

2021-2022  
**Family Handbook**

JAMESVILLE-DEWITT MIDDLE SCHOOL  
6280 Randall Road – Jamesville, NY 13078  
315-445-8360  
[www.jamesvilledewitt.org/middle](http://www.jamesvilledewitt.org/middle)



# Welcome

## **Dear JD Middle School Families:**

Welcome to the 2021-2022 school year at Jamesville-DeWitt Middle School! The middle school years of your educational journey will be very exciting and challenging for your family. This Family Handbook has been designed to help you get the answers to questions regarding the policies, procedures and resources available to you as members of the Jamesville-DeWitt Middle School Community. Please keep this guide throughout the year and let it serve as a tool to help you navigate your way through the middle school years.

## **JD Middle School Mission Statement**

The Jamesville-DeWitt Central School District 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.

## **JD Middle School Beliefs**

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

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# **JDMS Community Expectations**

*To promote a positive school environment for learning.*

## **Students Can Expect**

- To be treated with courtesy, respect, honesty and fairness
- To learn in a safe, orderly, supportive environment
- That school staff will monitor their behavior
- That there will be consequences for improper behavior

## **Students Will Be Expected**

- To attend school and classes regularly and punctually and be prepared to learn
- To use appropriate language and to show common courtesy in school, on the way to and from school and at school activities
- To show respect toward teachers, staff, other students school property and the personal property of others
- To resolve interpersonal conflicts with discussions, peer mediation or seeking assistance from school personnel
- To complete assignments, to study and to actively participate in class

## **Staff Can Expect**

- To be treated with courtesy, respect, honesty and fairness
- To work in a safe, orderly, supportive environment
- To receive the assistance and cooperation of students, parents, administrative staff and the School Board in the performance of their duties

## **Staff Will Be Expected**

- To establish and maintain a safe, orderly, non-threatening learning environment
- To treat individual students fairly and consistently
- To communicate effectively on student progress and behavior with students, parents and staff
- To be good role models by showing common courtesy, using appropriate language, being sensitive to individual needs and being respectful to all

## **Parents Can Expect**

- To be treated with courtesy, respect, honesty and fairness
- A staff committed to creating a learning environment with is orderly, supportive and safe
- On-going communication with the staff
- Their child to receive fair and consistent treatment

## **Parents Will Be Expected**

- To be good role models by showing common courtesy, using appropriate language, being sensitive to the individual needs and being respectful to all
- To be supportive of the school's authority to maintain a safe, orderly, non-threatening environment
- To provide space, time and necessary supervision for their child to study and complete assignments
- To be responsible for property lost or damaged by their child
- To have their child attend school regularly and punctually

# **Communication is the Key**

There are numerous communication systems within JD Middle School.

## **Telephone**

**The main telephone number for Jamesville-DeWitt Middle School is 315-445-8360.** Connections can be made to all phones in the building through this number.

## **Web Site**

The Jamesville-DeWitt Middle School website is located at [www.jamesvilledewitt.org/middle](http://www.jamesvilledewitt.org/middle) It contains current information about our school, supply lists, calendars, club activities/offerings, team homework, schedules and more! Be sure to check this web site regularly.

## **E-mail Blast**

School Messenger is used for all electronic communication. School Messenger messages from the Middle School can come in the form of phone messages, email and text messages.

## **E-mail**

Every staff member at Jamesville-DeWitt Middle School has an e-mail account. If you are unsure of the teacher's email address you may use the link on the middle school website.

## **Family Handbook**

This Family Handbook is updated yearly and distributed to each family at the beginning of the school year. Policies, school programs, philosophy and procedures are all detailed in this handbook. There is an electronic link to the handbook at [www.jamevilledewitt.org/middle](http://www.jamevilledewitt.org/middle) .

## **School Address**

The address of our school is **6280 Randall Road, Jamesville, NY 13078.**



# Who Should You Call?

Main Number: 315-445-8360

Fax: 315-445-8421

<b>Main Office</b>		315-445-8360
	Principal Andy Eldridge	
	Assist. Principal Kerri McKee	
	Assist. Principal Mia Woolery	
	Secretary - Stephanie Leverenz	
	Secretary - Gloria Natale	
<b>Grade 5</b>	Counselor – Kris Butler	315-445-8360
<b>Grade 6</b>	Counselor – Courtney Farranto	315-445-8269
<b>Grade 7</b>	Counselor – Sunny Placito	315-445-8269
<b>Grade 8</b>	Counselor – Marnie Moss	315-445-8269
<b>Athletic Director:</b>	John Goodson	315-445-8345
<b>Attendance</b>	(Early dismissal, excuses, late arrivals, homework requests, absences, messages to students)	
	Grade 5	315-445-8360
	Grades 6, 7 & 8	315-445-8269
<b>Cafeteria:</b>	Tina Mason	315-445-8259
<b>Clerical Center</b>	(Grade, 6, 7 & 8)	
	Patt Kibby	315-445-8269
<b>Library:</b>	Cindy Heaslip	315-445-8271
<b>Nurse:</b>	Cathy Jaworski	315-445-8258
	Secretary: Marjorie Sherman	
<b>Psychologist</b>		315-445-8272
	Amy Harmon	
	Kadie Leonard	
<b>Transportation:</b>	Tim Decker	315-445-8388

<b>Computers</b>	Haifa Gantos
<b>Family and Consumer Sci.</b>	Laurie Fabian
<b>Health</b>	Patty Ferris Audra Sixberry
<b>Music</b>	
General music	Robin Carruthers Deborah Cunningham Justin Bird
Band	Anthony Greene Theresa Razmjou
Strings	Jeannine Abbott Kristen Panzetta
<b>Physical Education</b>	Ryan Dera Rebecca Peter Audra Sixberry Amanda Valentino Paul Valentino
<b>Speech/Language</b>	Kathryn Woodrick
<b>Technology Education</b>	Sara Brodbeck Keith Bryant Dan Vinette
<b>Visual Arts</b>	Anastasia Arriaga Amy Ebner Kim Pudney
<b>World Languages</b>	
French	Lauren Ludovico Kitty Robinson
Spanish	Amanda Burt Jessica Marko Kim Giammichele Nicole Piontkowski
Eng. Lang. Learner	Kathalyn Brazie

# Team Contacts

Information about homework and assignments is available at  
website: [jamesvilledewitt.org/middle](http://jamesvilledewitt.org/middle)

## House 4

### **5<sup>th</sup> Grade - Team 1**

Amy Nimeh Math, ELA, Sci  
Melissa Quinn Math, ELA, SS

### **5<sup>th</sup> Grade - Team 2**

CarolLynn Boice Math, ELA, SS  
Kurt Sweeney Math, ELA, Sci

### **5<sup>th</sup> Grade - Team 3**

Nujoud Makhlouf Math, ELA, SS  
Sarah Tiffany Math, ELA, Sci

### **5<sup>th</sup> Grade - Team 4**

Heather Volyanik Math, ELA, SS  
Karen Zaferakis Math, ELA, Sci

## House 1

### **6<sup>th</sup> Grade - Team Grey**

Michelle Aquino ELA, Math  
Laura Dietz ELA, Science  
Bridget Murray ELA, SS

### **6<sup>th</sup> Grade - Team Red**

Maria Koster ELA, SS  
Wendy Newman ELA, Science  
Lisa Walsh ELA, Math

### **6<sup>th</sup> Grade - Team White**

Jodi Yudin ELA, Math  
Jen Lane ELA, SS  
Andy Starowicz ELA, Science

## House 2

### **7<sup>th</sup> grade – Team Red**

John Barlow Social Studies  
Anna Endreny Science  
Linda Gangemi Math  
Kristen Hefti ELA  
Rose Palmisano ELA

### **7<sup>th</sup> grade – Team White**

Amy Bissetta Social Studies  
Kelly Colone Science  
Joe Corridori ELA  
Marty Osterhaut Math  
TBA ELA

## House 3

### **8<sup>th</sup> grade – Team Red**

Molly Anthony Math  
Sarah Levesque Science  
Tracy Parker Social Studies  
Jenn Simons ELA  
Amy Spitzer ELA

