

**JAMESVILLE DEWITT
HIGH SCHOOL**



**STUDENT HANDBOOK
2023-2024**

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September 2023

Dear Students:

We start each school year with an excitement that is contagious. This September will be a new experience for all of us. We have new courses, new teachers, a new Principal, and new friends.

We have a unique opportunity ahead of us. Changes take place around you every day, this year we will embrace those challenges, build new relationships and continue the tradition of excellence at J-D!

My challenge to you is to take pride in your school and your community. Participate in school and community events. Open yourself to change. Each day is an opportunity for growth. This is your school. You can be proud of it and the traditions of excellence established by those who have come before you. We must not be complacent with what was, we must work to build what will be.

As we engage in the challenges ahead, please take time to take care of yourself. Your wellness is important. Schedule time for yourself, your friends and your family. If you feel you need assistance managing the challenges in front of you, reach out to your teachers, a Counselor or support staff. We are all here for you.

I wish each of you a warm welcome and extend to you my best wishes for a great school year.

Sincerely,

A handwritten signature in black ink that reads "Gregory Lawson". The signature is written in a cursive style with a long horizontal stroke at the end.

Gregory Lawson
Principal

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.

Sincerely,

A handwritten signature in black ink that reads "Gregory Lawson". The signature is written in a cursive style with a long horizontal stroke at the end.

Gregory Lawson
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; 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 and Practices

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.

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/ciai/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](#).

Promotional Practices

- 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.
- 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.
- 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.
- 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. Penalties include:

- A. Will not be allowed to participate in any extracurricular 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.

GPA

All courses except physical education are included in a student's cumulative grade point average. Students are not ranked. Each student's transcript will report a weighted grade point average and an unweighted grade point average. Averages are calculated on a 100-point scale. Weights are assigned to Advanced Placement, Syracuse University Project Advanced, and Honors courses. Course levels are indicated on transcripts. Courses are only weighted for cumulative GPA calculation. Course weights are not reflected in individual course grades. 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.

Dropping A Course

Parent, counselor and teacher permission must be given before a student can drop a course. A class may not be dropped after the quarter-point of the course. Every student is required to carry 5 courses plus Physical Education and no course may be dropped if it leaves a student enrolled in fewer than 5 courses.

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

Course level changes may be made up until the midpoint of a course (20 weeks.) Level changes should reflect thoughtful consideration and conversation between student, teacher, School Counselor and family. Example: French 2 Honors to French 2 Regents or Chemistry Regents to General Chemistry.

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 their senior year 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.

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 NHS Advisers, school counselor and administrative team will 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 Services and Support

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 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.

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.

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.

Library Guidelines

PASSES: Students need to obtain a pass signed by the school Librarian or 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 but students must be able to hear staff in the case of an emergency.

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 the School Librarian 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 the Library Media Center aide to borrow a 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.

Student Life

Jamesville-DeWitt High School recognizes the educational values inherent in students 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 extracurricular 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.

Clubs and Activities

We are also committed to providing our students with a well-rounded academic and social experience. To this end, we have clubs and activities that provide students an opportunity to explore their interests. A club fair is held at the beginning of every year.

Students interested in starting a club must have a minimum of three interested students committed to forming the club, must have an advisor who is a member the JDHS staff and must submit a new club proposal to Mr. Lawson.

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. **If students are in the building, they're expected to be with a teacher or club adviser. Students loitering in the building after 2:20 will be escorted to detention.**

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. Note that candy may only be sold after 2:45 p.m.

Student Responsibilities

Maintaining a positive school climate and culture involves everyone feeling connected to our school.

Our stakeholders - JDHS faculty and staff, community members, parents and our students, are the heart of our school community. While the role and responsibilities of our various stakeholders may differ, each stakeholder group is committed to the common good of our school.

As stakeholders, student responsibility occurs when they take an active role by recognizing they are accountable for their work and actions. By doing so, they reinforce a commitment to learning and the overall school community.

All students have the responsibility to:

1. To attend school daily, regularly and on time, perform assignments, striving to do the highest quality work possible and actively participating in educational activities.
2. Show respect toward staff, other students, visitors, school property, and the personal property of others, treating others in the manner that one would want to be treated.
3. Be familiar with all school rules, regulations, and expectations regulating student's behavior and conduct oneself in accordance with those guidelines.
4. To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict the rights and privileges of others, using appropriate language, and showing common courtesy to others during all school-related activities.
5. Dress appropriately in accordance with the dress code, so as not to endanger physical health and safety, or limit participation in school activities.
6. Comply with reasonable requests made by district staff.

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.

