to 2:45 p.m. Students will be informed of departure and arrival times.

Transportation

The Jamesville-DeWitt School District will provide bus transportation to and from both occupational centers. All students are required to ride the bus unless other arrangements have been made in writing. Whenever a student misses a bus, they should immediately report to the Main Office. Any student failing to do so will be considered truant.

Student Driving

Driving to and from the occupational centers is a privilege. To obtain permission to drive, please follow these instructions:

1. See the occupational center principal for the necessary forms.

2. Have all three copies signed by your parents, home school principal and the occupational center principal.
3. Upon approval, obtain a parking sticker. If you are given permission to drive, you are **not** allowed to carry passengers. Unauthorized vehicles on school property are subject to ticketing or being towed away.
4. Excessive absenteeism will lead to suspension of driving privileges.

Costs to Students

Health Occupations: Some textbooks, uniform, and state licensed exams.

Cosmetology: Kits and uniforms

Shop Areas: Hard toe shoes and shop coat required. Tools and safety glasses are supplied at the center.

BOCES Grades and Credit

Grades at the occupational centers are given every ten weeks. If a student achieves an average of 65 for the four marking periods and his/her attendance has been satisfactory, he/she will be given three (3) units of credit for each year in the occupational program.

BOCES Attendance

Regular attendance is expected and is essential in your course work at BOCES, because occupational education is based on demonstration and “learning by doing” experiences are important. Illegal absences will be handled as outlined in the student handbook. Excessive absences from class will result in loss of credit each semester. If absences become extreme, a student may be dropped from the program.

HEALTH SERVICES

The High School Health Office is open from 7:40 a.m. until 3:00 p.m. to students who need medical aid. It is closed from daily from 12:15 until 1:00p.m. Students are required to report to their scheduled class prior to coming to the nurse to obtain a pass to the Health Office. Students who do not have a pass from their teacher will be returned to class unless they have an emergency and/or are physically unable.

Health Office # 315-445-8329
Fax office # 315-251-2304

The following services are provided by the Health Office:

Health Examinations (new, 9th, 11th, and athletics)

Each student newly enrolled in the District, entering 9th and 11th grade, applying for work permits or participating on a high school athletic team is required to have a current health examination. A “current” examination is one that is dated within 12 months of entry in to the district or grade, within 12 months of the work application or within 12 months of the month that the sport season starts. It is strongly encouraged that your child’s primary care provider completes the examination since he or she knows your child’s medical history and can adequately follow any preexisting conditions or new conditions that might arise.

The school medical provider will examine a student if an appointment cannot be made with the student’s primary care provider. School physicals are typically offered three times per year (usually in October, March and June) and are conducted during the school day. A written health history must be completed and written consent by the parent/guardian be given prior to the physical being completed.

Annual Screenings (9th and 11th grade)

Per New York State Commissioner’s Regulations, all boys in 9th grade require scoliosis (spinal “back” check) screenings and all students in 11th grade require hearing and vision screenings (both near and distance acuity). The school nurse will perform these screenings on all students who do not show documentation

from their primary care provider after June 30th of the current school year or if the provider's report of the screenings does not match NYS guidelines. These screenings are normally scheduled during the months of October through January during physical education and/or Health Class.

Medication Administration

The school nurse must administer all prescription and over-the-counter medications unless the student has a self- carry order to do so. Per school policy, self-carry orders are restricted to life-saving medications such as EpiPens and Inhalers. The nurse must have written orders from the student's medical provider and a parent's written permission in order to administer any medication. Medication that is to be administered must be delivered to the Health Office by a parent or guardian in its original labeled pharmacy container. Medication will not be accepted in any other containers.

The health office keeps stock medication of Ibuprofen, Acetaminophen, Menthol cough drops, Calamine lotion and Bacitracin ointment. If there is an order on file, these medications do not need to be dropped off at school.

A parent can come to school to administer medication if written orders are not on file. In this instance, the parent must administer the medication in the health office.

Students who are in possession and / or ingest medication without the knowledge and supervision of the school nurse will have the drugs confiscated and can face disciplinary consequences up to and including out-of-school suspension.

The Health Office cannot store medication over the summer. Medication pick-up letters will be sent home in June reminding parents to pick up any medication kept in the health office. Any medication not picked up by the last day of school will be discarded.

Injury/Illness

The school nurse will provide First Aid and illness treatment that is in his/her scope of practice. In all cases where the nature of an illness or an injury appears serious, the parent or guardian will be contacted if possible. The nurse will report the nature of the injury, the treatment that has been given and recommendations

for follow up. In extreme emergencies, arrangements may be made for the child's immediate hospitalization whether or not the parent or guardian can be reached.

All injuries or accidents that occur on school property must be reported to the Health office immediately. If it appears that the injury will require an assessment by a medical provider an accident report will be completed. The district carries a secondary insurance policy on students for accidents. Information about filing claims can be obtained by calling the athletic office at 315-445-8345.

If a student becomes ill while in school, the student should obtain a pass and report to the nurse's office for an assessment. The nurse will determine if a student needs to be excused from school due to illness and will call the parent to make appropriate arrangements for transportation home. Once excused by nurse and parent, a student may drive his/herself home if it is considered safe to do so. Certain conditions will prohibit a student from driving themselves home such as fever or dizziness.

Any student that is dismissed early related to illness or medical appointment must sign out at the Attendance window prior to leaving the premises.

Students must be in school at least a half-day in order to participate in any after-school activity (athletic practice or game, musical rehearsal, concert, etc). If the student is dismissed early related to illness he/she cannot return to school that day unless medical clearance has been given. Medical clearance can be obtained from the school nurse, private medical doctor, or athletic trainer.

The student who is tardy to school due to illness must arrive early enough to be in attendance for half the day. He/she may be instructed to see the nurse for medical clearance to participate in an after-school or evening event if his/her health or safety is in question.

Medical Excuses and Clearances

Any student requiring an excuse from physical education class and/or athletics due to injury or illness for more than one day, must have a written note from a medical provider (within his/her scope of practice). This note must be filed with the nurse.

Prior to the return to Physical Education class and/or athletics, a written clearance statement from the attending physician must be filed with the nurse. A parent who is also a medical provider may not write a clearance for their own child, as this is a conflict of interest.

Physical education class is a requirement for graduation. It is recommended that medical excuses be written to *modify* activity as appropriate rather than be pulled fully from PE whenever possible. However, if a student must be excused from full activity it is the responsibility of the student to communicate with the PE teacher to come up with a plan to meet the PE requirement through written assignments or make-up classes.

Accident Prevention and Safety Procedures

These rules are to ensure the safety of students and employees of the District while on District property. All students and members of the school community must:

- Immediately report any conditions involving equipment or building that may be dangerous to student or employee health or welfare.
- Immediately report any unsafe practices by anyone in the building or on the grounds.
- Ride bicycles only on the roadways, not the sidewalks. Skateboarding on the school grounds is prohibited during the school hours, and rollerblading on the athletic facilities is strictly forbidden.
- Observe a reasonable speed limit on school grounds.
- A master first aid kit shall be kept and properly maintained in the school and on each school bus.

MISCELLANEOUS INFORMATION

Attendance

Attendance is important! It is each student's basic responsibility as a member of the school community. In addition, regular attendance is directly related to academic and career success. Responsibility to make up work missed because of family trips rests with the individual student. Students coming to school late (after 7:45 a.m.) and/or returning from an early dismissal must report directly to the Attendance Office and sign in. They will receive a pass at that time.