### **8<sup>th</sup> grade – Team White**

Sarah Babbles Math  
Becki Bourcy ELA  
Catherine Flynn Science  
Kari Seabast Social Science  
Denise Stillitano ELA

**JDMS MAIN  
OFFICE**

**315-445-8360**

**FAX: 315-445-8421**

**Pupil Personnel  
Services**

Special Education

**315-445-8380**

**Athletics**

**315-445-8345**

**Student**

**Transportation**

**Services**

**315-445-8388**

- Late buses
- Missed buses
- Stop location change requests
- Bus incidents



**Record Request**

**Report Cards**

**School Pictures**

**SchoolTool**

**Special Ed IEP/504**

**Sports**

**Work Permits**

**Special Education &**

**Academic Intervention (AIS)**

Special Ed Teacher	Kara Azria
Special Ed Teacher	Nicole Christian
Special Ed Teacher	Kelli Dippold
Special Ed Teacher	Dan Felser
Special Ed Teacher	Lisa Ward
Special Ed Teacher	Sophie Leo
Special Ed Teacher	Jeff Loan
Special Ed Teacher	Shannelle Reid
Special Ed Teacher	Dan Rossiter

ELA AIS Dan Glazier

ELA AIS Ken Kline

Math AIS Katlin Donegan

Math AIS Sharon Osterdale

**More Important Numbers**

**Address/School Change**

District Office 315-445-8300

**ADA/PEP**

Heather Meyer 315-445-8267

**Facility Use**

Mia Woolery 315-445-8360

**Planner Replacement**

Gloria Natale 315-445-8360

**PTG**

Michelle Kielbasinski

[michlbroeker@aol.com](mailto:michlbroeker@aol.com)

Gloria Natale 315-445-8360

Kerri McKee 315-445-8360

Kerri McKee 315-445-8360

Kerri McKee 315-445-8360

Mia Woolery 315-445-8360

John Goodson 315-445-8345

Stephanie Leverenz 315-445-8360

## 2021 – 2022 Bell Schedule

Period	Grade 5	Period	Grade 6	Period	Grade 7	Period	Grade 8
1	8:00 - 8:43	1	8:00 - 8:43	1	8:00 - 8:43	1	8:00 - 8:43
2	8:46 - 9:25	2	8:46 - 9:25	2	8:46 - 9:25	2	8:46 - 9:25
3	9:28 - 10:07	3	9:28 - 10:07	3	9:28 - 10:07	3	9:28 - 10:07
4	10:10 - 10:49	4	10:10 - 10:49	4	10:10 - 10:49	4	10:10 - 10:49
Lunch	10:49 - 11:19	5	10:52 - 11:31	5	10:52 - 11:31	5	10:52 - 11:31
5	11:22 - 12:01	Lunch	11:31 - 12:01	6	11:34 - 12:13	6	11:34 - 12:13
6	12:04 - 12:43	6	12:04 - 12:43	Lunch	12:13 - 12:43	7	12:16 - 12:55
7	12:46 - 1:25	7	12:46 - 1:25	7	12:46 - 1:25	Lunch	12:55 - 1:25
8	1:28 - 2:07	8	1:28 - 2:07	8	1:28 - 2:07	8	1:28 - 2:07
9	2:10 - 2:49	9	2:10 - 2:49	9	2:10 - 2:49	9	2:10 - 2:49

# 1 Hour Delay Bell Schedule

Period	Grade 5	Period	Grade 6	Period	Grade 7	Period	Grade 8
1	9:00 - 9:33	1	9:00 - 9:33	1	9:00 - 9:33	1	9:00 - 9:33
2	9:36 - 10:09	2	9:36 - 10:09	2	9:36 - 10:09	2	9:36 - 10:09
3	10:12 - 10:45	3	10:12 - 10:45	3	10:12 - 10:45	3	10:12 - 10:45
4	10:48 - 11:21	4	10:48 - 11:21	4	10:48 - 11:21	4	10:48 - 11:21
Lunch	11:21 - 11:54	5	11:24 - 11:57	5	11:24 - 11:57	5	11:24 - 11:57
5	11:57 - 12:29	Lunch	11:57 - 12:29	6	12:00 - 12:32	6	12:00 - 12:32
6	12:32 - 1:04	6	12:32 - 1:04	Lunch	12:33 - 1:04	7	2:35 - 1:07
7	1:07 - 1:39	7	1:07 - 1:39	7	1:07 - 1:39	Lunch	1:07 - 1:39
8	1:42 - 2:14	8	1:42 - 2:14	8	1:42 - 2:14	8	1:42 - 2:14
9	2:17 - 2:49	9	2:17 - 2:49	9	2:17 - 2:49	9	2:17 - 2:49

## 2 Hour Delay Bell Schedule

Period	Grade 5	Period	Grade 6	Period	Grade 7	Period	Grade 8
1	10:00-10:26	1	10:00-10:26	1	10:00-10:26	1	10:00-10:26
2	10:29-10:55	2	10:29-10:55	2	10:29-10:55	2	10:29-10:55
3	10:58-11:24	3	10:58-11:24	3	10:58-11:24	3	10:58-11:24
Lunch	11:24-11:50	5	11:27-11:53	5	11:27-11:53	5	11:27-11:53
5	11:53-12:19	Lunch	11:53-12:19	6	11:56-12:22	6	11:56-12:22
6	12:22-12:48	6	12:22-12:48	Lunch	12:22-12:48	7	12:25-12:51
7	12:51-1:18	7	12:51-1:18	7	12:51-1:18	Lunch	12:51-1:18
4	1:21-1:48	4	1:21-1:48	4	1:21-1:48	4	1:21-1:48
8	1:51-2:18	8	1:51-2:18	8	1:51-2:18	8	1:51-2:18
9	2:21-2:49	9	2:21-2:49	9	2:21-2:49	9	2:21-2:49

# 2021-2022 Calendar of Events

*Please be sure to check our website periodically for calendar updates/changes.  
jamesvilledewitt.org/middle*

## September

Superintendent's Conference Day	September 1 & 2
Grade 5 Curriculum Night 5:00-6:00 PM	September 1
Grade 5 Welcome Picnic 6:00-7:00 PM	September 1
No School – Labor Day	September 6
No School – Rosh Hashanah	September 7
Superintendent's Conference Day	September 8
First Day of School	September 9
School Pictures	September 10
Board of Education Meeting	September 13
Grades 6-8 Curriculum Night	September 14
No School – Yom Kippur	September 16
PTG Meeting 7:00 PM – Middle School (Zoom)	September 21

## October

Board of Education Meeting @ MS	October 4
1 <sup>st</sup> Mid-Marking Period Ends	October 8
1 <sup>st</sup> Mid-Marking Reports Available	October 13
No School – Columbus Day	October 11
School Picture Make Ups	October 15
Board of Education Meeting	October 18
Grade 5/6 Activity Afternoon 2:45 – 4:00 PM	October 29
Grade 7/8 Dance 7:00 – 8:30 PM	October 29

## November

Board of Education Meeting	November 1
No School – Superintendent's Conference Day	November 2
Grade 7 Student Led Conferences	November 9-10
No School – Veteran's Day	November 11
1 <sup>st</sup> Quarter Marking Period Ends	November 12
Board of Education – Public Forum	November 18
1 <sup>st</sup> Quarter Report Cards Issued	November 19
Board of Education Meeting	November 22
No School – Thanksgiving Recess	November 24-26



## **December**

Board of Education Meeting	December 6
Grade 8 Chorus/Grades 7-8 Band 7:00 PM – High School	December 7
(If Concert cancelled due to weather, Snow Date	December 9)
Grade 6 Band/Chorus/Orchestra 7:00 PM – High School	December 8
(If Concert cancelled due to weather, Snow Date	December 9)
Grade 7 Chorus/Grade 7-8 Orchestra 7:00 PM – High School	December 14
(If Concert cancelled due to weather, Snow Date	December 16)
Grade 5 Band/Chorus/Orchestra 7:00 PM – High School	December 15
(If Concert cancelled due to weather, Snow Date	December 16)
2 <sup>nd</sup> Mid-Marking Period Ends	December 17
Board of Education Meeting	December 20
2 <sup>nd</sup> Mid-Marking Reports Available	December 22
No School—Holiday/New Year’s Recess	Dec 24 – 31

