

South Jefferson Middle School

General Bruce C. Clarke Building



“Home of Spartan Pride”

Handbook for Parents and Students 2018-2019

This is only a portion of our Student Handbook and District Code of Conduct. Please view our school web site for the complete version or request a printed version from the main office if needed.

South Jefferson Central School District

Board of Education

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Mrs. Cora Harvey, Business Manager
Mrs. Sarah OYong, Dean of Students

Mr. Scott Slater, Assistant Superintendent
Mr. Jon Christopher, MS Principal
Mr. Jay Wiley, Athletic Coordinator

School Hours

School Number: 315-232-4531

Office Hours 7:15am – 3:15pm

Main Office ext. 2917
Registrar ext. 2912
Food Services ext. 2932
Attendance Office ext. 2923
Athletic Coordinator ext. 2911

Safe to School Line ext. 2923
Building & Grounds ext. 2932
Guidance Office ext. 2917
Nurse’s Office ext. 2973
Principal’s Office ext. 2917

Middle School Bell Schedule

<u>Period</u>	<u>Time</u>
Homebase & Announcements	7:45 – 8:00am
1	8:00 – 8:40
2	8:44 – 9:24
3	9:28 – 10:08
4	10:12 – 10:53

Students will follow one of the 3 blocked schedules for periods 5 – 7.

5 10:57 – 11:22 Lunch	5 10:57 – 11:38 Class	5 10:57 – 11:38 Class
6 11:26 – 12:07 Class	6 11:42 – 12:07 Lunch	6 11:42 – 12:23 Class
7 12:11 – 12:52 Class	7 12:11 – 12:52 Class	7 12:27 – 12:52 Lunch
8	12:56 – 1:37	
9	1:41 – 2:22pm	

2 Hour Delay Bell Schedule

<u>Period</u>	<u>Time</u>
1	9:52 – 10:19am
2	10:23 – 10:49
3	10:53 – 11:19
4	11:23 – 11:49

Students will follow one of the 3 blocked schedules for periods 5 – 7.

5 11:53 – 12:18 Lunch	5 11:53 – 12:20 Class	5 11:53 – 12:20 Class
6 12:22 – 12:49 Class	6 12:24 – 12:49 Lunch	6 12:24 – 12:51 Class
7 12:53 – 1:20 Class	7 12:53 – 1:20 Class	7 12:55 – 1:20 Lunch
8	1:24 – 1:51	
9	1:55 – 2:22pm	

Information will be communicated via our school messenger system and local media if school is closed or delayed. The decision to close or delay school openings will be made, if possible, prior to 6:30am.

Middle School Forum Bell Schedule

<u>Period</u>	<u>Time</u>
Attendance & Announcements	7:45 – 7:49am
Middle School Forum	7:57 – 8:17
1	8:21 – 8:56
2	9:00 – 9:35
3	9:39 – 10:14
4	10:18 – 10:53

Students will follow one of the 3 blocked schedules for periods 5 – 7.

5 10:57 – 11:22 Lunch	5 10:57 – 11:38 Class	5 10:57 – 11:38 Class
6 11:26 – 12:07 Class	6 11:42 – 12:07 Lunch	6 11:42 – 12:23 Class
7 12:11 – 12:52 Class	7 12:11 – 12:52 Class	7 12:27 – 12:52 Lunch
8	12:56 – 1:37	
9	1:41 – 2:22pm	

Middle School Forums: Sept. 5, Oct. 3, Nov. 7, Dec. 5, Feb. 6, March 6, April 10 & May 8.

Guidance

The counseling staff at the middle school is available to assist students with their schedules and any personal matters they should have during the school day. The counselors will offer support and practical solutions to best meet the needs of individual students.

Our counselors are Mrs. Nicky Sech and Mrs. Jenna Gianfagna. In addition, we offer the services of Mr. Mike Green, our child and family advocate. A school psychologist is also available as needed.

Students are encouraged to make an appointment in advance with Mrs. Zehr, our secretary, if counseling is needed. When possible, appointments should be made during a scheduled study hall period or during other non-class time so instruction is not missed; however, students may certainly come to the office any time if there is an immediate crisis. Parents are also encouraged to reach out to any of our counselors with questions, or if a concern arises.

Marking Periods

The school's formal reporting system includes report cards, 5 week progress reports, frequent grade updates on School Tool and scheduled conferences between parents and teachers. Parents should schedule visits in advance by calling Mrs. Sech (315-232-4531 ext. 2889). Teachers can be contacted directly by email. Staff email addresses can be found on the www.spartanpride.org website.

	<u>Marking Period</u>	<u>Reports Distributed/Mailed</u>
Quarter 1		
• 5 Week	September 4 - October 5	October 10, 2018
• 10 Week	October 8 - November 2	November 7, 2018
Quarter 2		
• 15 Week	November 5 - December 7	December 12, 2018
• 20 Week	December 10 - January 25	January 30, 2019
Quarter 3		
• 25 Week	January 28 - March 1	March 6, 2019
• 30 Week	March 4 - April 5	April 10, 2019
Quarter 4		
• 35 Week	April 8 - May 10	May 15, 2019
• 40 Week	May 13 - June 21	June 26, 2019

 **Tip for Students:** Use these dates to set short-term academic goals for yourself. Write your goals down then compare your goal to your results when you receive your progress report or report card after each five weeks. It's important to include a plan to help you reach your goal, such as designating a time to complete homework or staying after school on Tuesdays, etc.

Changing Class Schedule

Permission to change class schedules is secured from the student's guidance counselor and building principal. Any modifications to a student's schedule will be made only if it is in the best interest of the child as determined by the parent, guidance counselor, principal, and teacher. Changing a student's class schedule after fifteen days will only be approved under rare circumstances.