Students who attend any or part of the school day without following these attendance procedures will be penalized. Students are to remain in class or study hall until excused by the teacher. The bell is a reminder to the teacher that the class should be dismissed.

Students are not permitted to leave the school building without authorization during the school day. They are expected to be in the building, following their schedule, at all times.

1. Written excuses are required in order for students to be excused during the school day. Present the excuse to the Attendance Office prior to first period and they will be issued a dismissal card. If a student leaves without prior permission, they will be issued a detention.

Students, after visiting lockers, must be in first period class by 7:45 a.m. If students arrive after 7:45 a.m., they must report to the Attendance Office immediately to sign in.

School tardiness means not being present in first period class by 7:45 a.m. Students not in class by 7:45 a.m. are tardy.

First period class last 83 minutes. Homeroom follows 1st period, and it is where school attendance is recorded and morning announcements are made. If a student is absent for any reason, he/she must bring a note to the Attendance Office signed by a parent that indicates dates of the absence and the reason for the absence.

Student Absences and Excuses

The following reasons for student absences from school are recognized as valid:

1. Sickness or death in the family
2. Religious observance
3. Approved school-sponsored trip
4. Required court appearances

In addition, college visitations that are approved in advance by the front office are considered important enough to excuse a student's absence for this reason. Students must present a parental excuse for absence upon their return to school.

Counseling Services

Although the counselors are involved in many other aspects of the total school program, their main function is to be available to students who need academic and personal assistance.

Counseling is available for all high school students to ensure effective participation in their current and future educational programs. The counseling program provides the following services:

1. Annual reviews of each student's educational progress and post-secondary plans.
2. Information to help students learn about curriculum options and careers.
3. Individual and/or group counseling assistance to help students develop and implement post-secondary education and career plans.
4. Individual or group counseling assistance to help students who exhibit any attendance, academic, behavioral or adjustment problems.

The school counselors meet with students individually and in groups, to help them better understand themselves in relation to what is going on around them. The counselors assist students in becoming more able to make decisions – personal, educational and vocational. The counselors also meet with faculty members and parents in order to communicate about the student's progress and development.

The counselors help students make realistic course selections, adjust to personal changes, become better organized as students, deal with personal problems, and make plans for after high school.

Activity Period

From 2:20 p.m. until 3:00 p.m. the school conducts a daily activity period for further educational pursuits. Teachers are available for extra help during this time. Many student clubs and activities meet during this period. Students are encouraged to make advantageous use of this time. Students interested in creating new activities are to confer with Student Council and an administrator.

However, no students may remain in the building unless they are participating in a staff supervised activity or help class. NO loitering on school grounds or in the building is allowed after 2:15 p.m. This will be strictly enforced. During activity period, students must be with a teacher or in a supervised area, gym make-up, club meetings or designated study area. Please be advised that any student found to be loitering in the hallways will receive the following consequences:

First offense: One (1) 3:00 detention with parent notification

Second offense: Two (2) 3:00 detentions with parent notification

Third offense: One (1) 5:00 detention with parent notification

Under no circumstances are students allowed to leave campus after 2:15 p.m. and return for the 3:15 p.m. late bus. Students will be disciplined for this infraction.

Fire Drills

The Building Principal is responsible for conducting fire drills in order to instruct students and staff in exiting the school building in an emergency in the shortest time possible and without confusion and panic. Fire drills shall include instruction on fire drill exits and fire alarm boxes, as well as fire drill procedures.

All students are expected to cooperate with staff members during fire drills and to leave the buildings in a quiet and orderly manner. The exit route is posted in each room. **Students must stay with their teacher.**

All fire drills are to be interpreted as “working fires.” No one is to return to the building until a clear command has been given. Consequently, all fire drills are to be honored with the prompt and orderly evacuation of the building. Classroom teachers will instruct students as to which exit to use for fire drills. Absolute silence must be maintained to permit changes in procedure if necessary during the drill. Teachers should be the last persons out and close the classroom door.

Please keep to the right. Be sure to move far enough away from the building so that people following can be clear of the building. Fire drills are serious. Any person ringing a false alarm will be suspended from school and prosecuted to the full extent of the law.

Policy Regarding Homework Requests

If a student is out of school due to illness, the student or their parent should email the student's teachers to request work. The email to teachers should include an expected date of return as well as some information about the student's ability to complete work at home, given their medical condition. Work can be sent to the student via email or teachers can deliver the work to the Counseling Center so that parents can pick it up there. The email request should also be copied to the student's counselor. Students are also encouraged to contact their classmates to retrieve notes from missed classes and should plan to meet with their teachers during activity period when they return to school to pick up any additional homework that was collected for them.

If a student is suspended from school and a homebound tutor has been assigned, the Counseling Center will submit the homework request to the teachers on behalf of the student.

Library Media Center

The mission of the Library Media Center (Library) is to prepare students for college and careers by providing them opportunities to practice creativity, collaboration, communication, and critical thinking.

The Library is an interactive learning center open to everyone. Besides popular fiction & non-fiction books, magazines, and computers, students have access to numerous research resources accessed through the library's website (<http://tinyurl.com/jdlibrary>), copier/scanner, printer, board games, maker space, green screen filming area & video equipment, SmartBoard, and Chromebooks.

We welcome students to the library between 7:30 AM and 3:10 PM.

GUIDELINES

PASSES: Students need to obtain a pass signed by Ms. Panek, Librarian or Mrs. Burgwin, Library Aide before coming in from study hall or lunch. Report to your study hall and have the pass signed by your study hall

moderator before returning to the library and completing the sign-in sheet.

PHONES & MUSIC: Cell phones may be used IF it relates to school work. Music may be listened to quietly with earbuds.

BORROWING PRIVILEGES:

BOOKS & MAGAZINES: Most books & magazines can be borrowed for up to 3 weeks. Reference books may be borrowed on a short-term basis. If materials are lost or damaged, students are responsible for paying replacement costs. Many classroom textbooks are available for in-library use.



EQUIPMENT: See Ms. Panek to borrow a **Chromebook** or **filming equipment**, or to use the **SmartBoard** or **Filming Area**.

SUPPLIES: Students may use the scissors, calculator, markers, colored pencils, loose leaf & graph paper, tape, ruler, paper clips, and staplers located near the printer. **Please return everything to its proper place when finished.** See Mrs. Burgwin to borrow the graphing calculator for in-library use only.

FOOD & DRINK: Food and drink are only permitted in the non-carpeted area of the library.

CONDUCT: Students should be respectful and considerate of other students and faculty using the library as well as library property. Inappropriate conduct may result in loss of library pass privilege.

Lockers and Personal Possessions

1. Students should keep all valuables in a secure locker. We provide a secure school locker and a lock for each student's gym locker. Personal possessions that are not allowed to be used during the school day should not be brought to school. However, if a student brings a personal possession to school, it must be kept in his or her secure locker. Restitution for lost belongings is not the responsibility of the school.

2. Students should not share their combination with another student.
3. Students should know that the Board of Education has the right to search lockers and their contents at any time when there is reason to do so. This right is outlined in the New York State Education Law. Personal locks may not be used on lockers – the school will remove them.
4. Locker problems should be reported to the Main Office or your physical education teacher as soon as the problem is discovered. Lost items should be reported to the Main Office.
5. Articles and objects that are found should be turned in to the Main Office. They will be held for one week.