Student Arrival and Homeroom

Students, after visiting lockers, must be in first period class by 7:45 a.m. First period class lasts 83 minutes. Homeroom follows 1st period, and it is where school attendance is recorded and morning announcements are made.

Student Absences

Every student is expected to attend class on a regular basis. Absence will result in loss of instruction; therefore, attendance is considered imperative. Responsibility to make up missed work rests with the individual student.

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.

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.

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.

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)

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 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 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. A detention may be assigned after multiple tardies.

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 a level 1 or level 2 offense.

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

Leaving the School Building

Students are not permitted to leave the school building without authorization during the school day. They are expected to be in the building and in their scheduled class while school is in session.

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.

J-D High School is a closed campus. Students who leave the school building without permission are subject to a level 2 or 3 violation and may result in a suspension.

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

Class Attendance (Skipping Class)

Students are to report to and remain in class or study hall until excused by the teacher.

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. Phone call home from teacher.
2. Written referral to grade level administrator by teacher
3. 5:00 detention assigned by grade level administrator.
4. 3 + class cuts in a marking period student will be referred to the JDHS Student support team, and possibility of increased disciplinary action.

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.

Students who are persistently late to class may be subject to an office referral with penalties ranging from detention to suspension.

Academic Integrity

Academic integrity involves adhering to the values of honesty, trust, fairness, respect, and responsibility in all facets of the learning process.

Academic misconduct is considered a violation of academic integrity, either while acting alone or assisting others.

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 assistance 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. Teacher will contact the parent and/or guardian.
2. Conference with teacher.
3. A grade of zero for the assignment.
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. In-school suspension
2. Suspension
3. Withholding of course credit
4. Removal from the course

Digital Citizenship and Internet Safety

The internet has become an ever-increasing element of our daily life. Like any other form of citizenship it's important for students to exhibit appropriate behavior and expectations in a digital setting.

Key Responsibilities:

- Keep your passwords private. Keep personal information to yourself.
- Use appropriate language and behavior when interacting with others
- Respect the opinions and ideas of others
- Obey all intellectual property laws
- Do not use or share others' work without permission
- Follow rules and/or codes of conduct for every Internet site
- Report cyberbullying, threats, and inappropriate use of digital resources

Appropriate Use of Electronic Devices

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. 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.

School Bus Policy

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 an 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 and Parking Policy

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. Eligible drivers must park in their assigned grade level lot. Permission forms should be obtained from the School Resource Officer, 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

Guidelines for Appearance

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.

The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians.

● **Allowable Dress & Grooming**

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front and on the sides
- Clothing must cover undergarments.
- Fabric covering all private parts must not be see through.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

Code of 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 #3410

Appendix I is an executive summary of Jamesville-DeWitt Board of Education Policy #3410 *Code of Conduct*.

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. Nathan Franz. 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:

- Gregory Lawson, Principal
- David Nylen, Assistant Principal
- María De Jesús, Assistant Principal
- Vitaly Yanchuk, Administrative Intern

Code Infractions –Alcohol, Tobacco and Other Drugs

Prescription & Over-the-Counter Medications

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 Use or Possession

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.vaping

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. Superintendent's 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.

Alcohol and Illicit Drugs 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 the 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 the student 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.

Student Self Reporting

Students who confidently 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.

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.

Code Infractions-Discrimination, Harassment and Bullying

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.

Harassment, 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 harassment. Such harassment 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.

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 use of physical force directly against or affecting 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.

Students who are in more than one fight may 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.

Behavior that Disrupts Orderly Operation of the School

As a general rule, discipline will be progressive. This means that a student's subsequent violations will usually merit a more intense intervention or response than the first violation. If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the PPS office. A Committee on Special Education (CSE) meeting may be conducted to address the behavior. If discipline is warranted, it shall be administered consistent with the separate requirements of board policy 7615 for the discipline of students with disabilities. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

Levels of behavior and responses may be reviewed in The Code of Conduct.

Disorderly conduct in the classroom

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.

Lack of compliance with directions or requests from any school staff member

Failure to comply with the lawful directions of teachers, school administrators, or other personnel in charge of students is considered insubordination.

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.

Misuse of Electronic Communication Devices – cell phones, MP3 players, and other communication devices.

Electronic communication devices and earbuds are to be used at the discretion of the classroom teacher. Earbuds are not allowed in the hallway; safety is a priority here at JDHS and students must be able to hear staff at all times. Students found to violate the policy and policy regulations will be subject to the following sanctions:

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.

Parent contact will be made in the case of multiple offenses.

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 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 potential referral to the police department.