ESSENTIAL MIDDLE SCHOOL POLICIES & PROCEDURES

AGENDA POLICY

On the first day of school every student is given an agenda they must use during the school day. In past years, students were provided an agenda to help them remain organized throughout the year. However students have not used them as effectively as we would like, so we have developed a middle school Agenda Policy for all of our students. The guidelines of this policy are as follows:

Students' Expectations:

- Students must carry their agendas to all classes.
- Students are responsible for writing all assignments for each class in their agenda. If there are no assignments, "none" will be written in the space for that class.
- Hall passes will be written at the bottom of each day. Students need these passes to leave the classroom.
- Students are expected to treat their agenda with respect. They cannot tear pages out, use white out, write inappropriate comments, draw or doodle, fold pages, etc.
- If an agenda is lost, the student must pay for its replacement at a cost of \$10.00.
- Students who do not have their agenda in school should ask for an alternative slip from their 1st period teacher to use for the day.
- Students are responsible for the effective use of their agenda, which includes sharing comments between home and school.

Teachers' Expectations:

- Teachers will highlight any assignments not completed that day to help parents/guardians monitor their child's progress more effectively. (Only teachers will use highlighters to communicate.)
- 1st period teachers will have alternative agenda slips available.

Parent's/Guardian's Expectations:

- A parent/guardian will sign the Agenda Policy Agreement at the beginning of the year.
- A parent/guardian will sign their child's agenda every week at the start of the school year. The student will show his/her 1st period teacher the adult's signature on Monday mornings. This will continue throughout the school year as needed. A parent's/guardian's signature will eventually not be required once the student demonstrates consistent responsible behavior. The term of this requirement will be determined by the student's teachers.
- Parents/Guardians are encouraged to use the agenda as a communication tool between school and home. On the bottom of each weekly page there's a space for comments and/or questions.
- As a means of monitoring student's progress, parents/guardians are encouraged to examine the agenda on a consistent basis.

PERSONAL ELECTRONIC DEVICES/CELL PHONE USE

Students must adhere to the following guidelines:

- Students are permitted to bring cell phones to school but are not allowed to use cell phones during regular school hours, including scheduled after school activities such as AIS, detention, and review class. Exceptions may be made to allow students to use cell phones for specific instructional and/or educational purposes in the classroom, under the direct instruction and supervision of the classroom teacher. At all other times during the instructional day, **cell phones should remain in the student's locker and turned off.**

- Music players may generally be used on the bus and in the cafeteria before 7:40am or after 2:30pm. Headphones must be used for sound.
- Recording devices may be used for school related projects and assignments. Permission of those being recorded is required and intent communicated.
- Devices are not to be used or be visible in the hallways (Including headphones/earbuds). Cell phones and other similar-sized devices may not be used for reading. However, Kindles, iPads and Nooks are examples of acceptable reading devices which can be used in lieu of traditional novels if the teacher deems it acceptable.
- Students are not to bring distracting or disruptive devices such as beepers, scanners, pagers, two-way radios, and laser pointers into school or have such a device in their possession on school property (including buses).
- All students are expected to follow the generally accepted rules of proper use outlined in the SJCSD Acceptable Use of Technology Policy.

Cell Phones/Electronic Communication/Telephone Use

Use of the office phones is limited to emergency situations and not for personal calls. In the event a student receives a call, he/she will be called out of class only in the case of an emergency.

Neither the school nor its staff are responsible for lost, stolen or damaged personal electronics, including cell phones.

Cell Phone/Electronics Policy Violations

- 1st offense = phone or electronic device confiscated and a lunch detention will be assigned; student may pick up his/her phone in the office at the end of the day
- 2nd offense = phone or electronic device confiscated and an after school detention is assigned; parent contacted; student may pick up his/her phone in the office at the end of the day
- 3rd offense = phone or electronic device confiscated and an after school detention is assigned; parent meeting will be required to retrieve the student's phone and review the policy.

Each repeat offense will result in an after school detention, parent meeting and likely include additional consequences.

ACCEPTABLE USE POLICY FOR COMPUTER TECHNOLOGY

Computer Technologies and Internet access are available to students, faculty, staff and the community of the SJCS. The SJCS district believes that computers, electronic devices, and the Internet offer vast, diverse and unique resources. Our goal in providing these resources is to promote educational excellence at SJCS by facilitating resource sharing, innovation, communication and collaboration.

The SJCS district incorporates a computer data network consisting of hundreds of electronic digital devices, district programs, data, and a high speed Internet infrastructure that provides users access to information and people all over the world. The Internet also contains material that may not be considered to be of educational value in the context of the school setting. The SJCS district employs an Internet filtering service to restrict access to materials deemed inappropriate for school. The SJCS district firmly believes that the appropriate information and collaboration opportunities available through the Internet far outweigh the possibility that users may procure material that is considered inappropriate for school.

The use of the District's Data Network is considered a privilege, not a right. All students are expected to follow the generally accepted rules of proper use. Each student will be issued a computer account on the network for the purpose of saving files and collaborating on projects. The SJCS district reserves the right to review, monitor and restrict data stored on school equipment, and to investigate suspected inappropriate use of resources. Theft or vandalism of school property, including computers and electronic devices, is strictly prohibited and considered illegal. In accordance with policies outlined in respective student handbooks, personal electronic devices may be brought in and used by students, and the district will provide wireless internet access (Wifi and BYOD). The SJCS district is not responsible for loss of data or for lost, stolen or damaged electronics.