Study Hall Grades 9-12

All students who are not assigned to a particular class in a given class period are assigned to Study Hall. When a schedule reads study hall, the student must:

- Report on time.
- Sit in assigned seats and bring materials to study hall.
- Ask permission to leave for the lavatory. Permission will be granted only for emergencies. No passes to lockers will be issued by supervising staff.
- Students must have a pre-signed pass to go to the Counseling Center or the Library Media Center.
- There will be no writing on tables or any other defacing of school property.

Student behavior in study hall is expected to be the same as if a student were in a class. Reasonable requests by teachers are to be obeyed. Students who have problems in fulfilling those expectations will be assigned to detention or suspended depending upon the circumstances.

All students are assigned all periods.

Textbooks

Teachers will assign textbooks to students in most courses. Remember that these books are school district property, and students are responsible for proper care and return of textbooks. Students must pay for lost or damaged textbooks.

Visitors and Guests

Visitors and parents are welcome at Jamesville-DeWitt. However, all persons including former students must report immediately to the Attendance Office for

permission and to sign in. *Arrangements must be made ahead of time if a student has a guest who would like to attend classes with you.* Permits to visit will NOT be granted to walk-ins. Visitor's permits will NOT be issued for the purpose of wandering about the building. Do not invite students from other schools to visit (including the noon hour) unless specific permission is granted in advance by the administration.

Jamesville-DeWitt High School is a learning institution first and foremost, and guests and visitors may be refused if deemed to be a disruptive influence at certain times of the year.

All visitors shall be required to report to the Front Reception Desk upon arrival at school and state their business. Visitations to classrooms for any purpose require permission in advance from the Building Principal in order to allow teachers the opportunity to arrange their schedules to accommodate such requests.

Working Papers

The following certificates are granted:

1. *Non-factory Employment Certificate* – Valid for lawful employment of a minor 14 or 15 years of age when school is not in session and during vacation periods. A certificate is good for a period of two years.
2. *Student General Employment Certificate* – Valid for lawful employment of a minor 16 or 17 years of age when school is not in session and during vacation periods.
3. *Full Time Employment* – Valid for lawful employment of a minor 16 or 17 years of age who is not attending day school.
4. *Newspaper Carrier Certificate* – Issued for ages 12-17 years of age for delivering papers.
5. *Farm Work Permit* – Valid for the employment of a minor 14-17 years of age.
6. *Farm Work Permit* – Special – Valid for the employment of a minor 12 or 13 years of age to engage in the occupation of hand harvesting, berries, fruits, and vegetables.
7. *Limited Employment Certificate* – Valid for a period not to exceed **six (6) months** from date of issuance.

Procedure for Obtaining Working Papers:

1. Obtain application and physical form from the school attendance office.
2. Complete the application blank that requires:

- a. Signature of a parent or guardian
 - b. Completed physical form
3. Return completed application to school attendance office with completed physical form (a physical form is not necessary if you have a sport, school or 10th grade physical on file in the nurse's office within 12 months).
4. A certificate will be issued to you.
5. Instruct your employer to keep your employment certificate and return it to you upon termination of employment.

CO-CURRICULAR AND EXTRA-CURRICULAR PROGRAMS

Jamesville-DeWitt High School recognizes the educational values inherent in student participating in the extra-curricular life of the school for such purposes as building social relationships, developing interests in an academic area and gaining an understanding of the responsibilities of good citizenship. In the interest of good citizenship, eligibility for co-curricular and extra-curricular participation is governed by the Jamesville-DeWitt High School Code of Conduct:

Co-Curricular and Extra-Curricular Activity Participation

Co-curricular and extra-curricular participation is a privilege for students and not a right or entitlement. Therefore, prerequisites regarding academic performance, conduct and school attendance will be applied to a student's eligibility for participation in all co-curricular and extra-curricular activities – including clubs, music organizations and interscholastic athletics. These prerequisites are listed below.

1. To remain academically eligible to participate in any extra-curricular activities that are not credit bearing or to access senior privileges, a student must meet the following requirements: (a) a student must be passing four (4) courses plus physical education as of the most recent report card (incompletes are not passing grades), and (b) a student planning to graduate within the current school year must be passing all courses needed for graduation.
2. When participating in or attending school-sponsored extra-curricular events, to behave as a representative of the district and hold himself/herself to the highest standards of conduct, demeanor and sportsmanship and accept responsibility for his/her actions;
3. To be in regular attendance at school and in class; a minimum of ½ day (3.5 hours – 7:45 a.m.-11:00 a.m./11:00 a.m.-2:15 p.m.) attendance is necessary to participate on any given day.
4. To contribute to an orderly, learning-centered environment and to show due respect for other persons and for property.
5. To adhere to all behavioral expectations as listed under student discipline and refrain from any school prohibited conduct.

Additionally, students disciplined under the student conduct guidelines may be suspended from participation in any or all co-curricular or extra-curricular activities.

Substance Use or Possession Penalties for Extra-curricular & Athletic Participation

Because of the serious nature of this offense, the penalties will be the same for all athletic teams, academic teams, theater ensembles, and student clubs.

Participants are not to use, possess or be under the influence of alcoholic beverages, illegal substances, tobacco products, vaping productions or performance enhancing drugs or possess drug paraphernalia. This provision is in effect from the first day of extra-curricular activity in August through graduation day in June, twenty-four hours a day both in school and out, regardless of whether the student is participating in a co-curricular activity or sport. Suspensions carry over from season to season, school year to school year.

Penalties for Infractions

FIRST OFFENSE – Suspension from co-curricular or extra-curricular participation for six weeks. If a student is suspended from school as a result of the infraction, the student's extra-curricular or co-curricular suspension begins upon return from an out-of-school suspension related to substance use or possession. If the offense occurs outside of school supervision, the infraction begins when a reported incident is confirmed by administration. Students who violate this rule must complete an intervention/education counseling program with the school's Student Assistance Counselor (SAC) over the course of the activity suspension. The program will be designed by the SAC to meet the needs of the student. Successful completion means that met with the SAC during the suspension and the SAC verifies the meetings. Students and/or athletes who earn a participation letter or award will be issued the award upon successful completion of the intervention/education program. Students who violate the behavior code during a sport season or club activity season can, after the first two weeks of participatory suspension, continue to practice or rehearse with the organization to which they belong; however, the student cannot participate in any contests or events until the suspension is completed. They can attend the contests or organizational events in street clothes. If a student is not in season (with either a club activity or an athletic team), he or she may be suspended for 10% of the season in which they participate. Student-athletes must meet with the Athletic Director and club activity participants must meet with the Principal after the sanction has been established and prior to the beginning of the season in which they participate.

The *Student Handbook and Code of Conduct*, which all students receive at the beginning of school and which is located on the high school webpage, outlines the infractions for students who violate the drug, alcohol, and tobacco policies of the school district.

SECOND OFFENSE – A student's second offense will result in the removal from his or her team or club activity for the remainder of the season and suspension from program participation for two months. Athletic program participation includes off-season clinics, open-gym practice sessions, or school-related club sports. Club activity program participation includes off-season preparatory meetings or fundraising activities related to the club. If a student is not in season, he or she must also sit out the first 25% of the contests or activities of the season (with either a club activity or an athletic team) in which they will next participate. Student-athletes must meet with the Athletic Director and club activity participants must meet with the Principal after the sanction has been established and prior to the beginning of the season in which they participate.

THIRD OFFENSE – A student will be removed from all program participation, in-season and off-season, for one calendar year.

Note : Second time offenders and beyond lose the opportunity to receive a participation letter and/or certificate and forfeit all school issued awards earned during the season in which the infraction occurred. Third time offenders and beyond lose all accumulated points for senior awards.