## **January**

Board of Education Meeting	January 10
PTG Meeting 7:00 PM – Middle School	January 11
No School—Martin Luther King Day	January 17
Board of Education Meeting	January 24
2 <sup>nd</sup> Quarter Marking Period Ends	January 28
2 <sup>nd</sup> Semester Begins	January 31

## **February**

2 <sup>nd</sup> Quarter Report Cards Issued	February 4
Grade 5/6 Musical 7:00 PM—Middle School	February 4
Grade 5/6 Musical 10:00 AM and 2:00 PM—Middle School	February 5
Board of Education Meeting	February 7
Board of Education Meeting	February 14
Jazz Concert 7:00 PM—Middle School	February 15
(If Concert cancelled due to weather, Snow Date	February 16)
Board of Education – Public Forum	February 17
No School—Presidents’ Day / Winter Recess	February 21-25

## **March**

3 <sup>rd</sup> Mid-Marking Period Ends	March 4
Board of Education Meeting	March 7
3 <sup>rd</sup> Mid Marking Reports Available	March 9
Grade 7/8 Musical 7:00 PM—High School	March 11
Grade 7/8 Musical 10:00 AM & 1:00 PM—High School	March 12
Grade 5/6 Choral Festival 7:00 PM—Middle School	March 15
Board of Education Meeting	March 21
Gr. 5-8 Orchestra Dress Rehearsal 6:00-8:00 PM High School	March 22
Gr.5-8 Orchestra Festival 7:00 PM – Middle School	March 23
Grade 5 Band Concert 7:00PM – Middle School	March 24
New York State ELA Testing	March 29-30

## April

Grade 5/6 Activity Afternoon 2:45 – 4:00 PM	April 1
Grade 7/8 Dance 7:00 – 8:30 PM	April 1
Board of Education Meeting	April 4
3rd Quarter Marking Period Ends	April 8
No School—Spring Recess	April 11-15
Board of Education Meeting	April 18
3rd Quarter Report Cards Issued	April 20
New York State Math Testing	April 26-27
JMS Showcase 6:30 PM – Middle School	April 28

## May

No School—Eid-Al-Fitr	May 3
Grade 5-6 Parent Information Night 7:00 PM – Middle School	May 5
Board of Education Meeting/Budget Hearing	May 9
PTG Meeting 9:00 AM – Middle School	May 10
4 <sup>th</sup> Grade Parent Tour Night 7:00 PM	May 12
Board of Education Meeting/Budget Vote	May 17
4th Mid-Marking Period Ends	May 20
Board of Education Meeting	May 23
New York State Science Testing	May 24-25
4th Mid Marking Reports Available	May 25
No School—Memorial Day	May 30
Awards Ceremony 7:00 PM—Middle School	May 31


## June


Grade 5/6 <b>ONLY</b> Activity Afternoon 2:45 – 4:00 PM	June 3
Board of Education Meeting	June 6
Grade 7/8 Band/Jazz Band Ensemble 7:00 PM – High School	June 7
Grade 6 Band/Chorus/Orchestra 7:00 PM - High School	June 8
Gr 7/8 Orchestra/Chorus/Good Time Singers 7:00 PM – High School	June 14
Grade 5 Band/Chorus/Orchestra 7:00 PM – High School	June 15
Grade 8 Ceremony 7:00-8:00 PM—Middle School	June 17
No School—Juneteenth	June 20
4th Quarter Marking Period Ends	June 23
Last Day of School - <b>HALF DAY</b>	June 24
Board of Education Meeting	June 27
4th Quarter Report Cards Issued	June 30



**Jamesville-DeWitt Central School District**  
**2021 - 2022 School Calendar** Board Approved: 3/15/21


SEPTEMBER						
S	M	T	W	T	F	S
			31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
OCTOBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
NOVEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
DECEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
JANUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

FEBRUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
MARCH						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
APRIL						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
MAY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
JUNE						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

 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

Sept. 1 & 2 - Supt.'s Conf. Days  
 Sept. 6 - Labor Day  
 Sept. 7 - Rosh Hashanah  
 Sept. 8 - Supt.'s Conf. Day  
 Sept. 9 - First Day of School  
 Sept. 16 - Yom Kippur  
 Oct. 11 - Columbus Day  
 Nov. 2 - Supt.'s Conf. Day  
 Nov. 11 - Veteran's Day  
 Nov. 12 & Nov. 15 - K-4: 1/2 day am /conf. pm  
 Nov. 24-26 - Thanksgiving Recess  
 Dec. 24-31 - Winter/New Year's Recess

Jan. 17 - Martin Luther King Day  
 Jan. 25 - 28 - Regents Exams  
 Jan. 31 - 2nd Semester Begins  
 February 21 - 25 - Presidents Day/Mid-Winter Recess  
 April 11-15 - Spring Recess  
 May 3 - Eid Al-Fitr  
 May 30 - Memorial Day  
 June 15-23 - Regents Exams  
 June 20 - Juneteenth  
 June 24 - Last Day of School -1/2 day (Rating Day)  
 July 10 (Sunday) - Eid Al-Adha

**\*Please check the District website for any changes/updates.**

# **Student Conduct**

## **Student Conduct System Introduction**

### **Why the need for a Conduct System?**

- Students wanting to be able to enjoy their school experience, while learning in a safe, supportive environment.
- Parents who want their children to be safe and come home from school excited about their day.
- Teachers who end their school days frustrated with issues related to student behavior.
- Administrators who cannot provide leadership due to the amount of time they need to devote to discipline issues.
- The increasing demands on instructional time, requiring ever-greater productivity and efficiency in the classroom. Less time spent on management means more time for instruction.

### **Basic Principles**

- Treat all students with dignity.
- Take responsibility for actions is more important than compliance.
- Model and expect behaviors at all times.
- No student will be permitted to disrupt the classroom or school environment to the extent it interferes with other students' academic, physical, social or emotional well-being.
- Uncertainty about how to respond to student behavior must be minimized. Schools must have comprehensive, effective guidelines for interventions between students and all staff members.
- Make sure strategies are practical and have solid and obvious rationale to support them.

### **Key Elements of a Successful Plan**

- The aim of school discipline is to promote within students the essential internal controls to successfully navigate the school day.
- Students are responsible for their actions and must be informed of the consequences for both positive and negative behavior.
- Discipline must preserve the dignity of everyone involved.
- Parents play a primary role in making the system work. Communication of all parties must be open to discuss concerns and progress.
- Love (belonging, friendship, caring and involvement), Empowerment (importance, recognition, worth and skill), Fun (pleasure, enjoyment, laughter and learning), and Freedom (independence, choice and autonomy) are basic needs. The meeting of these needs results in high achievement.

## **Expectations**

- School wide expectations are identified that serve as the umbrella.
- Specific expectations are developed for every area of the building.
- Expectations are positive in their phrasing and approach, stem from the discipline philosophy, are prominently posted and are frequently taught.
- Classroom expectations are developed with the students.
- Every expectation has a rationale and is for everyone, not just students.

## **JDMS Rules for Respect and Responsibility**

### **Schoolwide Rules**

- Respect the safety, rights, health and property of others and ourselves
- Respect the rules for specific areas (including classrooms, dining room, halls, lockers, bus)
- Each of us has the responsibility to complete his or her own educational assignments

### **Classrooms**

- Come prepared to learn
- Be on time
- Take responsibility for your own work

### **Student Dining Room**

- Clean up after yourself
- Practice polite table manners
- Follow signals and directions
- Purchase food only during your lunch period
- Food should be for individuals, not groups
- Bring pre-signed pass or sign out to leave

### **Emergencies**

- Remain quiet
- Follow directions
- Listen for additional instructions

### **Hallways**

- Walk on the right side of the hallway
- Move quickly to your destination
- Talk quietly so as not to disturb those in class
- Keep hands to yourself
- Food and drink are not to be consumed in the hallways
- Have your planner/pass with you at all times

**Outdoors**

- Follow directions given by the supervisor
- Practice good sportsmanship
- Report any safety issues to the supervisor

**Planners**

- Have your planner with you in every class
- Keep your planner intact and use it as intended
- Use your planner to record all assignments and passes

**Restrooms**

- Keep the restrooms clean and pleasant to use
- Practice personal hygiene

**Staying after school**

- Stay after school only with adult supervision such as extra help, clubs, intramurals, sports teams, etc.
- Arrangements to stay after school, with a teacher, must be made in advance.
- In order to ride a late bus home get a bus pass from the teacher or adult you are staying with.
- Students are NOT permitted to stay after school to watch a sporting event. Students MUST go home on their regular bus and return back to school at 4:30 PM.