Student responsibilities:

- Students will only use district owned computing devices for **school related purposes**.
- Students will keep their school computer account **passwords confidential**.
- Students will only access their own user accounts.
- Students will always use school **appropriate language** on all files created, printed, and/or saved at or for school.
- Students will abide by **copyright and anti-plagiarism** rules.
- Students who are granted a **school email account** are permitted to use that account for academic purposes only. Use of any other form of email is prohibited on district owned computing devices.
- Students will **ONLY** use **software programs, applications, and websites** that have been approved for use by district staff. This includes the use of such items on personal devices while students are on school property.
- Students will **NOT bypass** or attempt to circumvent the district's **Internet Filtering Service**.
- Students should **NOT** physically alter, change settings, or attempt to **destroy any district owned electronic computing devices** or accessories such as mouse pads, headphones, etc.
- Students should **ONLY access files and folders** that the student has been given permission by faculty to access.
- **Remote access** to the SJCS network is strictly prohibited.

Consequences

Violations of the Acceptable Use Policy will be dealt with by school administration and consequences will follow as deemed appropriate. Any user identified as a security risk or having a history of problems with computer systems will be denied access to SJCS computer technology.

For a more detailed description of the district's Internet filtering service and categories that are deemed appropriate contact the District Computer Leader.

EXTRA/CO-CURRICULAR ACADEMIC ELIGIBILITY

The South Jefferson Central School District supports both academic programs and extra/co-curricular activities for all students. In order to be eligible to participate in these activities, students must accept responsibility for good academic progress and effort in their instructional program. We understand that a student's access to academic programs is a right, and it is our hope, that all students will choose to participate in extra/co-curricular activities as well. To that end, the following academic eligibility procedures have been established:

Essential Information about Academic Eligibility

- Extra academic help is available for your child on a weekly basis.
- Parents and students will be notified of academic progress every five weeks through progress reports or report cards.
- Parents can contact teachers or administrators via phone or email if you have concerns about your child's academic progress at any time.
- For students that do not participate in any formal extra/co-curricular activities, other privileges during the school day will also be subject to the academic eligibility policy.
- Beginning in August, academic status from the previous spring may affect fall eligibility.
- Prior to participation in extra/co-curricular activities, your child must submit a signed copy of the eligibility policy.

Academic Eligibility

If a student is failing two or more subjects at any five week marking period, they will be placed on the ineligibility list until the next 5 week marking period. If a student wishes to continue participating in sports or clubs, he/she will need to complete the Academic Eligibility Contract (AEC) each week until the next 5 week marking period. Students may be prohibited from participating in a contest/event until they have fulfilled the required AEC.

If a student is participating in a JV or Varsity sport, the eligibility policy for the high school will apply.

EXTRA/CO-CURRICULAR CODE OF CONDUCT AGREEMENT

As a student at South Jefferson Central Schools, you are expected to conduct yourself appropriately, model good citizenship, and abide by our school's Code of Conduct in both academic programs and when participating in extra activities. Students are to be familiar with and abide by the district's Code of Conduct at all district-sponsored functions. To that end, the following extra/co-curricular procedures have been established.

Essential Information about Extra/Co-curricular Code of Conduct

- There is no separate Code of Conduct for extra/co-curricular participation. There is one Code of Conduct.
- Students must attend a full day of school in order to be eligible to participate in extra/co-curricular activities on that day (which includes athletic practices, contests or dances). With an approved excused absence, a student can participate in extra/co-curricular activities if the student attends school for a minimum of four periods on that day. Prior approval for excused absences is granted through the building administrator and/or athletic coordinator.
- Any student that does not participate in a scheduled physical education class is ineligible to practice and/or participate in an athletic contest on that day.
- Any student disciplinary action taken is subject to the appropriate due process procedures as defined in the Code of Conduct.
- A specific club or organization may be subject to additional requirements and disciplinary procedures through regional, state, or national bylaws beyond this agreement.
- We encourage parents to contact administrators with questions about extra/co-curricular responsibilities.

Extra/Co-Curricular Code of Conduct Disciplinary Procedures

- A student suspended from school or assigned to in-school suspension is automatically ineligible from participating in extra/co-curricular activities for the period of the suspension.
- As with any violation of the Code of Conduct in regards to the use, possession, distribution of alcohol, tobacco products, and/or the misuse of controlled substances, the student will be mandated to participate and complete a school-sponsored course on tobacco, alcohol, and substance abuse. In addition to the participation and completion of the school-sponsored course, students participating in any extra/co-curricular will be subject to the following ineligibility:

First violation: Student will be suspended from participation in all extra/co-curricular activities, except school-approved community service, for a period of four weeks (28 days) or the remainder of the season, whichever is longer.

Second violation: Student will be suspended from participation in all extra/co-curricular activities for a period of twenty weeks and the student will be required to develop a contract outlining specific expectations to regain eligibility. This will be accomplished by meeting with designated school staff.

Subsequent violations: Student will be suspended from participation in all extra/co-curricular activities for one calendar year from the date of the violation.

***Parents and students are required to sign the academic eligibility sheet and return it.**

Extra/Co-Curricular Student Activities and Athletics

Students have many opportunities to participate in extra/co-curricular clubs and/or athletics in middle school, and we encourage all students to seek engagement beyond their academic day so they may further explore their interests, challenge themselves appropriately to grow as people and make broader connections with their peers. Extra/co-curricular club and athletic information will be shared regularly during morning announcements. Any student looking for ideas or suggestions to become more involved may also visit our guidance office.

National Junior Honor Society

The National Junior Honor Society hosts an induction ceremony for our new members in the fall. The incoming 8th grade class will be eligible for membership if they meet the requirement below.