Students who confidentially approach a coach or school official for help with a substance use problem will be given appropriate confidential help. If there has been no public incident or violation, there will be NO athletic suspension as long as it can be determined that participation is not a health risk to the individual or a safety risk to teammates and/or opposing athletes.

School-Sponsored Activities

School sponsored activities are those planned and chaperoned by the school and are placed on the high school calendar by the faculty advisor. These activities are used frequently as fundraisers with all monies accounted for and placed into school accounts. A partial listing of school sponsored activities includes the following:

- School dances – Senior Ball, Junior Prom, and any other dance held at the High School.
- PAC trip(s) to Washington, D.C., New York City, etc.
- Language Club trips to cultural areas.

- Band and Chorus Exchange Programs with other high schools.
- Field Trips that are part of the educational program.

The school does NOT sponsor the following:

- Picnics, sleepouts
- Cast parties following musical productions
- Any organized absences such as “senior skip day”
- Fraternities and Sororities – Educational Law bans fraternities and sororities in public schools because of their discriminatory nature. Initiation practices, hazing activities, etc. are all prohibited.

Parents are encouraged to call the school if questions arise regarding which activities are chaperoned and which are not. Please call the main office at (315) 445-8340.

The student conduct codes apply to all off campus school-sponsored activities.

School Dances

School dances are held primarily for the enjoyment of students at JD and are not open to the public. Students who leave the building during a dance, for any reason, are not permitted to return to the dance. Guest passes for the guests of JD students must be obtained from the main office 24 hours before the dance and must be presented at the door the night of the dance.

All school activities including candy sales, car washes, or fund raising activities of any kind, regardless of where or when they take place, must be scheduled and approved by the school office 2 weeks in advance – see Mrs. Wheeler to obtain the appropriate form. Note that candy may only be sold after 2:45 p.m.

Procedures for Suspected Behavioral Infractions at School Events – On and Off Campus

- Students suspected of behaving inappropriately or of being under the influence of alcohol or drugs should be reported to the administrator in charge.
- The administrator will determine if the student is in violation of a school regulation.
- The parent will be called and requested to pick up the student.
- In the event a parent is unavailable a relative or neighbor will be contacted.
- The police may be asked to take the child home in the event a parent or guardian cannot provide transportation.

CLUBS AND ACTIVITIES

Acceptance Coalition
Autism Speaks
Chess Club
Creative Writing Club / Rambunctious
Cultural Connections (International Club)
Double Down
ECOS
Film Club
French Club
French National Honor Society
G17 Club
Heifer International
Hole in the Wall Gang
JD Cares
JED Talks
Key Club
Math Team
Mu Alpha Theta (Math Honor Society)
Mock Trial
Music: Pep Band & Ensembles, SPARK & Musical
National Honor Society
MUN (Model United Nations)
Outdoor Pursuits Club
RamPage
Re-Enactors Club
Roots & Shoots
SADD Club
Science Olympiad
Spanish Club
Spanish National Honor Society
Student Government
UMOJA
Unplugged Games
Yearbook

TRANSPORTATION AND STUDENT DRIVING PRIVILEGES

Buses

Buses transport a large number of students daily. Drivers have tremendous responsibility with thirty to forty students on each bus on crowded highways. It is imperative that rules set up for safety are strictly followed. Any act that distracts the driver is a potential safety hazard. All students should keep the following practices in mind:

- Always stand back from the road while waiting for the bus.
- Always wait until the bus has come to a full stop and the driver has opened the door before you attempt to board or leave the bus.
- Walk across the road only when the driver has signaled that it is safe to do so. When exiting always walk in front of a stopped bus. Stay far enough in front of the bus so you can always see the driver.
- Always move immediately away from the bus.
- Never do anything to distract the driver's attention from the road.
- Always remain seated when the bus is in motion.
- Use the emergency door only in the case of emergency.
- Always be quiet enough to hear instructions the driver might give.
- No smoking is permitted on buses. Violators may lose transportation privileges.
- No eating is permitted on buses.
- Students are expected to act in a mature, responsible manner while riding buses.

Violation of the above rules could result in the loss of transportation privileges, detention or suspension.

All school policies related to student conduct are in effect when on a school bus.

Questions about the school transportation program should be directed to the Supervisor of Transportation, (315) 445-8388.

Vandalism on buses can be a problem. Parents are notified if a student commits an act of vandalism, and the student will be held accountable for disciplinary and compensation consequences.

Driving to School

Students are *not permitted* to drive motor vehicles to school without permission from the administration. *Only seniors and juniors who are academically eligible and in good standing regarding discipline* are allowed to drive on a regular basis. Permission forms should be obtained from the District Level Administrator, completed and returned, before a student drives to school. No sophomore or freshman will be given permission to drive. Exceptions will only be made for in-season extra-curricular activities and then only those that are Jamesville-DeWitt High School sponsored. **Only students in possession of exhibited valid permits are permitted to park on campus. All others will be sent home.**

Courtesy and citizenship need to be considered with regard to school neighbors. No Jamesville-DeWitt High School student should be parking on any streets adjacent to campus.

Offenses such as the following may result in the suspension of driving privileges:

- Speeding
- Driving dangerously
- Leaving school grounds during the school day without permission
- Arriving late to school
- Parking in the faculty lots
- Loitering in the parking lots (Students are not to go to their cars during the school day without administrative permission.)
- Consistent insubordination

CONDUCT REGULATIONS

Jamesville-DeWitt High School is committed to providing each student the finest educational experience. Academic learning takes focus and discipline, it is the school's responsibility to make certain that the learning environment promotes and sustains these qualities. The regulations set forth in this document outline the consequences for behavior that undermines the effective operations of our school. Students who violate the *Code of Conduct* will be subject to the penalties set forth in this document.

Code of Conduct: Board of Policy #7310

Appendix I is an executive summary of Jamesville-DeWitt Board of Education Policy #7310 *Code of Conduct*. The district has long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity. The Board recognizes the need to clearly define these expectations for acceptable conduct, identify the possible consequences of unacceptable behavior, and ensure that discipline, when necessary, is administered fairly and in a timely manner.

Any parent or student interested in obtaining or reviewing a copy of the *Code of Conduct* can contact the Main Office (315-445-8340). The *Code of Conduct* is available to review on the JD website www.jamesvilledewitt.org

Title IX Compliance Officer

Educational opportunities at Jamesville-DeWitt will be offered without regard to sex, race, color, national origin, or handicap. The Title IX compliance officer for the district is Mr. Peter Reyes. Inquiries or concerns can be forwarded to him at P.O. Box 606 / Edinger Drive / DeWitt, NY 13214. His office phone number is (315) 445-8300.

High School Administration

The principal and assistant principals of Jamesville-DeWitt High School are primarily responsible for ensuring that the *Code of Conduct* is properly regulated. Any questions regarding the regulation of the *Code of Conduct* can be directed to one or more the following people @ (315) 445-8340:

- Mr. Paul Gasparini, Principal
- Ms. Candace Johnson, Assistant Principal
- Mr. David Nylen, Assistant Principal

Penalties

The following is a general list of frequently administered penalties. They can be administered to students as a result of school-related misconduct. In determining appropriate consequences, the administration is not limited to the penalties on this list.