**Study hall rules**

- Work quietly
- Be productive

# JDMS Code of Conduct

**Definitions:** For purposes of this code, the following definitions apply:

**Academic Misconduct**

**Alcohol and other Substance Use/Abuse**

**Cyberbullying**

**Disability**

**Discrimination**

**Disruptive student**

**Emotional harm**

**Employee**

**Gender**

**Harassment/Bullying**

**Hazing**

**Illegal substances**

**Informal conference**

**Material incident of Harassment, Bullying and/or Discrimination**

**Principal**

**Parent**

**Retaliation**

**School bus**

**School function**

**School property**

**Sexual orientation**

**Tobacco products**

**Violent student**

**Twenty-four hours**

**Under the influence**

**Weapon**

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**“Academic Misconduct”** means plagiarism, cheating or altering records

**“Alcohol and other Substance Use/Abuse”** means possession, distribution, consumption, being under the influence, or sale of illegal substances, look-alikes, alcoholic beverages, drug paraphernalia, prescribed medication when authorized or unauthorized non-prescription or over-the-counter medication on school property, on a school vehicle or at a school function.

**“Cyberbullying”** means harassment/bullying (as defined below) through any form of electronic communication. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool such as sending or posting inappropriate or derogatory email

messages, instant messages, text messages, digital pictures or images, or website posting (including blogs). Cyberbullying can involve, but is not limited to: sending mean, vulgar, or threatening messages or images; posting sensitive, private information about another person; pretending to be someone else in order to make that person look bad.

Cyberbullying involving district students may occur both on campus or off school grounds and may involve student use of the district internet system or student use of personal digital devices including, but not limited to: cell phones, digital cameras, personal computers, electronic tools.

Cyberbullying or harassment has, or could have, the effect of:

- Causing physical, social/relations, emotional or mental harm to a student;
- Placing a student in reasonable fear of physical, emotional or mental harm;
- Placing a student in reasonable fear of damage to, or loss of, personal property; or
- Interfering with a student's educational performance and/or denying or limiting a student's ability to participate in or to receive benefits, services or opportunities in the school's programs.

**“Disability”** means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment.

**“Discrimination”** means discrimination against any student by a student or students and/or employee or employees on school property or at a school function including, but not limited to, discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex or any other legally protected status.

**“Disruptive student”** means a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

**“Emotion harm”** that takes place in the context of “harassment or bullying” means harm to a student's emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student's education.



**“Employee”** means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine-B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact.

**“Gender”** means actual or perceived sex and includes a person’s gender identity or expression.

**”Harassment/Bullying”** means the creation of a hostile environment by threats, intimidation or abuse (including cyberbullying) that: (a) has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. For the purposes of this definition the term “threats, intimidation or abuse” shall include verbal and non-verbal actions.

Acts of harassment and bullying that are prohibited include those acts based on a person’s actual or perceived race, color, weight, national origin, ethnic origin, ethnic group, religion, religious practice, disability, sexual orientation, sex, gender (including gender identity and expression) or any other legally protected status.

Bullying may be premeditated or a sudden activity. Bullying may be subtle or easy to identify. Bullying may be done by one person or a group. Bullying may be a single act or a series of occurrences.

Bullying may also be based on any characteristic including but not limited to a person’s actual or perceived race, color, weight, national origin, ethnic origin, ethnic group, religion, religious practices, disability, sex, sexual orientation, gender (including gender identity and expression) or any other legally protected status.

Bullying includes, but is not limited to, the following types:

- **Verbal bullying:** includes but is not limited to name calling, insulting remarks, verbal teasing, frightening phone calls, violent threats, extortion, taunting, gossip, spreading rumors,

racist slurs, anonymous notes, etc.

- **Physical bullying:** includes but is not limited to poking, slapping, hitting, tripping or causing a fall, choking kicking, punching, biting, pinching, scratching, spitting, twisting arms or legs, damaging clothes and personal property, taking personal belongings without permission or threatening gestures.
- **Social or relational bullying:** includes but is not limited to excluding someone from a group, isolating, shunning, spreading rumors or gossiping, arranging public humiliation, undermining relationships, teasing about clothing, blatant or subtle offensive body language, extortion, intimidation, coercion, etc.

**“Hazing”** means a form of harassment among students defined as any humiliating or dangerous activity expected of a student to join a group or be accepted by a formal or informal group, regardless of their willingness to participate. Hazing produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.

Hazing behaviors include, but are not limited to, the following general categories:

- Humiliation: socially offensive, isolating or uncooperative behaviors
- Substance abuse: abuse of tobacco, alcohol or illegal/legal substances
- Dangerous hazing: hurtful, aggressive, destructive and disruptive behaviors

**“Illegal substances”** include, but are not limited to inhalants, marijuana, cocaine, LSD, PCP, amphetamines, barbiturates, ecstasy, heroin, steroids, any substances commonly referred to as designer drugs and look-alikes (including but not limited to synthetic cannabinoids), prescription or over-the-counter drugs, or any product which, when misused, will result in an impaired or altered state, when possession is unauthorized, or such are inappropriately used or shared with others.

**“Informal conference”** is an open-ended discussion of a disciplinary incident to include the student/teacher/parent/principal without the requirements of tape recording or transcription and examination of witnesses associated with a Superintendent’s hearing.

**“Material incident of Harassment, Bullying and/or Discrimination”** means a single verified incident or a series of related verified incidents where a student is subjected to harassment, bullying and/or discrimination by a student and/or

employee on school property or at a school function. In addition, such term shall include a verified incident or series of related incidents of harassment or bullying that occur off school property, and is the subject of a written or oral complaint to the superintendent, principal, or their designee, or other school employee. Such conduct shall include, but is not limited to, threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex or any other legally protected status.

**“Principal”** within the context of teacher removal of a student from class, means either the principal of the building or any other administrator in the district acting in the principal's absence or at the principal's direction.

**“Parent”** means the biological, adoptive or foster parent, guardian, or person in parental relation to a student.

**“Retaliation”** means when any employee, student, or visitor mistreats any person because he/she reported in good faith, testified about, or otherwise assisted in an investigation, proceeding or hearing related to alleged harassment or bullying. It is possible that an alleged harasser may be found to have retaliated if the underlying complaint is not found to be a violation of this policy. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment and may be redressed through application of the same reporting, investigation, and enforcement procedures as for harassment.

**“School bus”** means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

**“School function”** means any school sponsored event or activity on or off school property.

**“School property”** means any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of the school district, or in or on a school vehicle.

**“Sexual orientation”** means actual or perceived heterosexuality, homosexuality or bisexuality.

**“Tobacco products”** means cigarettes, cigars, pipes, chewing tobacco, snuff, herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products, e-cigarettes, vapes, cloves, bidis and kreteks as well as

matches and lighters.

**“Violet student”** means a student who:

- Commits an act of violence upon a school employee
- Commits an act of violence upon another student or any other person on school property or at a school function
- Possesses a weapon while on school property or at a school function
- Displays what appears to be a weapon while on school property or at a school function
- Threatens to use a weapon while on school property or at a school function
- Knowingly and intentionally damages or destroys the personal property of any person on school property or at a school function
- Knowingly and intentionally damages or destroys school district property

**“Twenty-four hours”** within the context of teacher removal of a student from class, is equal to one school day. Weekends, holidays and vacation days are not counted as part of a twenty-four hour period.

**“Under the influence”** means if a student has used any quantity of an illegal substance or alcohol within a time period reasonably proximate to his/her presence on school property, on a school bus, in a school vehicle or at a school sponsored function and/or exhibits symptoms of such use as to lead to the reasonable conclusion of such consumption.