- Students must earn a 90.0 average for the four academic marking periods of their 7th grade year. (*Final exams do not count.*)
- A list of students earning a 90.0 average is compiled and sent to all sixth and seventh grade teachers for comment. Teachers are encouraged to give reason for or against membership in the NJHS.
- These surveys are collected by the NJHS advisor, and each student's discipline file is checked for any serious violation of school rules or the Code of Conduct.
- Copies of any disciplinary infractions and the teachers' surveys are made and distributed to the NJHS faculty committee.
- The committee is made up of at least six (6) sixth and seventh grade teachers who consider each candidate and, by a majority vote, either nominate or reject a student for NJHS based on the criteria established by the school district and the NJHS.
- During this meeting the building principal and the NJHS advisor are present but have no vote and can only comment on school or NJHS policies that affect the induction of new members.
- After the final vote is taken, letters are sent home to students who have been nominated for membership.

Once a student is selected for the National Junior Honor Society they must continue to meet high standards. They include:

- maintaining a 90.0 average, including all classes they are enrolled in;
- 5 hours of community service over three 10 week marking periods for a total of 15 hours of community service;
- participating in community service and fund raising activities;
- maintaining a clean disciplinary record;

Student Council

Student Council officers and representatives have a major responsibility in communicating and addressing the needs, whenever possible, of the student bodies. Through Student Council a variety of activities will be scheduled for the student body working collaboratively with the different clubs, classes, staff and administration. While complying with school procedures, the Student Council hopes to generate positive school spirit through detailed planning and preparation of various activities.

The Middle School Student Council consists of up to six members from each grade level, 6th, 7th and 8th grades, elected by their peers. If there is a tie vote, additional members will be added. There are no formal officer positions, however, one treasurer will be appointed. The members of the 8th grade class elect members of the Senior High Student Council in May.

GENERAL INFORMATION:

Attendance

Excellent attendance is a critical factor in preparing students for life-long success. School attendance is both a right and responsibility; we expect students to be in attendance regularly and prepared to learn.

Attendance Records

Each student's presence or absence shall be recorded electronically in a register of attendance during each period of instruction. In order to be considered in attendance, students must attend school for a minimum of four periods for that day. School related activities such as field trips, assemblies, career day visitations, etc. do not count as an absence from school. Prior approval for other excused absences that may affect excellent attendance can be granted by building administrator.

Notification of Parents

Parents/Guardians must call the office when their child will be absent or tardy to school. The secretary or greeter monitoring attendance will notify parents or guardians of any unreported absence. Attendance for each class will be reported on the 5-week progress reports and on quarterly report cards.

Student Absences and Excuses

Excused Absences (Examples)

- ❖ sickness
- ❖ illness in the family
- ❖ death in the family
- ❖ doctor's appointment
- ❖ educational trip
- ❖ religious observance
- ❖ suspension

Unexcused Absences (Examples)

- ❖ skip days
- ❖ family vacation
- ❖ needed at home
- ❖ hair appointment
- ❖ babysitting
- ❖ missing the bus
- ❖ oversleeping

Unexcused Absences and Tardiness

Students arriving after the start of first period (7:45am) are required to report to our greeter to check in. Tardiness is considered excused for illness, medical or dental appointments, or a late bus.

A warning will be issued following a student's first two late arrivals to school or class in any one marking period. A lunch detention will result after a student's third and fourth unexcused late to school or class. An after school detention will be assigned following a student's fifth and subsequent unexcused late arrivals. Students involved in any extra-curricular activities should also refer to the *Extra/Co-Curricular Eligibility Agreement* as additional penalties may be imposed under this contract.

Students who have an unexcused absence or early departure from scheduled instruction will be subject to a series of incremental interventions including warnings, counseling, loss of privileges, detentions and any other disciplinary penalties available under the Code of Conduct. Students who are experiencing excessive attendance issues will be brought to the attention of the Pupil Services Team to develop a plan of action. In extreme cases of poor attendance, contact will be made with Social Services.

Class Work Make-Up Expectations

- Students must complete make-up work within two (2) days after they return to school or as determined by the teacher for extended absences. Parents are encouraged to contact the attendance clerk to request homework if their child will be absent.

Guidelines for Returning to School

- When a student is tardy or when returning to school after an absence, he/she must report to the attendance monitor with a note from a parent/guardian stating the reason for the tardiness or absence. A readmit slip will then be issued to the student.
- When a student returns from an absence, it is the student's responsibility to present the readmit slip to his/her teacher and find out what work has been missed and make arrangements to complete the work.
- The readmit slip is verification that the student has communicated and followed proper procedure with the attendance monitor.

Excuses for Scheduled Appointments

Students need a written note from a parent/guardian when plans have been made to meet family needs or for dental/medical appointments necessary during the school day; otherwise, please schedule appointments after school hours. Students are to report to teachers of classes missed during the excused time so that they will be prepared for the next day's class. Students are required to sign in and out with the attendance monitor at the greeter's desk.

Should extenuating circumstances arise in which a child should not ride the bus at night or need to leave the building during other school hours, parents may phone the attendance office to make such arrangements. A student will only be released to adults identified on School Tool or with written parental consent. These regulations are required by State Law.

Physical Education Excuses

All students are required by New York State regulations to participate in physical education unless a written note from a doctor excuses a student for health reasons. It may be possible to get a limited activity slip from the nurse for a day or two, but the student must report to class. Limited activity excuses for more than two days must be accompanied by a note from the doctor.

Morning Arrival

Students should not be dropped off at school prior to 7:15am as the middle school doors are locked. Unless the office grants prior permission, students should not enter the building before 7:15am unless arriving on a school bus.

When arriving to school, whether by bus or personal vehicle, students are expected to immediately enter the building and remain on school property until their designated dismissal time. Students are not allowed to walk to nearby stores or loiter in the parking lot prior to school or during the instructional day.

Health & Wellness

Illness

If a student becomes ill at school, they should report to the school nurse in the health office. Students should not use a cell phone to contact their parents when ill. The school nurse will notify parents when deemed appropriate. Students are required to sign out at the greeter's desk prior to leaving school.