1. Verbal Warning: A teacher, counselor, administrator, or other staff can discuss the appropriateness of certain actions and/or behaviors with students. Verbal warnings are not necessarily recorded as discipline infractions.
2. Written Notification: A teacher, counselor, administrator, or other staff can notify a parent or guardian of concerns about a student through written communication.
3. Detention (3:00): This is an after-school detention that students serve from 2:20 p.m. to 3:10 p.m. Dismissal is coordinated with the late bus schedule.
4. Detention (5:00): This is an after-school detention that students serve 2:20 p.m. to 5:00 p.m. Transportation from school is arranged with a parent / guardian.
5. Mediation: Students who experience interpersonal difficulties may be required to confront and discuss the problems with a counselor, administrator, or trained peer mediator.
6. Parent Student Conferences: Students who demonstrate a pattern of disruptive behavior will have the opportunity to discuss the issues surrounding such behavior in a conference with parents/guardians and appropriate teaching, counseling, and/or administrative staff.
7. Removal from class/cafeteria: Students who are disrupting the orderly function of a class or lunch period may be sent to the office by their teacher or supervising staff.
8. Suspension:
 - School Activities – students who participate in athletics, music ensembles, clubs, or other school-related programs may be suspended from participating by their coach or advisor per the policies of the team, ensemble, or club.
 - Privileges – students who have such privileges as driving to school, early dismissal or other school privileges may have them revoked for any level of misconduct. Privileges such as attending or participating in extra-curricular functions (i.e., dances, sports events, musicals, etc.) can be suspended for a period of time as determined by the administration. Such privileges can be suspended for any level of offense.

- Transportation – Students who engage in unsafe and disorderly behavior on the school bus may face suspension, parents / guardians will be responsible for transporting the student to and from school.
 - Teacher Removal of Disruptive Student – Per the *Code of Conduct*, a teacher may remove a student finds the student’s continued presence poses a threat a disruption of danger. Students who are removed and parents / guardians of removed students will be apprised of the procedures outlined in the *Code of Conduct*.
9. Out of School Suspension: Students who substantially disrupt the learning environment may face suspension. Students who are suspended from school may not participate in or attend any school events during the duration of their suspension.
- Short-term Suspension is defined as a suspension of five days or less. The building principal, the superintendent of schools, and/or the Board of Education can impose a short-term suspension.
 - Long-term Suspension is defined as a suspension of more than five days. The superintendent of school and/or the Board of Education can impose a long-term OSS.
10. Superintendent’s Hearing: Students who commit an offense that requires an extended suspension from school may face a superintendent’s hearing. The purpose of a superintendent’s hearing is for the administrators to make a case to the superintendent that a student deserves to be suspended for a period of longer than 5 days.

Disciplinary Procedures

Disciplinary action, when necessary, will be firm, fair, and consistent. The regulations outlined will guide the assigning of discipline. In determining the appropriate penalty, authorized school personnel will consider the following.

- The student’s age.
- The nature of the offense and the circumstances that led to the offense.
- The student’s prior disciplinary record.
- The effectiveness of other forms of discipline.
- Information from parents, teachers, counselors, and/or others, as appropriate.
- Extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student’s subsequent violations will usually merit a stiffer penalty than the first violation.

Search and Seizure

The administrators of the school are authorized to search a student if “reasonable suspicion” exists that the student is in possession of contraband or information that endangers the health, safety, and welfare of other students and school personnel. Student effects such as wallets, handbags, purses, backpacks, gym bags, coats, and other items are subject to search if there is reasonable suspicion that the search will turn up evidence that the student has violated the law or the *Code of Conduct*.

Searches will be conducted in a manner related to the objective of the search and will not be excessively intrusive in light of the student’s age, gender, and nature of the infraction. The school principal or assistant principal must conduct the search. Parents will be notified immediately if a search reveals evidence that the student is in violation of school rules or the law.

Lockers

Lockers are the property of the Jamesville-DeWitt Central School District and as such are assigned to students for their use. Students do not have exclusive rights to their locker over school personnel. Therefore, students should not expect privacy with respect to school lockers or other storage areas. Jamesville-DeWitt reserves the right to inspect the inside and outside of student lockers at any time for any reason. Students may or may not be notified of a locker inspection by school personnel.

ATTENDANCE

Every student is expected to attend class on a regular basis. Absence will result in loss of instruction; therefore, attendance is considered imperative. School attendance is both a right and a responsibility. Unexcused absences, unexcused tardiness, and unexcused early departures will result in disciplinary action. Any student who repeatedly fails to comply with attendance requirements shall be subject to disciplinary action including out-of-school suspension. (Board of Education Policy 7110)

Excused / Unexcused Absences

1. **Excused:** An absence, tardiness, or early departure may be excused if due to personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs or military obligations or other such reasons as may be approved by the principal on a case-by-case basis to cover unexpected events.
2. **Unexcused:** An absence, tardiness, or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories.

Truancy

Student absence without the knowledge or consent of a parent is considered truancy. Truancy is a violation of New York State Law and is subject to disciplinary measures imposed by the school and the Family Court.

If a student is determined to be truant, parents will be notified. The student will be subject to the following:

- | | |
|-----------------|---|
| First offense: | Two (2) 5:00 detentions |
| Second offense: | Three (3) 5:00 detentions and a loss of driving privilege for two weeks |
| Third offense: | Four (4) 5:00 detentions and loss of driving privilege for one month |
| Fourth offense: | Principal's hearing |

A student who is persistently truant will be reported to the Department of Social Services by the school administration.

Tardiness to School

Tardiness to school can have a negative impact on a student's education. If a student arrives to school after the beginning of the school day he or she will be considered tardy to school. Any student who is illegally late to their 1st period class will also be considered tardy to school. Students who are tardy will be subject to the following penalties.

If a student is tardy, a note from his or her parent or guardian explaining the reason for being late is required upon entry to school. The following regulations apply to each ten-week quarter.

1. A 3:00 detention will be assigned and completed the afternoon of the day the study was tardy. If detention is not served that day the student will be required to meet with grade level administrator.
2. 8 + tardies in a marking period will result in loss of privileges and a parent conference with grade level administrator.
3. 12 + tardies in a marking period may result in possible suspension and continued loss of privileges for the marking period.

Leaving the School Building

J-D High School is a closed campus. Students who leave the school building without permission will be subject to the following:

- | | |
|-----------------|--|
| First offense: | Two (2) 5:00 detentions and parent notification. |
| Second offense: | Three (3) 5:00 detentions and parent notification. |
| Third offense: | Two (2) days out-of-school suspension and principal's hearing. |

Persistent violation of this regulation may result in further suspensions and possible superintendent's hearing.

Class Attendance (Skipping Class)

If a student intentionally misses a class, he or she will be subject to the regulations outlined below. If the student skips class and leaves campus, he or she will be subject to the regulations below and the regulations outlined above in "Leaving School Grounds."

1. Written referral to grade level administrator by teacher.
2. Automatic 5:00 detention assigned by grade level administrator.
3. Parent contact by referring teacher.
4. 3 + class cuts in a marking period will result in a parent conference.
5. 5 + class cuts in a marking period displays persistent disobedience and may result in suspension and a superintendent hearing.

Tardiness to Class

Students are to be in their assigned classroom prior to the "second" bell ring; that is, the bell that rings five minutes after the previous period's dismissal bell. Students who are late to class may be warned and / or assigned a detention by the classroom teacher. Students who are persistently late to class may be subject to an office referral with penalties ranging from 5:00 detention to suspension.