**“Weapon”** means a firearm as defined in 18 USC § 921 for purposes of the Gun Free Schools Act. It also means any other gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, pocket, pen, or other knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, look alike fake weapons or other device, instrument, material or substance (Other Item) that can cause physical injury or death when used to cause physical injury or death, or when such Other Item is brandished as a weapon.

## **Student Dress Code**

All students are expected to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress, thereby helping students develop an understanding of appropriate appearance in the school setting

The intent of the dress code is to foster an environment that is sanitary, safe and conducive to teaching and student learning. It is also intended to provide guidance to prepare students for their role in the work place and society.

A student's dress, grooming and appearance shall:

- Be safe and not disrupt or interfere with the educational process
- Not include any item that is vulgar, obscene, libelous or that denigrates another's race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, disability or any other legally protected status
- Not promote and/or endorse the use of alcohol, tobacco or illegal substances, and/or encourage other illegal or violent activities
- Pajama bottoms and hats may only be worn on school designated spirit days.
- Hats and hoods are not permitted to be worn in the school building from 7:45 AM to 2:49 PM (unless part of a school designated spirit day).

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day.

## **Student Cell Phone Use**

Cell phones have the potential to be very disruptive to the school day. Therefore, student cell phone use is strictly prohibited (unless permission is given by the classroom teacher for instructional purposes). Cell phones are to be turned off and put away upon entering the school building.

Earbuds/headphones are not permitted

The restriction on cell phones and other electronic communication devices includes all use of this form of technology, including but not limited to voice communication, text messaging, video gaming, digital photographing, etc.

## **Behavior Related Offenses and Consequences**

Students are expected to conduct themselves in an appropriate and civil manner, with regard for the rights and welfare of other students, district personnel and other members of the school community and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Expectations for student conduct while on school property or while engaged in a school function should be specific and clear. The rules of conduct listed hereafter are intended to focus on safety and respect for the rights and property of others. Students who do not accept responsibility for their own behavior and who violate school rules will be required to accept penalties for their conduct.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. The staff at a school has the responsibility for taking appropriate actions when a student is involved in a situation which disrupts the learning environment of a school.

When determining the consequences, the following may be taken into consideration:

- The nature of the offense and the circumstances which led to the offense
- The age-appropriateness of the consequence
- The student's prior disciplinary record
- The effectiveness of other forms of discipline
- Information from parents, teachers and/or others, as appropriate
- The extent to which the offense interfered with the responsibility/rights/privileges/property of others
- The extent to which the offense posed a threat to the health and safety of others
- Other extenuating circumstances

This means that a student’s first violation usually merits a lesser penalty than subsequent violations. As a general rule, discipline is progressive. However, the district may impose any level of discipline, even for a first violation, that is proportionate to the misconduct at issue. The superintendent retains the authority to expel (permanently suspend) a student.

Although not all-inclusive, the following list of offenses on school property or at a school function and range of consequences applies in most circumstances.

\*Administrator action only

\*\* Superintendent action only

### **Level I Consequences**

Options:

Warning/verbal reprimand

- Time-out or out of classroom
- Loss of privilege
- Conference with student
- Communication with parent
- Detention
- Counseling
- \*Restitution

### **Level II Consequences**

Options:

- Removal from class
- \*Suspension
- In-School
- Out-of-school
- \*Saturday detention
- \*Police notification
- \*Removal from school proper

### **Level III Consequences**

Options:

- \*\* Long Term Suspension

### **Offences and Consequences**

Offense/Definition/Range of Consequences

**Absence (Unlawful):** An absence for a day or any portion of a day for any reason other than those cited as lawful (as listed in the student handbook) and/or failure to bring a note by a parent/guardian to verify a lawful absence; I-III

**Alcohol and Other Substance Use/Abuse:** Possession, distribution, consumption, being under the influence, or sale of illegal substances, look-alikes, alcoholic beverages, drug paraphernalia, prescribed medication when unauthorized or unauthorized non-prescription, over-the-counter medication or any product which, when misused, will result in an impaired or altered state; II-III

**Arson/Fire:** Attempting to, aiding in, or setting fire to a building or other property; II-III

**Bus Misbehavior:** Any violation of bus behavior rules (as listed in the student handbook); I-II

**Cell Phone and Other Electronic Communication Device:** I-II

**Cheating/Academic Dishonesty:** Copying, plagiarizing, altering records, or assisting another in such actions; I-III

**Computer/Electronic Communication Misuse:** Any unauthorized use of computers, software, or Internet/Intranet account; unauthorized access to Internet/Intranet, another's email or an inappropriate website; misuse of a website; unauthorized taping (audio/video), filming or photographing; I-III

**Cutting Class:** Unauthorized absence from a class or school activity; I-II

**Defamation:** False or unprivileged statement or representation about an individual or identifiable group of individuals that harms the reputation of the person or the identifiable group; I-II

**Destruction or Property/Vandalism:** Damage, destruction, or defacement (graffiti) of property belonging to another or the school; II-III

**Disrespect Toward Others:** Inappropriate conduct, comment or physical gesture to a student, teacher, staff member or other adult; I-II

**Disorderly Conduct:** Behavior that disturbs the atmosphere or order, to include obstructing or restraining the authorized or lawful movement or participation of another; I-II

**Disruption – Classroom:** Behavior that is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom; I-III

**Disruption – School:** Behavior that interferes with the safe and/or orderly environment of the school or school activity; I-III



**Dress Code:** Violation of dress code; I-II

**Failure to Service Assigned Consequences:** Failure to serve detention, Saturday detention, suspension or other assigned consequences; I-II

**False Alarms / Bomb Threats:** Initiating a report or warning of fire, or catastrophe, without valid cause; misuse of 911; discharging a fire extinguisher; or tampering with or removing from its compartment an automated external defibrillator (AED); II-III

**Fighting:** Hostile confrontation with physical contact involving two or more students; II-III

**Fireworks or Explosives:** Possession, use and/or threat to use a firework, smoke bomb, flare or combustible or explosive substance; II-III

**Gambling:** Wagering money or property; I-II

**Harassment/Bullying/CyberBullying/Discrimination:** As defined above; I-III

**Hazing:** As defined above; I-III

**Indecent Exposure:** Exposing the private parts of the body in a lewd or indecent manner; I-II

**Insubordination:** Refusing to follow reasonable requests of teachers, staff or administration including failure to identify self or knowingly providing false information; I-III

**Leaving School Grounds Without Permission:** Leaving school grounds during regular school hours without written or verbal permission from an administrator; I-II

**Loitering:** Idle presence in an area without authorization; I-II

**Physical Attack on Staff/Students/Others:** Assault or aggressive physical action, directed at students, staff or others, including a situation where a staff member is intervening in a fight or other disruptive activity; II-III

**Possession of Disruptive Items:** Unauthorized possession of a sound box, laser pointer, squirt gun, water balloon or any other disruptive item; I-II

**Possession and/or use of Portable Electronic Communication or Recording Devices:** Unauthorized possession and/or use of cellular phone, video device or audio device; I-II

**Possession of Skateboards/Rollerblades/Scooters/ATVs/Snowmobiles:** Unauthorized possession or use of a skateboard, scooter, rollerblades, all-terrain vehicle or snowmobile on school property; I-II

**Profanity:** Using vulgar or abusive language, cursing or swearing; I-II

**Retaliation:** As defined above; I-III

**Sexual Harassment:** Unwanted and inappropriate verbal, written or physical conduct of a sexual nature directed toward another person; I-III

**Tardiness:** Lateness to school or class; I-II

**Theft:** Taking or obtaining property of another without permission of the owner. Possession of stolen property and attempted theft; II-III

**Threat to Staff, Student or Other Person:** Expression, conveyed by word or action, of intent to abuse, intimidate, coerce or injure a staff member, student or other person; I-III

**Tobacco Products Violations:** Possession, distribution or use of any tobacco product (as defined above) or look alike; I-II

**Trespassing:** Unauthorized presence on school property, including while on suspension; I-II

**Truancy:** Unlawful absence without parental knowledge and/or permission; I-II

**Weapon Possession:** Possession of a weapon; II-III

## **Other Important Information**

### **Absences**

If a student will not be in school a parent/guardian must call the Main Office at 315-445-8360 for Grade 5 or the Clerical Center at 315-445-8269 for Grades 6, 7 and 8 by **8:00 A.M.** State law requires that a written excuse be submitted by a parent/guardian upon a student's return to school. The excuse should include:

- Date of return
- Date of absence(s)
- Reason clearly defined
- Signature of a parent/guardian

Early release of a student requires a note. Parents are asked to pick up and sign out students in the Main Office.