Medications in School

If a student needs over-the-counter or prescription medication during school hours, the following must occur:

- The student must have written permission from their physician.
- Parents must submit a note granting permission.
- Medicine needs to be in a labeled container from the pharmacy. (Parents should ask the pharmacist to make two containers, one for school and one for home.) Over the counter medications must be provided in original packaging.
- At the prescribed time, the student is to report to the health office to take such medication under the supervision of the school nurse (except those instances where students have presented written doctor and parental permission to carry their own medication and self-administer, such as inhalers).
- The parents must bring in the medicine or send it with a responsible adult.

School-Based Health Clinic

Students may still access the school-based health clinic for continuity of care. An enrollment form must be completed each year. Immunizations, physicals, dental services and medical evaluations are among the options offered. Please see the school nurse for enrollment forms. Any questions can be directed to Heather Lupia, Program Administrator for School-Based Clinics, at 315-782-9450 ext. 8086.

Food Service Department

Dining Room Expectations for Grades 6-8

- **Be respectful.** For example, keep voices at an appropriate volume, clean up your messes and do not cut in front of others in line.
- **Be responsible.** For example, have your money and your identification ready as you enter the cafeteria line. (If you forget your money and cannot pay for lunch, report to the cafeteria for instructions.)
- **Be safe.** For example, do not toss or throw anything in the cafeteria, and do not run.

Meal Pattern

Students must select one entree (hotdog on a roll or pizza), three other items (corn, roll, lettuce, peaches, apple), and one milk (2%, low fat chocolate, skim). This pattern has been developed especially to help in the wise choice of foods that will provide one-third or more of the nutrients boys and girls need each day. It includes foods from all the food groups in the Daily Food Guide. Special diets ordered by your doctor should be discussed with the Food Service Manager.

Clarke students have the option of selecting three to five menu items, which comprise the lunch pattern. Should a student want more food than is offered, he/she must purchase items at the a la carte price.

The Student ID card is given to students to purchase a breakfast or lunch. If a Student ID card is lost, it will be the student's responsibility to purchase a replacement.

There is in effect a law in the State of New York which restricts the sale of certain foods in public school buildings until after the last scheduled lunch period. The law prohibits the sale of certain sweetened foods: sweetened soda water, chewing gum, candy including hard candy, jellies, gums, marshmallow candies, fondant, licorice, spun candy and candy coated popcorn, and water ices except those which contain fruit or fruit juices.

Food is to be consumed in the cafeteria only unless student has a medical exception or an exception is made by a classroom teacher for a special occasion.

Library/Media Center

The Library/Media Center opens at 7:40am each morning. Middle school students may use the facilities either before their first class or during their scheduled study hall period. Middle school students may visit the library during their study hall period to check out, return or renew a book; students are allotted ten (10) minutes in the library before they must return to their study hall. Middle school students will be allowed to remain in the library for their entire study hall period if and only if they are granted prior approval by their English teacher to complete a specific project.

Library Rules:

- Be quiet so people may use the library to study, read, and complete research.
- Food and drink are not allowed in the library.
- Students may borrow a maximum of three books at one time during a loan period of two weeks. Library books may be renewed upon request as long as no one has placed a reserve upon the book.
- All books are considered overdue after two weeks from the loan date. Teachers will be notified if students have overdue books.

- Students who have overdue library materials will not be able to borrow any items until delinquent materials are returned or payment is made. Students with overdue materials (five days overdue) may have library privileges suspended pending return of the overdue materials.
- Some of our reference materials may be borrowed overnight but must be returned the following day before school starts.
- Library passes may be obtained before homeroom and in between classes. We do not write passes during a class period. Students have three minutes to report to the library from their study hall. You may not obtain a library pass for another student. We may deny you library privileges if you consistently misuse your time in the library.
- Only the library staff is allowed behind the circulation desk or in the library office.
- After school library patrons must arrive and be signed in by 2:40pm. Additionally, students must sign out when they are ready to leave. When leaving the library, students must report to the cafeteria to wait for the bus. Students may not roam the building unsupervised.
- We do not issue locker or restroom passes (except in emergencies). Bring necessary items from your locker with you.
- Students who disobey library rules will be sent back to study hall, may be denied library privileges, and may be subject to additional discipline as determined by administration.

Library personnel are available to help students and teachers. Please feel free to ask them for help anytime.

Music Programs

Concert Band meets for three rehearsals per cycle and have lessons once per week. Students must audition and maintain a minimum performing level.

Chorus meets for three rehearsals per cycle. Students must audition for chorus.

6th Grade General Music is offered to those students not in band or chorus. This is a full year course to satisfy the music requirement in middle school.

7th Grade General Music is offered to all students. This is a ten week course to satisfy the music requirement in middle school.

Concert Attendance Policy

- All performances in Concerts, Assemblies, NYSSMA Major Organization Competition are an extension of school day course work. Both course work and performance are graded.
- All performances in Concerts, Assemblies, NYSSMA Major Organization Competition are mandatory, except in the case of illness or death in the family.
- Parents are to inform the teacher prior to the performance of any such circumstance.
- Other extenuating circumstances should be brought to the attention of the teacher, by the parent or guardian, prior to the performance.
- The building principal shall be informed by the teacher, of any extenuating circumstances, or unexcused absences.
- In the event that a student is absent from a concert, the student will be required to complete an alternative assignment, in accordance with SJCS attendance policy. Exceptions include illness or death in the family.

Backpacks

Students are not allowed to carry backpacks in the hallway after classes have begun. Students cannot bring their backpack to classes. Backpacks should remain in students' lockers throughout the day unless an adult provides special instructions to the contrary.