ALCOHOL, TOBACCO & OTHER DRUGS

Prescription & Over-the-counter Medication

The school nurse must administer all prescription and over-the-counter medications unless the student has a self-carry order to do so. Self-carry orders are usually restricted to life saving medications such as Epi Pens and Inhalers. The nurse can only administer these medications with the expressed written permission of the student's parent or guardian in addition to written orders from the student's medical provider. Medication cannot be administered with a verbal request by parent or guardian. In addition, medication that is to be administered must be delivered to the Health Office by a parent or guardian (except for Epi Pens and Inhalers). Students cannot be in possession of any medication unless they have a self-carry order and the school nurse has full knowledge and has given consent. Students who are in possession and / or ingest medication without the knowledge and supervision of the school nurse will have the drugs confiscated and can face disciplinary consequences up to and including out-of-school suspension.

Tobacco

New York State Law outlaws the use of all tobacco products on public school grounds. Students who smoke cigarettes, cigars, tobacco pipes, e-cigarettes or vapor cigarettes or vapor devices and students who use chewing or smokeless tobacco on campus will be suspended out-of-school for a minimum of two days.

Students in possession of tobacco products, vaping products, matches, and lighters must surrender such items to the administration. Students in possession of such products will face disciplinary consequences up to and including out-of-school suspension.

Alcohol, Drugs, and Illegal Substances

Students may not possess, consume (or "taste"), sell, distribute or exchange alcoholic beverages, alcohol-infused energy drinks, herbal incenses such as Spike Max and other brands or similar products, bath salts, illegal substances (i.e. inhalants, marijuana and hashish, cocaine, LSD, PCP, heroin, amphetamines, steroids, and look-alike drugs or any substance referred to as a "designer" drug, etc.), and drug paraphernalia (which includes but is not limited to rolling papers, pipes of any sort, hypodermic needs, and any other container or

item that can be used to deliver, carry, or ingest illegal substances, herbal incense, or alcohol) during the school day, prior to a school-sponsored event, at a school-sponsored event or on school grounds at any time. Students may not be under the influence of any of the above-mentioned alcoholic beverages, herbal incenses, alcohol-infused energy drinks, or illegal substances during the school day, at a school-sponsored event or on school grounds at any time.

If a student is loitering with or in the company of any student who is in open possession or use of drugs and / or alcohol, he or she will be considered in violation of the drug and alcohol policy and will be subject to out of school suspension and will also be considered in violation of extra-curricular participation rules.

Students who violate the above regulation will be subject to the following:

1. Immediate parental notification and removal from the school or school activity.
2. Suspension out of school for five (5) days.
3. Superintendents hearing as appropriate.
4. Notification of law enforcement agency as appropriate.

Upon return from out-of-school suspension, students will be required to meet with the school's student assistance counselor. The counselor will make a recommendation regarding subsequent meetings.

Use of Alcohol Sensing Devices

It shall be the district's policy that alcohol sensing devices may be used to confirm the suspicion of consumption of alcohol, for admission/participation at extra-curricular activities. The device may also be available for use during the school day. The following rules for the use of such a device shall apply:

1. There must be reasonable suspicion that a student has consumed alcohol in the best judgment of an administrator or administrative designee.
Reasonable suspicion exists if:
 - Student smells of alcohol
 - Student exhibits loss of motor control or other signs of impairment
 - Administrator or administrative designee has statements of use by reliable witness(es)
 - There may be other indicators of alcohol use, and therefore, this list is not all inclusive

2. The administrator or administrative designee will ask the student to accompany him/her to a location with some measure of privacy. (e.g. administrative or health office)
3. The administrator or administrative designee who has been trained in the proper use of the alcohol sensing device will request the student to use the alcohol sensor in the presence of a witness. If the student refuses to cooperate with the school personnel, parents will be contacted immediately and permission to administer the Alco-sensor will be requested. In a case involving a parent who is unreachable, the Alco-sensor may be administered with student consent. The school will contact the parents in a timely manner to notify them of the course of events.
 - If the student complies and there is a negative reading, a second reading will be taken five minutes after the first reading. After the second negative reading, the student may return to the function.
 - If the student complies and there is a positive reading, a second reading will be taken within five minutes after the first reading. If there is a positive reading after the second administration, the student will be kept away from the function and taken home by the parent/guardian.
 - If the student refuses to comply, the student may not return to function and will be taken home by the parent/guardian.
 - A positive reading may be considered by the District in connection with the imposition of discipline in accordance with Board of Education policy and the District Code of Conduct. A student's failure to comply may also be considered in connection with the imposition of discipline for violation of Board of Education Policy and the District Code of Conduct.

DISRUPTIVE, DISORDERLY & VIOLENT CONDUCT

Discrimination and Harassment

All acts of discrimination and harassment based on race, age, sex, sexual orientation, color, creed, religion, national origin, ethnicity or disability are prohibited. Students who are accused of violating this policy will be referred to the Compliance Office of the Jamesville-DeWitt School District.

Students who violate the above regulation will be referred to the District Compliance Officer, Pete Reyes.

Bullying

Jamesville-DeWitt High School believes that it is imperative for students to feel as though their school environment is safe, secure, and focused on learning. Therefore, we do not tolerate bullying in any form whether it involves discrimination, verbal or physical harassment, hazing, or any other demeaning or insulting behavior towards a fellow student or a member of the school staff. Students who are guilty of bullying face consequences up to and including out of school suspension and superintendent's hearing.

Students who believe that they are being bullied or harassed through social and / or electronic media are encouraged to immediately report the incident or incidents to the school administration. Students may also report the incident to a teacher or counselor who can help the student make a report to the administration. Social and electronic media include Facebook, Instagram, Snapchat and similar programs. Social and electronic media also includes text messaging, email, and all other forms of electronic communication. We work with our social worker, school counselors, and outside agencies if deemed necessary, in order to address the conflicts arising from acts of bullying.

DASA Coordinators: Mr. Paul Gasparini
 Mrs. Laura Bond

Verbal Assault

Verbal assault can include bullying, name-calling, threats to person or property, and / or profane epithets. Any use of racial, ethnic, or religious epithets, regardless of the reason, will be considered verbal assault and harassment. Such assault can include lewd or profane gestures. Students who verbally

assault another student can face disciplinary consequences up to and including out-of-school suspension. Persistent violation of this regulation will result in an out-of-school suspension and possible superintendent's hearing.

Students who verbally assault a teacher through name-calling, threats to person or property, swearing, and / or profane epithets will face a minimum of two days out-of-school suspension.

Disorderly Conduct

Behavior that disrupts the orderly operation of the school will be dealt with seriously. Student disruptions may include shouting, using inappropriate or profane language, arguments, and physical rough – housing, throwing or spitting objects and introduction of foreign objects into the school environment among other disorderly behaviors. Students who are found to be disorderly in their conduct in hallways, classrooms, lunchrooms or on school grounds during school events will be subject to penalty for engaging in disorderly conduct.

Disorderly conduct in the classroom will subject students to the “Teacher Removal of Disruptive Students” provision of the *Code of Conduct* (section IX, B-5). Teachers have broad discretion when managing their classrooms. Any student who disrupts class can receive verbal or written warnings, be assigned 3:00 p.m. or 5:00 p.m. detentions, be removed from class per the aforementioned policy or be referred to the administration for further disciplinary action.

Reckless driving and trespass: Disorderly conduct can also include trespassing on school grounds and obstructing vehicular or pedestrian traffic. Reckless and dangerous driving will result in a loss of driving privileges. Trespass and reckless driving can result in out-of-school suspension and notification of law enforcement.