Excused Absence: An absence, tardiness or early departure may be excused if it is due to personal illness, illness or a death in the family, religious observance, or an approved school-sponsored trip.

Unexcused Absence: An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, traffic, babysitting, haircut, oversleeping).

### **Activity Afternoons/Evenings**

Periodically throughout the year, Activity Afternoon/Evenings are offered.

Activity Afternoon is from 2:45-4:00 P.M. for 5<sup>th</sup> and 6<sup>th</sup> graders.

Transportation home is provided. Activity Evening is from 7:00-8:30 P.M. for 7<sup>th</sup> and 8<sup>th</sup> graders. No transportation is provided. Students must be picked up by 8:30 P.M. These activities are for JDMS students only.

- If a student has been absent from school on the day of the activity, he/she cannot be at the activity.
- All school rules and dress code guidelines are in effect for the activities.
- Misbehavior at one of these event may end a student's participation at the event and future events.

### **Approved snack list**

For an updated list go to: at [www.jamesvilledewitt.org/middle](http://www.jamesvilledewitt.org/middle)

### **Awards night**

This night recognizes students who have excelled academically and participated in school sponsored activities. Students receiving an award on this night will be notified by letter sent via US mail.

## **Backpacks**

Students use backpacks to carry their belongings to and from school.

## **Birthday / Class Celebrations**

The following guidelines will apply:

- Treats may be shared in the classroom with prior approval from the classroom teacher.
- All treats must adhere to the Approved School Snack List. (go to [www.jamesvillede Witt.org/middle](http://www.jamesvillede Witt.org/middle) to view the list)
- Sharing or delivery of treats during the school day, including lunch, is not permitted.
- Food provided for classroom events must be store bought and presented in sealed packages.

## **Building Use**

All meetings/functions held on school property must be approved by an Administrator. The district wishes to accommodate civic and community groups for meetings and other events whenever possible. To make a facilities use request, please visit the [Facilities Usage web page](#).

## **Cafeteria, Classroom Events**

Students are expected to behave appropriately in the cafeteria. Lunch time is an opportunity for students to socialize in a courteous and orderly fashion. Any food and drink is to be consumed in the cafeteria during the school day.

When in the cafeteria, please observe the following rules:

- Follow the directions of the staff who supervise the cafeteria
- Remain in line while waiting to be served
- Pick up anything that has been dropped on the floor
- Return trays to the dish room and dispose of all trash
- Clean tables and floor areas

With a few exceptions, the scheduled lunches will be:

5<sup>th</sup> Grade: 10:49-11:19

7<sup>th</sup> Grade: 12:13-12:43

6<sup>th</sup> Grade: 11:31-12:01

8<sup>th</sup> Grade: 12:55-1:25

Because of guidelines we follow from the Onondaga Health Department, Celebrations or other parties are not allowed during lunch periods in the cafeteria. Students may not share food in the cafeteria. Additionally, homemade food may not be distributed in the cafeteria or classrooms.

Lunch and breakfast menus are available on the Middle School webpage under Food Services.

JD utilized MySchoolBucks.com as a means to more efficiently provide a lunch program for our families. Students will receive a personal identification number (PIN) to use when purchasing meals and single food items. The amount of the purchase will either be paid in cash by the student or debited from the student's account. Parents may pay by cash or check. Checks should be made payable to JD Food Services. Please include your child's name with your cash or check payment. A parent may request balances, restrictions or summaries on a student account by contact Mrs. Mason.

Breakfasts and lunches may be purchased in the cafeteria. Breakfast may be purchased before 8:00 AM. The cost of breakfast is \$ 2.10. A complete lunch costs \$ 3.15. If a student forgets to bring a lunch or money for a lunch, he/she may "charge" a lunch. We ask that students pay for their lunch charges the next school day. Students are allowed a maximum of two cafeteria charges. Free and reduced lunch forms must be filled out by parents each school year. Access to forms and help can be found [here](#).

## **Computer Use**

All students will be issued Jamesville-DeWitt Middle School Chromebook at the beginning of the school year. Student will be responsible for the proper care and safety associated with their device. 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 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:

- Maintain the Chromebook and report any issues with the device to a teacher or administrator at the middle school
  - Students may be held financially responsible for damage to a device as a result of negligence and/or purposeful damage.
  - [Student/Parent Tech Request](#)
- Use the service to support personal education 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, included 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.

## **Counseling**

In order for students to learn effectively, they must feel comfortable and happy in their school environment. To help accomplish this goal, school counselors provide individual and group counseling programs.

Parents are encouraged to contact counselors if they have concerns about their children's progress of well-being. By working closely together, parents, counselors and teachers can help each student reach his or her highest possible level of accomplishment.

Administrators, counselors and teachers welcome the opportunity to confer with parents. Conferences may be arranged by contacting your child's counselor. Counselor phone numbers can be found in this handbook under "Who Should You Call?"

## **Curriculum Nights**

These events are for parents and guardians. A brief overview of classroom, academic and behavioral expectations will be reviewed.

## **Detention**

A lunch detention and/or after school detention may be assigned if a student violates the JDMS Code of Conduct

## **Dismissal from School**

From time to time parents request that we allow their child to self-dismiss from school for such things as dental or doctor appointments. To ensure the safety of your child you must sign him/her out at the main office.

No middle school student will ever have to leave school early for an interscholastic sports event unless it is set up by the athletic office. If a student-athlete arrives to school with a legal excuse before 11:30 A.M. they can participate in a game that day. If a student-athlete arrives to school late due to an illness, they may not participate in sports unless cleared by the nurse.

## **Dropping Off Items**

Items being dropped off for students shall be left on the table in the main entryway, directions are posted. The table will be checked periodically during the day and the students will be notified that they have an item to be picked up. It is the student's responsibility to retrieve that item from the table after they are notified.

## **Early Arrivals**

Students may arrive at school beginning at 7:30 A.M. Doors will remain locked until this time and students should not be in the building before this time. All students who arrive early should report to the Student Dining Room.

## **Emailing Teachers**

Teacher emails can be found on the district web page under “Contact Us.”

## **Emergency School Closings**

During the winter months, there is always a possibility that school may be canceled because of poor weather conditions. If there is a cancellation, local radio and television channels 3, 5 and 9 are notified. Sometimes weather conditions worsen during the day so it is necessary to dismiss school early. Have a plan so you know where to go if your parent/guardian will not be home.

## **Entry Procedures**

Parents and other non-staff members are required to report to the Main Office upon entering JDMS. Any person in the building without a visitor’s badge will be escorted by a staff member to the Main Office to speak with one of the building’s administrators. Please remember that our teachers are involved between 8 A.M. and 3:30 P.M. In most cases teachers are unavailable to meet with parents who come to the school unexpectedly between these times. If you need to meet with a teacher please call the Counselor to schedule a time convenient for all. All doors will be locked during the school day.

## **Field Trips**

Field trips are an extension of a student’s educational day. We would like all students to participate. Concerns about safety on the following of directions might result in exclusion from a school trip. Students are expected to follow school rules while on field trips.

## **Fire Drills and Emergencies**

Fire drills are held throughout the year. For the safety of all students, it is extremely important that students follow the evacuation procedures for fire drills and emergencies:

- Remain quiet
- Follow directions
- Listen for additional instructions

## Grade Reporting System

Our grade reporting system consists of report cards and interim reports.

A+ = 96.5 – 100	B+ = 86.5 – 89.4	C+ = 76.5 – 79.4	
A = 92.5 – 96.4	B = 82.5 – 86.4	C = 72.5 – 76.4	D = 64.5 – 69.4
A - = 89.5 – 92.4	B- = 79.5 – 82.4	C- = 69.5 – 72.4	U = Below 64.5

**Report cards** – Report cards are issued every 10 weeks; a week after the end of each of the first three marking periods. These report cards are given to the students to take home in their backpacks. The final report card is mailed home at the end of the school year. The end of the marking periods, as well as when they are issued, is listed in the 2021-2022 Calendar of Events.