Lockers

All student lockers are the property of the South Jefferson Central School District. The school district loans a hall and gym locker with a combination to all students. Lockers should remain locked at all times. Students are not to exchange lockers or combinations with other students. ***The school and its employees will not be responsible for articles that are reported lost or stolen from lockers.***

School officials reserve the right to search lockers or any of the contents therein if there is reasonable suspicion that a student violated our Code of Conduct. School officials may also invite law enforcement officers to perform canine inspections of the lockers and school grounds anytime during the year.

Middle School Locations

Middle school students are not to be in the high school area unless they have a scheduled class in that area or a pass from a teacher.

Visitors

The school policy is to welcome only those visitors who have legitimate business at the school. Guests and visitors must report to the Greeter in the main foyer to sign in and obtain a pass. Students are not allowed to bring guests to school during the school day since this could interfere with the learning process.

Food and Open Containers

Students are allowed to have water bottles at school. Teachers have the choice as to whether or not they allow food or drinks other than water in their classroom. Otherwise, all food and drink are to be consumed in the cafeteria. High energy drinks are not permitted in school at any time.

Textbooks

Students are responsible for any school equipment, materials or books loaned to them. They are expected to return these articles in reasonable condition or pay for them when lost or stolen. Fines for damaging or losing textbooks will be calculated based upon the age and replacement cost.

Study Hall Regulations

The following regulations apply to all study halls, large or small:

- As the name implies, this is to be a time of study, order, and quiet.
- Students are expected to arrive on time.
- Students will be assigned seats.
- Students should arrive prepared to study and have work to do.
- Locker passes will be distributed on a limited basis.
- Passes to the bathroom will be issued one student at a time.

Off-Road Vehicles

Go-carts, trail bikes, snowmobiles, and similar off-road vehicles are prohibited on school property since they create a hazard to students and to others using the grounds for athletic purposes. If you see or hear anyone using these prohibited vehicles, please call the New York State Police.

Use of Skateboards and Roller Blades on School Property

Skateboards and roller blades are not allowed on school property.

After School Activities

After 2:40pm, students are either to be participating in a sports activity under the supervision of a coach, in the detention room, or working in a classroom with a teacher present. Students waiting for a ride home or the late bus are expected to report to the high school cafeteria and remain there. Students must be supervised at all times and, thus, may not loiter in other parts of the building or on school grounds.

Late buses are available Monday-Thursday at 4:30pm. Bus passes are required for all students intending to ride the late bus. Passes will be distributed by the supervising staff member, otherwise an athletic roster and schedule will be provided to the Transportation Supervisor by the Athletic Coordinator which will suffice for a pass.

Middle School Dances

All of the rules that apply to the high school also apply to middle school dances with the following exceptions:

- Dances will be held on Friday evenings from 7:00pm-9:30pm.
- All middle school students must arrive to the dance no later than 7:30pm. If a student cannot arrive before 7:30pm, they are to inform the office prior to the dance so a parent/guardian can be contacted. Prior approval from the principal is necessary for late arrival.
- Middle school dances are for South Jefferson students in grades 6, 7 & 8 only. We do not allow guests from other school districts.
- Coats/Jackets are to be put on the table provided in either the middle school foyer or in the cafeteria.
- Cell phones may not be used in the gym during the dance. Students may only use their phones while in the lobby area.
- Any food items sold at the dance are to be consumed in the middle school hallway where tables are provided.
- Students wishing to leave a middle school dance before 9:15pm will only be allowed to do so after direct communication with the student's parent/guardian. Students may leave a school dance with their parent or legal guardians only. Chaperones will not permit students to leave with anyone other than their parent or legal guardians unless prior satisfactory arrangements have been made.
- The middle school Code of Conduct and District Dress Code are in effect for all school dances.
- Students who are suspended out of school, serve more than two days of in-school suspension, or have three or more behavior referrals during any period between scheduled dances, will not be eligible to attend. This is enforced from one dance to the next.
- Students must be in attendance for at least four periods on the day of the dance unless a written legal excuse is provided by a parent/guardian.

Student Drop off & Pick up for Dances

- **Parents of 6th grade students** - park in the middle school parking lot; 6th grade students will exit door at the end of the hallway closest to the middle school parking lot at 9:30pm.
- **Parents of 7th and/or 8th grade students** - park in high school parking lot; students will exit by the basketball court at 9:30pm.
- **Parents picking up a 6th grade student and a 7th or 8th grade student** – park in the high school parking lot; 6th grade student will be picked up in high school parking lot with the 7th/8th grade student.
- **Parents picking up their 6th-8th grade child prior to 9:15pm** - park in the middle school parking lot and come to the main middle school entrance to sign your child out.

Students may still be dropped off in the circle and enter the building through the main entrance at or prior to 7pm. However, the circle will be blocked prior to the dance ending to prevent a safety issue created in the past when vehicles have been backed up in the driveway.

DISTRICT CODE OF CONDUCT (PORTION ONLY):

School Laws

These school laws are designed to ensure that we have a safe, orderly, and pleasant climate in our school so that everyone can concentrate on our primary objective - a good education for all students.

