

# South Jefferson Middle School

General Bruce C. Clarke Building



*“Home of Spartan Pride”*

## **Handbook for Parents and Students 2022-2023**

*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**

Mrs. Pamela Thomas, President  
Mr. Justin VanCoughnett  
Mr. Joe Eberle III

Mr. Ken Bibbins, Vice President  
Mrs. Stephanie Widrick

Mr. James Juczak  
Mr. Troy Matteson

#### **Administration**

Mr. Scott Slater, Superintendent of Schools  
Mrs. Cora Harvey, Business Manager  
Mrs. Sarah OYong, CSE Chairperson  
Mrs. Shannon VanCoughnett, High School Principal

Mrs. Lisa Parsons, Assistant Superintendent  
Mr. Jon Christopher, Middle School Principal  
Mrs. Rebecca Dalrymple, Human Resources  
Mr. Christopher Hanson, HS Assistant Principal

#### **School Hours & Contacts**

School Number: 315-232-4532 Office Hours 7:15am – 3:15pm

Main Office	ext. 2917	Safe to School Line	ext. 2923
Registrar	ext. 2912	Building & Grounds	ext. 2932
Food Services	ext. 2932	Guidance Office	ext. 2917
Attendance Office	ext. 2923	Nurse's Office	ext. 2973
Athletic Coordinator	ext. 2911	Principal's Office	ext. 2917

**Middle School Bell Schedule**

<u>Period</u>	<u>Time</u>
Announcements & Homebase	7:42 – 7:55am
1	7:55 – 8:34
2	8:38 – 9:17
3	9:21 – 10:00
4	10:04 – 10:43

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

5 10:47 – 11:12 <b>Lunch</b>	5 10:47 – 11:28 Class	5 10:47 – 11:28 Class
6 11:16 – 11:57 Class	6 11:32 – 11:57 <b>Lunch</b>	6 11:32 – 12:13 Class
7 12:01 – 12:42 Class	7 12:01 – 12:42 Class	7 12:17 – 12:42 <b>Lunch</b>
8	12:46 – 1:27	
9	1:31 – 2:12pm	

**2 Hour Delay Bell Schedule**

<u>Period</u>	<u>Time</u>
1	9:42 – 10:09am
2	10:13 – 10:39
3	10:43 – 11:09
4	11:13 – 11:39

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

5 10:43 – 12:08 <b>Lunch</b>	5 11:43 – 12:10 Class	5 11:43 – 12:10 Class
6 12:12 – 12:39 Class	6 12:14 – 12:39 <b>Lunch</b>	6 12:14 – 12:41 Class
7 12:43 – 1:10 Class	7 12:43 – 1:10 Class	7 12:45 – 1:10 <b>Lunch</b>
8	1:14 – 1:41	
9	1:45 – 2:12pm	

*School delays and closings will be communicated via our school messenger system and local media.  
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	7:42 – 7:46am
Middle School Forum	7:50 – 8:07
1	8:11 – 8:46
2	8:50 – 9:25
3	9:29 – 10:04
4	10:08 – 10:43

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

5 10:47 – 11:12 <b>Lunch</b>	5 10:47 – 11:28 Class	5 10:47 – 11:28 Class
6 11:16 – 11:57 Class	6 11:32 – 11:57 <b>Lunch</b>	6 11:32 – 12:13 Class
7 12:01 – 12:42 Class	7 12:01 – 12:42 Class	7 12:17 – 12:42 <b>Lunch</b>
8	12:46 – 1:27	
9	1:31 – 2:12pm	

Middle School Forums: Sept. 7, Oct. 5, Nov. 2, Dec. 7, Feb. 1, March 1, April 5 & May 10.  
*Monthly forums are subject to change or cancellation.*

## Marking Periods

The school's formal reporting system includes five-week progress reports, ten-week reports cards, frequent grade updates on SchoolTool and scheduled conferences between parents and teachers. Parents should schedule visits in advance by calling the main office (315-232-4532). Teachers may be contacted directly by Parent Square, email or phone. Contact information is listed on [spartanpride.org](http://spartanpride.org).

## Marking Period Reports

### Quarter 1

- 5 Week      September 6 - October 7      October 13, 2022 (distributed)
- 10 Week     October 11 - November 4      November 10, 2022 (mailed)

### Quarter 2

- 15 Week     November 7 - December 9      December 15, 2022 (distributed)
- 20 Week     December 12 - January 20      January 26, 2023 (mailed)

### Quarter 3

- 25 Week     January 23 - March 3      March 9, 2023 (distributed)
- 30 Week     March 6 - March 31      April 6, 2023 (mailed)

### Quarter 4

- 35 Week     April 3 - May 12      May 18, 2023 (distributed)
- 40 Week     May 15 - June 16dx      June 26, 2023 (mailed)



**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 is 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 and Thursdays, etc.