**Interim Reports** – Interim Reports may be accessed approximately halfway through each marking period. The purpose is to inform students and their parents of student progress during the first half of a marking period. The end of the mid-marking periods, as well as when the mid-marking reports are available on School Tools, is listed in the 2021-2022 Calendar of Events.

## Health Services

**Accidents** – All injuries or accidents occurring on school property must be reported to the Nurse’s office immediately. An accident report must be completed. The district carries a secondary insurance policy on students for accidents.

**Immunizations** – Students entering 6<sup>th</sup> grade must be immunized against varicella (chicken pox) and t-dap. All children entering 7<sup>th</sup> grade must have been immunized against Hepatitis –B. Records may be dropped off, faxed or mailed to the school office.

**Medication** – All medications (prescription and over-the-counter) must have a written, signed order from the physician as well as a signed permission note from the parent/guardian. This strict requirement is mandated to all NYS schools by the NYS Board of Nursing.

- Parents are responsible for complying with the following guidelines set forth by the NYS Education Department which enables the nurse to administer medications to students.
- Provide the school Nurse with a signed written authorization from the licensed prescriber which includes the name, dosage, route, frequency and time of medication. It must also include the reason for the medication and any possible side effects.
- Provide the school Nurse with a signed written authorization from the parent/guardian for each medication the licensed prescriber has requested.



- All medication must be delivered to the Health Office by an adult, in the original pharmacy or store container. (A second pharmacy labeled bottle is necessary for field trips.)
- Each medication, and any change in medication (dosage, frequency, etc.) must be accompanied with a new authorization from the licensed prescriber and parent/guardian.
- All medications have to be kept in the Health Office and administered under the supervision of the school Nurse.
- A special authorization from the licensed prescriber and parent/guardian is required for any student who needs to carry and self-administer a medication such as an inhaler or epi-pen.
- Authorization forms can be obtained from the school Nurse.
- Medications must be picked up from the Health Office at the completion of classes each June by an adult.

**Physical Examination** – The Education Law of New York state requires students new to the district, students in grades 5 and 7, and students participating in sports to have a physical exam. We urge this examination to be done by the family physician who knows the student best. School physicals are available with written permission from the parent at designated times throughout the school year. No student will be allowed to try out or attend any athletic practice until a physical exam report is on file.

## **Hearing Impaired Services**

If you plan on attending a school function and wish to request an interpreter, contact your child’s counselor via the Clerical Center at 315-445-8269 or fax a request to 315-445-8421. Requests must be submitted two (2) weeks prior to the event.

## **Homework Information**

Students are expected to use their school planners to record homework assignments and school information. The planner is an essential organizational tool.

## **Homework Requests**

Please call the Clerical Center, 315-445-8360 (grade 5) or 315-445-8269 (grades 6, 7 & 8), to request homework if a student is absent for MORE than 1 day. Requests need to be made before 9:00 A.M. Also, remember to check the JDMS Website ([www.jamevilledewitt.org/middle](http://www.jamevilledewitt.org/middle)). Students who miss school before or after a vacation are to make up the work when they return to school.

## **JDMS Showcase**

(Formerly Kaleidoscope Night) A showcase of student work, demonstrations and performances

## **Late Arrival**

Only the front door is unlocked. You must go through the front door and immediately sign in at the Main Office. **If you are late (after 8 AM) to school without a legal excuse three times, you will be assigned a detention.** You must be on time and in class by 8:00 A.M.

## **Late to Class**

Students are expected to be on time for classes. They must follow their schedule every day. If detained by a teacher, students should ask that teacher to write a pass for their next class. If late for another reason there may be a consequence imposed by the teacher. If a student is late for class and does not have a pass from a teacher, the teacher will make a note of this. After three tardies a referral will be written. A detention will be issued by the administration after three tardies.

## **Library**

Books and materials are loaned to students in accordance with the following guidelines:

- Materials are loaned for two weeks unless some other time limit is specified.
- Materials may be renewed unless other students are waiting to borrow the same material.
- Materials to be renewed must be presented at the library renewal desk at the time of renewal.
- One should not check out materials in another student's name.
- Most reference and reserve books are loaned in the afternoon and are due the next day before 8:00A.M.
- Keeping materials beyond the due date is unfair to other students who may want to use them. A student who will be absent should make arrangements to send materials back to school.

## **Library after school**

The Library is open after school, Monday, Wednesday and Thursday, until 3:35 PM for students to work. Students are to bring their work and remain in the Library until 3:35. Students may take the late bus home. They will need to get a pass from the Librarian or the Library Aide.

## **Lockers**

Lockers will not be issued to students in grades 6-8 for this school year due to the middle school construction project.

## **Lost and Found**

There is a lost and found cabinet in the hallway just outside of the Student Dining Room. Found articles should be taken to the cabinet. Unclaimed articles

will donated to charity. DO NOT leave personal items and valuables on the shelves in the hallways and other “open” areas. DO NOT leave books, folders and binders on shelves for more than one class period. To prevent loss, be sure to LABEL your belongings with your name. The school is not responsible for lost or stolen electronic communication devices on any school property.

## **Messages to Students**

If you need to get a message to your child during the school day, please call the Main Office, 315-445-8360 (grade 5) or the Clerical Center 315-445-8269 (grades 6, 7 & 8). Our staff will take the message and get it to your child as soon as possible. We will not interrupt classes with messages. We will wait until passing time and try to reach your student then.

Parents should not send text messages or call student’s cell phones during the school day.

## **Parent Teacher Group (PTG)**

The purpose and function of the PTG is to support the administration, staff and students throughout the school year. All parents and guardians of students are considered members of the PTG. Please join us to meet new people and find out more about what’s going on in the day-to-day life of our students.

Co-President: Michelle Kielbasinski

Co-Vice President: Jill Enright

Co-Vice President: Sheana Martin Zombek

## **Planners**

All JDMS students will be given a school planner at no charge. Students are expected to use the planner and to have the planner with them in all classes. The planner includes pass pages. All passes will be written into the planner on the special pass pages. Replacement planners can be purchased in the Main Office for \$ 5.00 each.

## **School Supplies**

Please refer to the supply list when purchasing supplies. If you have misplaced your list more are available on our school website at [www.jamesvilledewitt.org/middle](http://www.jamesvilledewitt.org/middle). *Please be sure to replenish supplies as needed through the year. Additionally, be sure to have extra supplies at home for homework assignments.*

## **SchoolTool**

All Jamesville-DeWitt School District students and parents have access to the SchoolTool parent and student portal. The web-based system allows parents to view information about their child’s educational program as well as how their son/daughter is doing in school.

At the middle and high school levels, students can log into the portal to view course grades and assessments on assignments. Through the portal, parents can also view their child's emergency contact and medical information.

Parents and students can access SchoolTool by visiting the following link:  
[www.jd.schooltool.cnyric.org](http://www.jd.schooltool.cnyric.org).

## **Search and Seizure**

All students will be issued a locker in which to keep school related materials. The hall locker is for the student's books, coat, lunch, etc.. All lockers, locks, combinations and/or keys are the property of the school. Students are not to put personal locks on their hall lockers. Lockers may not be used for the storage of any materials that the possession of violates the law or this code of conduct.

Students are strongly encouraged not to divulge their combination to any other person. This will help to ensure security, since the school is not responsible for items missing from lockers. Students should take extra precautions before they leave a locker, to be sure that it is locked and not set to the open position. Turn the dial to another position so that all numbers must be reset to open, ensuring the locker is properly secure. If students discover something missing from their locker they should report the loss to an administrator.

Lockers and desks are provided for student convenience, but are the property of the school district.

## **Smoking Policy**

Smoking in public buildings and on school property is against the law! The Jamesville-DeWitt Central School District is strongly committed to a smoke-free educational environment.

## **Student Photos (use of)**

Throughout the school year photographs are taken of students to be used in JD District print publications.

Parents who DO NOT wish to have their child's photograph used in these outlets should indicate so on a form that is sent home to the parent/guardian with the August Back-to-School Mailing.

In order to respect the privacy rights of our students and staff, visitors are asked to please not take photos of any individuals outside of their family member, for the purpose of posting on social media.