Electronic Communication Devices – cell phones, MP3 players, and other communication devices. Electronic communication devices must be turned off and out of sight in the school building during class and passing time. Student use of electronic communication devices beyond regular school hours will be allowed during lunch and Activity Period. Students found to violate the policy and policy regulations will be subject to the following sanctions:

Offense:	The device may be confiscated for the day. The student will serve a 3:00 detention and the device will be returned upon the completion of the detention.
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Electronic communication devices may not be on a student or in his or her possession during an examination. Any student caught using an electronic communication device during an exam will have his or her exam terminated.

Students who are found to be disorderly in conduct can face disciplinary consequences ranging from a warning to out-of-school suspension. Students who are persistently disorderly in conduct can face consequences up to and including superintendent's hearing.

Photographing and Video Recording

A student may not make a recorded image of another student or any staff member without their expressed consent. If a student makes a recorded image of another student or any staff member without their expressed consent, they will face sanctions that may include out-of-school suspension. Any student who records a fight and shares it through social media will be subject to an out of school suspension for disorderly conduct and disruption of the school day.

Insubordination

Failure to comply with the lawful directions of teachers, school administrators, or other personnel in charge of students is considered insubordination. Lying to school personnel, persistent truancy and tardiness, failure to attend assigned detention and lack of preparation for class will be construed as insubordinate behavior.

Insubordination is considered disruptive to the orderly process of the school. Students who are insubordinate can face disciplinary consequences up to and including out-of-school suspension.

Physical Assault

Any attempt by one student or group of students to physically harm another student or group of students is physical assault. Hazing in any form is also considered physical assault. Physical assault will result in a suspension out of school for a minimum of two days. Students who commit an assault can be subject to a five-day out-of-school suspension, referral to law enforcement and a superintendent's hearing.

Any inappropriate physical contact with a teacher or other school personnel will result in an immediate out-of-school suspension of up to five days, possible referral to law enforcement and a possible superintendent's hearing.

Fighting

Any hostile encounter that results in fisticuffs, hitting or attempts to inflict bodily harm between two or more students will be considered a fight. If you are hit, and you hit back, it is a fight. Both students will be disciplined.

Students who engage in a fight will be subject to the following:

1. Immediate parental notification and removal from school.
2. Out-of-school suspension for 3 to 5 days.
3. Upon returning to school, the students will be required to meet with the school counselor for the purpose of resolving the issue to the satisfaction of the school.
4. Referral to Law Enforcement.

Students who are in more than one fight will be subject to a superintendent's hearing and referral to law enforcement. Any student who records a fight and shares it through social media will be subject to an out of school suspension for disorderly conduct and disruption of the school day.

Vandalism

The intentional damaging or destruction of the property of another student, teacher, administrator, district employee or any person's property will be considered an act of vandalism. The intentional damaging or destruction of school district property is also considered an act of vandalism. The extent of damage, student intention and the method of damage or destruction will be factored into the determination of consequences for students who are guilty of vandalism.

Students who engage in vandalism will be subject to the following:

1. Out-of-school suspension for a minimum of two days.
2. Financial restitution for damage or destruction.
3. Superintendent's hearing.
4. Notification of law enforcement when appropriate.

Persistent damaging or destructive behavior will result in an out-of-school suspension for a minimum of five days and a superintendent's hearing.

Larceny

The theft of the property, including the possession of stolen property of other students, the property of school personnel, or school property on school grounds or during a school event will be considered larceny. The volume and value of property stolen will be factored into the determination of consequences for students who commit larceny.

Students who engage in larcenous behavior will be subject to the following:

1. Out-of-school suspension.
2. Financial restitution or return of the stolen property.
3. Notification of law enforcement when appropriate.

Persistent larcenous behavior will result in an out-of-school suspension for five days, referral to law enforcement and a superintendent's hearing.

School Bus Conduct

It is crucial for students to behave appropriately while riding on buses. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, and fighting will not be tolerated. Students waiting for school buses when not on school property are expected to conduct themselves in accordance with the *Code of Conduct* and Board of Education Policy #7340.

Students in violation of this regulation can face disciplinary action up to and including suspension from transportation, out-of-school suspension and principal's hearing and potential referral to the police department.

Weapons

Authorized law enforcement officials are the only people permitted to have weapons in their possession. The following is a list of weapons prohibited from school property at all times: guns, pistols, revolvers, shotguns, rifles, machine guns, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, metal knuckle knife, jackknife, multitool that contains a blade, box cutters, can sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious sprays, explosive or incendiary bombs, projectiles for weapons including, but not limited to, bullets, BBs, and pellets, or other dangerous instruments that can cause physical injury or death.

Students who remove tools from the classroom environment without permission from the teacher will be considered to be in violation of the weapons policy.

Students found guilty of bringing a weapon onto school property will be subject to the following:

1. Immediate parental notification and removal from school grounds.
2. Out-of-school suspension for five (5) days.
3. Notification of law enforcement.
4. Superintendent's hearing: a student in violation of the weapons policy will be subject to suspension from school for at least one calendar year. Furthermore, the superintendent is required to refer violators aged 16 and under to the County Attorney and students over 16 to the appropriate law enforcement agency.

DRESS CODE

Student Dress Code

The *Code of Conduct* developed by the Board of Education includes a provision for a student dress code. The purpose of the dress code is to help create a positive atmosphere focused upon student educational achievement. Anything that interferes with the educational process must be addressed.

Dress Code Clarification

- No see-through, strapless or thin strapped, halter or backless garments
- No exposed underwear
- No short skirts or short shorts (must not be shorter than where your fingertips fall at the leg)
- No tank tops, muscle, mesh or half shirts
- No items can be worn that are vulgar or inappropriate or offensive to another person's race, religion, or ethnicity
- No hat or bandanas
- If at any time a staff member request that a student remove their hat, the student is expected to comply.
- Students must have footwear on in the building or school grounds.

Dress Code Violation Consequences

Students who commit dress code violation will be subject to the following consequences:

- Student consultation
- Student / parent consultation
- Detention

ACADEMICS

Academic Misconduct

The following actions are considered academic misconduct:

1. *Plagiarism*: presenting another person's ideas or words as if they were your own without acknowledging the source.
2. *Cheating*: receiving unauthorized assistances on an examination or assignment.
3. *Altering Records*: altering a grade, or other student record, on paper or in electronic form is considered academic misconduct.

Students who commit academic misconduct will be subject to the following consequences:

1. Conference with teacher.
2. A grade of zero for the assignment.
3. Teacher will contact parent and/or guardian.
4. A teacher may refer the misconduct to the administration. The administration will assign detentions if a student is referred for academic misconduct.

Students whose academic misconduct is determined to be of a more serious nature, who have multiple offenses, or have engaged in an organized attempt to commit academic fraud will face the aforementioned consequences and may also be subject to the following:

1. Out-of-school suspension
2. Withholding of course credit
3. Removal from the course

Computer Use

The same standards of acceptable student conduct that apply to any school activity shall apply to use of the District computer system. Student data files and other electronic storage areas will be treated like school lockers. This means that electronic storage areas will be treated like school lockers. This means that electronic storage areas shall be considered to be school district property subject to control and inspection. Students should not expect information that is stored on the district system to be private.

Students are expected to:

- Use the service to support personal educational objectives within the educational goals and objectives of the school district,
- Treat school equipment with reasonable care,
- Abide by the general acceptable rules of network etiquette,
- NOT access private email, games, chat rooms, entertainment websites, or any other websites not directly related to schoolwork,
- NOT access inappropriate websites, including but not limited to pornography, violence, and obscenity, both written and graphic,
- NOT use school computers to threaten or harass or to violate any local, state or federal laws.