Reckless Driving and Trespassing

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

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 can face sanctions that may include a suspension. Any student who records a fight and shares it through social media may be subject to a 1 suspension for disorderly conduct and disruption of the school day.

Weapons Possession

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. Notification of law enforcement.
3. Out-of-school suspension for five (5) days.
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.

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.

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

Theft

The theft of 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.

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

Determining Disciplinary Action

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.

Discipline of Students with Disabilities

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

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.

Range of Restorative Practices

JDHS believes that building positive relationships with students is essential to their success. The ultimate goal of restorative practices and school discipline is to build inclusive school communities that allow students to remain actively engaged in their learning environment.

Students who experience interpersonal difficulties may be required to address and discuss the problems with a counselor, administrator, trained peer mediator or Promise Zone Specialist.

Range of Disciplinary Consequences

The following is a general list of frequently administered consequences. 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. 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.
3. Written Notification: A teacher, counselor, administrator, or other staff can notify a parent or guardian of concerns about a student through written communication.
4. 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.
5. In School Suspension: This is a disciplinary measure implemented to address specific behavioral infractions within the school environment. During an ISS, students are temporarily removed from their regular classroom setting and placed under the supervision of a designated staff member.
6. 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.
7. 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 if he/she finds that the student's continued presence poses a threat, a disruption, or 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.

Rules for In-School Suspension

1. Cell Phones are not permitted unless expressly allowed by the ISS monitor.
2. Headphones are not permitted unless expressly allowed by the ISS monitor.

3. Student Chromebooks screens must be visible to the monitor.
4. Students must work actively on assigned tasks during their time in ISS. Breaks are allowed.
5. Students will be escorted to lunch before 5th-period lunch.
6. All students in ISS must see a school support staff member (PZS, Social Worker, Psychologist, or Counselor) each day assigned to ISS. ISS Monitor will coordinate those meetings.
7. Additional infractions of the ISS rules may extend the suspension and/or continued suspension out of school.

ISS Room Behavior Infraction Escalation

- Verbal Warning
- Administrator Contacted
- Parent Contacted
- Additional Suspension

Miscellaneous Information

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 parents 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 the 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.

Lockers as School Property

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.

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. Students must have a pre-signed pass to go to the Counseling Center, the Library Media Center or to meet with another teacher.
- There will be no writing on tables or any other defacing of school property.
- Students may not leave study to purchase food in the cafeteria.

Student behavior in study hall is expected to be the same as if a student were in a class.

Textbooks

Teacher-assigned textbooks are school district property. Students are responsible for proper care and return of textbooks. Students must pay for lost or damaged textbooks.

Working Papers

If you are aged 14-17 you will need an employment certificate, also called working papers, in order to hold a job in New York State.

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) Parents/guardians and minors complete the appropriate application form and email it to the district or school's Certificating Officer (Mrs. Isserlis-Sickles). You can complete the fillable PDF version of the [AT 17 Application for Employment](#). This form allows digital signatures. Email it to Mrs. Isserlis-Sickles at jisserlissickles@jd.cnyric.org

2) NYS law requires an updated physical from your doctor dated within the last year in order to obtain working papers. Please email it to Mrs. Isserlis-Sickles.

Also include proof of date of birth, if not a student at JDHS.

3) Mrs. Isserlis-Sickles will then complete the working card, sign it, and mail it to you. You should sign the card upon receipt. If the student is at school, they may pick up the work permit in the Attendance Office. Work Permits will be processed on Wednesdays.

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.

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.

Appendix

Academic Bell Schedule

Students are expected to be in their seats 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
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Period 4/5 11:25 – 12:48	Period 4 Lunch 11:33 – 12:03
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	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: Gregory Lawson	315-445-8340
Counseling Center	315-445-5274
Transportation Dispatcher	315-445-8390

Who do I contact about.....

Athletics	Mr. John Goodson @ 315-445-8345
Attendance	jdhsattendance@jd.cnyric.org 315-445-8340
Bus Schedule	Transportation @ 315-445-8388
Courses – Curricula	Mr. Gregory Lawson @ 315-445-8340
Discipline	Mrs. Maria De Jesus @ 315-445-8340 Mr. David Nylen @ 315-445-8340 315-445-8310
Food Service	
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	Mr. Gregory Lawson @ 315-445-8340
Use of Building	Mr. Gregory Lawson @ 315-445-8340
School Resource Officer	Officer Norton @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. Peter Reyes, Office of the Board of Education, Jamesville-DeWitt School District, DeWitt, NY 13214 (315) 445-8300.

Additional Resources

[JDHS Counseling Calendar](#)

[Jamesville DeWitt District Calendar](#)

[Jamesville DeWitt Code of Conduct](#)