The following are school laws, which must be obeyed - without exception:

1. Alcohol and drugs will not be allowed in school or on school grounds. Any student who violates this school law will be suspended for at least five days and law enforcement authorities will be notified.
2. Threatening actions, either verbal or physical, directed at a staff member will not be tolerated. Any student who threatens a staff member will be suspended from school.
3. Fighting will not be allowed in school, on school grounds, or on school buses. Students who violate this law will be suspended from school.
4. Truancy from school and cutting of classes will not be tolerated. Any student who violates this school law will make up the time by being placed on detention.
5. Foul and obscene language will not be tolerated in school. Any student who violates this school law will be placed in after-school detention. If the language is severe in nature and directed at a staff member, suspension from school will result.
6. Use of any tobacco products by students will not be allowed in school or on school grounds. Because state law prohibits smoking on public school grounds, any student who violates this law will be suspended from school.
7. Articles of clothing that are not appropriate will not be allowed in school; this includes any reference to alcohol, tobacco, drugs, weapons and violence or comments that are sexually overt or implied. Any student who violates this school law will be required to change these clothes. Continued violation of this school law will result in further consequences.
8. Students will not be allowed to wear hats in school unless an exception is made by the building principal under special circumstances. Students who violate this school law will be asked to remove the hat. Continued violation of this school law could result in confiscation of the hat and/or other consequences.
9. Students are not to kiss or engage in bodily contact in the school. Holding hands is an acceptable display of affection and will be permitted.
10. Repeated violation of any - or violations of a number - of these school laws will result in suspension leading to a Superintendent's Hearing.

Bill of Student's Rights and Responsibilities

A. Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access to school rules, when necessary, receive an explanation of those rules from school personnel.
4. Constructive discipline for the development of good character, conduct, and habits.

B. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and show respect to other persons and property.
2. Be familiar with and abide by all district policies, rules, and regulations dealing with student conduct.
3. Understand the various roles students play in incidents deemed bullying/harassment and intentionally avoid contributing to a problem, including merely being a by-stander to a situation.
4. Report any real or perceived incident of bullying or harassment, whether in person or via social media, to school administrators or another trusted adult so that appropriate and timely action can occur to ensure everyone's safety and well-being.
5. Be knowledgeable about the magnitude of social media and its potential harmful and long-lasting effects and, thus, knowingly avoid using any form of social media to intimidate, threaten or defame another person.
6. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
7. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
8. Respond to directions given by teachers, administrators, and other school personnel in a respectful and appropriate manner.
9. Ask questions when they do not understand.
10. Seek help in solving problems that might lead to disciplinary issues/actions.
11. Exhibit academic integrity by submitting work that is both original in idea and content.
12. Dress appropriately for school and school functions per the district's dress code.
13. Accept responsibility for their actions.
14. Conduct themselves as representatives of the District when participating in or attending all school-sponsored events on and off district property and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
15. Respect the rights and diversity of all people in our school.

Dignity for All Students Act

The South Jefferson Board of Education, administration, and staff are committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver, quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents, and visitors is essential to achieving this goal.

The District has had a long-standing set of expectations for conduct on school property, at school functions, and on school buses. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, dignity, honesty, and integrity.

The intent of the Dignity for All Students Act (DASA) is to provide all public school students with an environment free from discrimination and harassment, as well as to foster civility, mutual respect, citizenship, character, tolerance, dignity, honesty, and integrity in public schools.

DASA emphasizes the importance of tolerance and respect for others by students and adults alike. Therefore, all members of the school community, including essential partners such as school board members, parents, students, teachers, guidance counselors, administrators, and support staff, have important roles to play in the prevention of conduct that endangers the health and safety of students or adversely affects the educational process by creating a hostile environment.

Each of these essential partners has a responsibility to model tolerance and respect for others and to report all incidents of harassment based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, or gender to the appropriate school authorities.

Any conduct that endangers the safety, health, or welfare of others is prohibited on school grounds and at school functions by the District's Code of Conduct. The Dignity for All Students Act supports the District's Code of Conduct by specifically prohibiting and further emphasizing the harmful nature of:

- **Discrimination:** Negative actions taken or decisions made that are based in whole or in part on an individual's race, age, religion, gender, military status, sexual orientation or disability.
- **Harassment:** Conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, disability, sexual orientation or gender that reasonably causes a student to fear for his/her safety or that substantially interferes with his/her educational performance or mental, emotional or physical well-being. Bullying is a form of harassment.
- **Cyber-bullying:** The use, both on and off school property, of information technology such as e-mail, instant messaging, cell phones, blogs, chat rooms, pagers, gaming systems, and social media websites to deliberately harass or threaten others.

The District is committed to investigating all complaints, verbal or written, formal or informal, of allegations of discrimination and harassment and to taking prompt, appropriate action to protect individuals from further discrimination and harassment and to address the inappropriate conduct.

Prevention is the cornerstone of the District's efforts to create and maintain a positive learning environment for all students. Through the work of its Pupil Personnel Team and its building level and district-wide shared decision making committees, the District will provide students with educational programs such as Responsive Classroom, 212, Life Skills and Rachel's Challenge designed to not only decrease incidents of discrimination and harassment but to help students build more supporting relationships with one another.

Staff members, parents, and community members will be sensitized, through district-wide professional development and informational programs, to the warning signs of discrimination and harassment, as well as to their responsibilities to become actively involved in the prevention of such conduct.

To support the District's efforts in implementing the policies, procedures and programs that help create a safe, supportive learning environment for all students, a District-wide DASA Coordinator and DASA Coordinators in each building have been identified:

District-wide DASA Coordinator:	Lisa Parsons (315-232-4531 ext. 2910)
High School DASA Coordinators:	Lisa Parsons (315-232-4531 ext. 2910)
Middle School DASA Coordinator:	Jon Christopher (315-232-4531 ext. 2917)
Wilson Elementary DASA Coordinator:	Rebecca Dalrymple (315-583-5418 ext. 1910)
Mannsville Elementary DASA Coordinator:	Jim Pelton (315-486-4281 ext. 4910)

Misconduct Committed Off District Property

Students, staff, and visitors may be disciplined for misconduct that is not committed on District Property or at a District Function if such misconduct threatens the health, safety or welfare of a student, teacher or other member of the school District staff.

Bus Regulations

Pupils riding on buses are reminded that conduct expected in school is also expected while riding on South Jefferson Central School District buses. Please, remember that your driver has a big responsibility for your safe transportation. Conduct yourself in such a way that your driver may give his/her full attention to the road and your safe delivery.