APPENDIX I **SUMMARY OF THE CODE OF CONDUCT**

The following is a summary of the Code of Conduct adopted by the Jamesville-DeWitt Board of Education. Copies of the full code are available at each school's main office. In order for Jamesville-DeWitt to provide a safe, healthy, orderly, and civil learning environment, the Jamesville-DeWitt Central School District developed the Code of Conduct with its list of expectations regarding behavior and appearance.

Students, parents, teachers, counselors, administrators, and the Board of Education all have certain responsibilities regarding the education of the pupils in Jamesville-DeWitt. These responsibilities are enumerated in the unabridged Code of Conduct. In general, students are expected to be prepared to learn, and to conduct themselves safely and respectfully. Parents are expected to cooperate with Jamesville-DeWitt in the education of their children and communicate with the appropriate school personnel regarding their children's education. Teachers are expected to be prepared to teach and to maintain a climate of mutual respect. Counselors are expected to assist students in coping with the pressures of academic and social problems. Administrators are expected to promote a safe, healthy, and stimulating academic environment, conducive to learning and student success.

Student Attendance

Every student is expected to attend class on a regular basis. Absence will result in loss of instruction; therefore, attendance is considered imperative. School attendance is both a right and a responsibility. Absences, tardiness and early departures that are unexcused will result in disciplinary action. Consequences may include, but are not limited to, detention, in-school suspension, and denial of participation in interscholastic and extra-curricular activities. Any student who repeatedly fails to comply with attendance requirements shall be subject to further discipline, up to and including out-of-school suspension (see board policy 7110, Comprehensive Student Attendance Policy).

Dress Code

All students are expected to dress appropriately and give proper attention to personal cleanliness for all Jamesville-DeWitt programs and classes. Teachers and other school personnel should exemplify and reinforce acceptable appearance in an educational setting. Attire should not disrupt the educational process, nor should it promote hatred, violence, alcohol and tobacco use, or illegal activity. All clothing must be safe in consideration of the environment. School officials will monitor student dress and intervene when there is a violation of the dress code.

Prohibited Student Conduct

Students are prohibited from engaging in conduct that is orderly, insubordinate, disruptive, violent or threatening of violence, unsafe, illegal or unethical. These rules apply whether in a school building, at a Jamesville-DeWitt function, or while being transported by district-provided transportation to either a school building or a Jamesville-DeWitt function. Students who observe violations of these rules of conduct should report the violation to a teacher or other school official.

Discipline

Discipline procedures shall be fair, impartial and consider the wider circumstances of the event in question. Students are entitled to a measure of due process prior to the more severe penalties. Penalties may range from verbal warnings to suspension and expulsion.

Discipline of Students with Disabilities

The Jamesville-DeWitt Central School District will comply with all state and federal laws when disciplining students with disabilities.

Referral to Law Enforcement and Judicial Authorities

School officials will report violations of law to the appropriate law enforcement agencies.

Visitor and Public Conduct on School Property

Visitors and other members of the public are expected to conduct themselves in a manner consistent with appropriate behavior in an educational setting. Neither smoking nor drinking of alcohol is allowed on Jamesville-DeWitt property. Violence and threats of violence are prohibited. All visitors must register at the main office upon entering a school building. Visitors and other members of the public who violate the Code of Conduct are subject to penalties as outlined in the full Code of Conduct.

Adopted: 2001
Revised: 2002

ACADEMIC BELL SCHEDULE

Students are expected to be in their seat and ready to begin class at the bell. Occasionally, inclement weather may delay school by one or two hours. Listen to the radio on these questionable days. A special schedule to accommodate these delays will be posted at school.

1 st Warning Bell		7:40
2 nd Warning Bell		7:42
Period 1		7:45 – 9:08
Homeroom		9:12 – 9:20 (Student announcements)
Period 2		9:24 – 10:47
Period 3 Lunch 10:51 – 11:22	Period 3 10:51 – 11:31	Period 3/4 10:51 – 12:14
Period 4/5 11:25 – 12:48	Period 4 Lunch 11:33 – 12:03	
	Period 5 12:05 – 12:48	Period 5 Lunch 12:18 – 12:48
Period 6		12:52 – 2:15
Curricular Support Period		2:25 – 3:00
Late Bus Run		3:10

PARENT INFORMATION AND COMMUNICATIONS

Parents and members of the community are encouraged to attend and participate at public Board of Education meetings, which are held on the first and third Monday of each month in the District Office Board Room located in the high school at 7:00 p.m.

The High School publishes a bi-monthly newsletter regarding school activities. Parents and community members wishing to obtain further information about the school district should inquire first through the office of the Building Principal or the Office of the Superintendent.

Important telephone numbers:

Jamesville-DeWitt High School	315-445-8340
Building Principal: Paul G. Gasparini.....	315-445-8340
Counselors and Career Center	315-445-5274
Transportation Dispatcher	315-445-8390

Who do I contact about.....

Athletics.....	Mr. John Goodson @ 315-445-8345
Bus Schedule	Transportation @ 315-445-8388
Cafeteria / Meal Information	315-445-8310
Courses – Curricula.....	Mr. Paul Gasparini @ 315-445-8340
Discipline	Ms. Candace Johnson @ 315-445-8340
	Mr. David Nylan @ 315-445-8340
Health Concerns.....	Mrs. Heather Cavalluzzi @ 315-445-8329
Lockers.....	Main Office @ 315-445-8340
Lost and Found	Main Office @ 315-445-8340
Personal Problems	Counselors @ 315-445-5274
Student Activities/Events.....	@ 315-445-8340
Use of Building	Mr. Paul Gasparini @ 315-445-8340

Education opportunities at Jamesville-DeWitt will be offered without regard to sex, race, color, national origin or handicap. The Title IX and Section 504 compliance officer is Mr. Pete Reyes, Office of the Board of Education, Jamesville-DeWitt School District, DeWitt, NY 13214 (315) 445-8300.

Jamesville-DeWitt Central School District

2020 - 2021 School Calendar

Board Approved: 8/24/20

SEPTEMBER						
M	T	W	T	F	S	S
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Sept 2, 3, 8 & 9 - Supt.'s Conf. Day
 Sept. 10 - 1st Day of School
 Sept. 28 - Yom Kippur
 Oct 12 - Columbus Day
 Nov. 13 & Nov. 16- K-4: 1/2 day of school - AM;
 Parent Conferences - PM
 Nov 11- Veteran's Day
 Nov 25-27 - Thanksgiving Recess
 Dec. 24 -Jan. 1, 2020- Holiday/New Year's Recess
 January 18 - Martin Luther King Day
 January 26 - January 29 - Regents Exams

FEBRUARY						
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February 1 - 2nd Semester Begins
 February 15-19 - Presidents Day/Winter Recess
 March 29 - April 2 - Spring Recess
 May 13 - Eid Al-Fitr
 May 31 - Memorial Day
 June 16-24 - Regents Exams
 June 25 - Last Day of School -1/2 day (Rating Day)
 July 20 - Eid Al-Adha
 (School may not be in session on June 1st based on number of emergency closings.)

 School Closed

 Conference Day
 (no students)

 Students K-4:
 1/2 day (am)
 Parent Conf. (pm)
 Students 5-12:
 Regular day of school

 1/2 Day