## **Telephone Use**

Sometimes it is important for a student to contact a parent/guardian during the school day. Phones are available in the Clerical Center or the Main Office.

Permission and a pass to use the phone must be obtained from a teacher. Calls are limited to contacting a parent/guardian. Special permission from the lunch supervisor is required to use the phone during lunch. Cell phones may not be used or be visible during the regular school day. Parents should not send text messages or call student's cell phones during the school day.

## **Textbooks**

There are no rental fees for textbooks. They are issued to students and are to be returned when the class is completed. Since they are passed on from year to year, textbooks must not be misused or defaced. You are responsible for any damage to textbooks and you will be held financially responsible for books that are damaged, defaced or lost. All textbooks must be covered throughout the school year. Book checks will be done one week prior to the end of classes. Any student who does not return his/her assigned book(s) will be responsible for replacement costs.

## **Transportation**

The bus driver's responsibility is to transport the students safely and bring them to school ready to learn. The bus drivers will assign seats for riding to and from school. It is the student's responsibility to conduct himself/herself in an orderly and safe manner. Respect between student and driver is the key to a safe ride to school. Safety is our main goal. To achieve it we must have a cooperative effort by all. Distractions to the driver from behavioral problems present a serious danger to all passengers. The privilege of transportation will be suspended for any student who does not conduct himself/herself appropriately.

**Riding a different bus home:** In order to ride a bus other than you're regularly assigned 2:40 or 3:35 bus, or to get off at a different stop even if you are riding your regularly assigned bus, you **MUST** have a note signed by your parent or guardian. The note must be turned into the Maim Office in the morning stating the name of the student you are going with and the street address of your destination and a pass will be issued.

**NOTE:** Bus passes CANNOT be issued with a phone call. The request **MUST** be in writing.

**Late buses:** Late buses are available on Monday, Wednesday and Thursday at 3:35 PM. To ride a late bus students must have a bus pass. The teacher with whom the student is staying with will provide the bus pass.

**Bus loop:** The bus loop (roadway immediately in front of the building) is for buses and emergency vehicles only. All other vehicles are prohibited from the bus loop. Designated visitor parking is located in the South lot in spaces closest to the school building.

**Student Drop Off:** If a student must be dropped off at school before 8:00 am, use the parent drop off area in the back of the school

**Drop Off/Pick up during the day:** If a student must be picked up or dropped off between 8:00am – 2:45pm use the designated visitor parking in the front of the school and enter the building to pick up the student at the Main Office.

**After school pick up:** If a student must be picked up after school park in the lot around the back of the school.

**Riding bicycles and walking to school:** You may NOT ride your bicycle to school. You are NOT permitted to walk to, or from the Middle School. Walking or riding on Randall Road is dangerous. The visibility is poor and the roadway is narrow. The only exception is if you live on the south side of the athletic field and you must have written parent/guardian permission on file in the Main Office. Pleasure riding on school grounds is prohibited during school hours. Rollerblading, using scooters or hover boards on the athletic facilities is strictly forbidden.

## **Visitors**

All visitors must report to the Main Office to sign in and receive a visitor badge to wear while in the building. Middle School students should not bring friends or relatives to school with them. Visitors or drop-ins from other schools are not permitted. Parents are always welcome visitors at JD Middle School. Visits to classrooms should be prearranged with the school counselor.

## **Working papers**

The Middle School Main Office issues working permits. Check with the Main Office to find out what you must do to obtain this permit.

# **Extra-Curricular Activities**

*We encourage all students to get involved in extra-curricular clubs and activities. Research suggests that students involved in these types of activities do better in school, have less behavior difficulties and a lower drop-out rate than those that choose not to participate. This is a description of just some activities that have been held in the past. Activities for this year have not yet been determined. Information about after school activities is distributed via announcements. Tell your student to listen closely to the announcements each day for information about the dates and times for these activities.*

## **Extra-Curricular Sports**

Seventh and eighth graders are eligible to participate on sports teams that compete against other schools. The emphasis of our modified program is on inclusion but, high participation numbers sometimes means that there is competition for a spot on a team. At the present time, students have opportunities to participate in: Boys Football, Boys Soccer, Girls Soccer, Girls Swimming, Girl and Boys Cross Country, Boys Basketball, Girls Basketball, Girls Softball, Boys Baseball, Boys Lacrosse, Girls Lacrosse and Varsity Boys and Girls Track and Field.

Sign up for these sports is on the district website. Click on the Athletic link.

## **Intramural Activities**

Jamesville DeWitt Middle School is pleased to offer after school intramurals to all students. The purpose of this program is to offer every student the opportunity to participate in recreational activities. A variety of recreational activities are offered in a fun and safe environment. Parents and students should go to the Intramural web page to read the Intramural Guidelines and Expectations and to register to complete the Annual Permission Slip. This will alleviate any missed participation if and when your child decides to participate in an intramural activity.

If your son or daughter has diabetes, asthma and/or a life threatening allergy that may require medication to be available during intramurals please contact the Health Office at 445-8258 or [stortorelli@jd.cnyric.org](mailto:stortorelli@jd.cnyric.org) prior to his/her participation. A self-carry and administer order for insulin, an inhaler or Epi pen may be needed for his/her safe participation. See the Intramural Web Page for more information.

Intramural sessions are held Mondays, Wednesdays and Thursdays, 2:45 – 3:35 P.M. Students report to the main gym immediately after announcements and can take the 3:35 P.M. late bus home.

For safety reasons, no spectators are allowed. Parents and/or students cannot stay to watch the activities.

## **Intramural Guidelines and Expectations:**

- Intramurals are open to all students who complete and turn in the annual permission slip. The permission slip can be found on the middle school website: [www.jamevilledewitt.org/middle](http://www.jamevilledewitt.org/middle) under the Intramurals link.
- Students must notify their parent in advance of their intentions to stay for intramurals.
- Students are required to be at intramurals from 2:50 – 3:35 PM.
- Students do not have to attend every week
- Students may not participate in intramurals and a modified sports team at the same time.
- Students must be prepared for physical education class on the day of, or the day before the activity they would like to attend.
- Students are required to change into appropriate clothing: T-shirts, shorts/sweats and sneakers are a must for all activities.
- Students do not need to sign up for individual activities ahead of time, with the exception of tournaments. Tournament guidelines can be found on the Intramural Web Page.
- All equipment is provided
- There is no cost to participate in the intramural program.
- Activities may be cancelled due to weather or other circumstances.
- Intramurals are a privilege. Participants are required to exhibit good sportsmanship and obey established school rules. The first time a student misbehaves a reflection sheet will be filled out and the parents will be notified. A second incident will result in a referral; parental notification and intramural privileges will be suspended for six weeks. The third incident will result in parental notification and intramural privileges will be suspended for the rest of the school year.
- Have fun!

All intramural information, including a tentative schedule of activities, can be found at the intramural link on the JDMS web page. If you have questions or concerns, please email Audra Sixberry, Health, Physical Educator and Intramural Director at [asixberry@jd.cnyric.org](mailto:asixberry@jd.cnyric.org).

## **PTG Activities**

Our Parent Teacher Group conducts a variety of after school activities for students in all of our grades. The PTG will distribute a flyer that indicates which activities are scheduled for which afternoons. Space in some of the activities is limited so a sig-up session is typically scheduled when parents (and students) sign up for their activity. There is a nominal fee to cover expenses (scholarships are *always* available). While the specific array of activities does vary from year to year, offerings typically include:



- Cookie Baking
- Pizza Making
- Chess Club
- Cooking
- Painting
- Ceramics
- Crafts
- Landscape drawing
- Science Club
- Computer Club
- Keyboarding

## **Student Leadership**

Our student leadership program is undergoing phenomenal growth and the number of opportunities for students to become leaders and offer service to their school and community are increasing. Our student leadership program includes both representative bodies and committees that are open to all students. We work to provide community service, increase school spirit and enhance our school environment through problem solving and participation on school committees.

## **Yearbook**

Use school camera equipment to take pictures at school events, clubs and teams, edit submitted pictures, choose captions and arrange page layouts, proofread, design cover for school yearbook, process orders/payments and distribute yearbooks at the end of the school year.