1. Be on time meeting the bus. Remember the bus travels on a time schedule.
2. Students should stand and wait at least twenty (20) feet away from the roadway while waiting for a bus.
3. Always keep your hands and any part of your body inside the bus.
4. Never throw any object within the bus or out a window.
5. Always remain seated until the bus stops.
6. Look carefully in both directions before you cross the road at a distance of, at least, fifteen (15) feet from the front of the bus.
7. No student is to travel on a bus other than his/her own without written permission from his/her parents/guardian in elementary, middle school, and when appropriate, high school. The note from the parent/guardian is taken to the building office where it is verified with the bus garage, initialed, and returned to the student who gives it to the bus driver.
8. Students are required to board their primary bus at their primary building. Students should not be transferring to another bus at either elementary building unless their primary bus is not at Clarke.
9. There will be no smoking or use of any other tobacco product on school buses at any time.
10. There is to be no eating or drinking on a school bus while it is in motion, unless allowed by the bus driver.
11. Students may not shout or talk loudly on the bus. Swearing is never permitted. Drivers need to concentrate on driving.
12. If you come to school on a bus and are not going home on a bus, please notify the building office.
13. If a pupil misses a bus, they do not walk home without permission. Report to the office so other arrangements can be made.

14. Cooperate with your driver at all times and follow all directions given by your driver. Students who fail to obey the rules outlined above will be subject to school discipline. The bus driver is responsible for handling discipline on the school bus. Students who fail to change their behavior after a driver's warning will be sent to the main office for further disciplinary action. A student who continually violates the disciplinary code may lose his/her bus riding privileges.

Step 1: The bus driver informs an administrator of the offense by submitting a bus referral. The administrator speaks to the student and cautions him/her about future problems on the bus. He/she is usually assigned to an after school detention depending on offense. A copy of the report is sent to the parents.

Step 2: In the event of a second offense, the student may receive a consequence of detention or suspension and will be advised that if another offense occurs, he/she will lose the privilege of riding the bus.

Step 3: For the third offense, upon receiving a referral from the bus driver, the administrator may suspend the student's bus privilege until a conference has been arranged with the student, the parents, the bus driver, and the administrator. Following the conference, a decision will be made regarding the student's bus privileges.

In cases of extreme offenses, the student's bus privileges may be immediately suspended pending a conference with the parent, student, bus driver and administrator. Refusal to do as the driver requests, or any other serious incident, will result in an immediate long-term suspension of bus privileges. The Superintendent of Schools will be informed of all extreme offenses on the school bus.

If a student is requesting to ride another bus home, the parent must provide a note. All notes should be taken to the main office upon arrival so the secretary may sign the note. Students are responsible to give note to driver.

The District's Dress Code

All students are expected to dress appropriately for school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should set the example for acceptable student dress and should assist with and help students develop an understanding of what is appropriate appearance in the school and in society. When these efforts fail, teachers and administration will enforce school Dress Code Policy.

1. Shirts or dresses with plunging necklines, tube tops/strapless tops, halter tops, midriff or fishnet shirts, sheer or see through tops and muscle shirts are not allowed. Clothing at extra-curricular activities such as school dances or concerts will be reviewed and allowed at the discretion of the school administrator.
2. Shorts, skirts or dresses must be at an appropriate length to cover under garments as well as allow for participation in appropriate activities while maintaining modesty. Articles of clothing that expose skin at the waist line are not allowed. Any clothing which is excessively revealing, including torn or ripped clothing, will not be allowed.
3. Undergarments, including boxer shorts and thongs, must be completely covered with clothing.
4. Shirts or other articles of clothing, including bandanas, armbands and/or jewelry which may promote/advertise weapons, gangs, violence, alcohol, tobacco products or drugs, or which are sexually suggestive, abusive or offensive, are not allowed.

5. Shirts or other articles of clothing which put down a person/people on the basis of gender, race, sexual orientation, religious belief or disability are not allowed.
6. Footwear must be worn at all times. Footwear must be safe.
7. Hats, caps, bandanas, hoods, masks, sunglasses or other face/head coverings shall not be worn in the building except for medical or religious purposes or for school sponsored special events.
8. Pajamas cannot be worn in school except for school sponsored special events.
9. Wallet chains, belt chains and clothing chains are not allowed. Any item that could be used as a weapon is not appropriate for school.
10. Clothing, jewelry or body piercings that present a safety hazard are not allowed.
11. Outdoor clothing such as trench coats, over coats, ski jackets, etc. are not allowed.
12. The District shall not prohibit students from wearing clothing, including shirts and armbands, that communicate views on issues of public concern symbolically or through text, unless the clothing is lewd, vulgar, indecent, profane or contains sexual innuendo, or promotes weapons, alcohol, tobacco products or drugs, or unless the clothing violates school rules specifically pertaining to modesty in physical appearance or prohibiting head coverings worn on the head during school hours.
13. School officials reserve the right to regulate student conduct consistent with existing and subsequently developed law governing this jurisdiction as to the extent of students' First Amendment rights.

Students who violate the District's dress code shall be required to modify their apparel by replacing, covering and/or removing the offending item. Any student who refuses to do so shall be subject to disciplinary action. Students may be given a warning the first time they violate the dress code policy but will be assigned consequences for each occurrence thereafter. The ultimate determination of what is considered appropriate dress lies with the building administration or appointed designee.

Alma Mater

This is our school and we are proud,
South Jeff. Spartans- be sure and say it loud.
Always stand by the black and gold,
The spirit and flag in your hand to hold.
And though we must part when our days are done,
Our Spartan spirit forever will live on.
South Jefferson Central School- be sure and say it loud.
We are the Spartans, and we are proud.