## Changing Class Schedule

Permission to change class schedules must be approved by the student's counselor and principal. Any modifications to a student's schedule will be made if and only if it is in the best interest of the student as agreed upon by the parent, counselor, teacher and principal. Schedule changes after fifteen days are typically not granted.

## 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. Counselors will do their best to offer support and practical solutions to meet the needs of individual students.

Our middle school counselors are Mrs. Nicky Sech and Mrs. Jenna Gianfagna. In addition, we offer the counseling services of our social worker, Ms. Ann Marie Crescent, and our school psychologist, Mrs. Kelsey Whitaker.

The South Jefferson School District also partners with the Children's Home of Jefferson County to offer care coordination to support our families. Ms. Morgan Pender is an employee of the Children's Home of Jefferson County working within our schools as a resource to students and parents. Parents are encouraged to contact our counselors or Ms. Morgan Pender with questions or concerns any time.

Students are encouraged to schedule counseling appointments in advance with our middle school secretary. When possible, appointments should be made during a study hall period or during other non-class time to avoid missing instruction; however, students may certainly come to the office any time if there is an immediate crisis.



**Tip for Students:** *You have a responsibility to help maintain a safe school. If you see or hear something that is odd or raises concern, no matter how insignificant you think it may be, err on the side of caution and tell an adult as soon as possible. You may remain anonymous. Contrary to what some of your peers may say, this is not “snitching”. Reporting concerns is being a responsible school citizen.*

## **ESSENTIAL MIDDLE SCHOOL POLICIES & PROCEDURES**

### **Spartan Pride**

Everyone in our middle school is expected to model *Spartan Pride* at all times. Showing Spartan Pride means modeling **respect**, **responsibility** and **safety** in all situations and settings, whether in the building, outside the building, or off campus. Individuals modeling Spartan Pride contribute to maintaining a school environment whereas all people feel safe and inclusive while supporting learning and personal growth. Spartan Pride is the basis for our school-wide *Positive Behavioral Interventions and Supports (PBIS)* system that defines desired behavior in all school zones. Teachers and administrators will share behavioral frameworks with students for specific school zones. Students will be expected to use these frameworks to make appropriate choices regarding their behavior. Celebrations will occur when behavioral targets have been achieved. Adults are always on the lookout for students doing good!

### **AGENDA POLICY**

Students will be assigned an agenda that they will be expected to use throughout the school year. The purpose of using the agenda is to help students develop good time management habits that promote academic success. The policy below outlines expectations and effective use of this agenda.

#### **Students’ Expectations:**

- Students must carry their agendas to all classes.
- Students are responsible for writing all assignments for each class in their agenda, including assignments posted to their Google Classrooms. If no work is assigned then students will be instructed to write “none” in the space for that class.
- Students will use hallway passes in their agendas to leave their classroom.
- Students should treat their agenda as they would treat a textbook; students should not tear pages out, use white out, draw or doodle, fold pages, etc.
- Students must purchase a replacement agenda at a cost of \$5.00 if it is lost. Additional replacements will cost \$10.00.
- Students who do not have their agenda in school should visit the office to retrieve an alternative slip to use for the day.
- Students are responsible for 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.
- Teachers will communicate the homework assignment(s) prior to leaving class and provide time for students to jot the assignment into their agenda.

- 1<sup>st</sup> period teachers will have temporary slips available in case a student does not have their planner.

#### **Parent's/Guardian's Expectations:**

- A parent/guardian will sign the Agenda Policy Agreement at the beginning of the year.
- As a means of monitoring a student's progress, parents/guardians are encouraged to examine the agenda on a consistent basis and monitor their child's Google Classrooms.
- Parents are encouraged to contact teachers directly whenever a concern or question arises.

#### **PERSONAL ELECTRONIC DEVICES USE**

##### **Students must adhere to the following guidelines:**

- **Electronic devices, including cell phones, must be put away upon entering the building prior to the start of the school day and may not be visible again until the dismissal bell at the end of the day. These devices should remain off and in the student's locker throughout the instructional day.**
- Exceptions to allow students to use their cell phones for specific instructional and/or educational purposes in the classroom under the direct instruction and supervision of the classroom teacher may be granted at the teacher's discretion. Bus drivers may also allow students to use their cell phones on the bus to play music but headphones must be used.
- Adults will trust students to wear their smartwatches in school without sending or receiving text messages or accessing other Internet-based functions. If students are caught abusing this privilege then they may forfeit their privilege to wear a smartwatch in school, in addition to receiving other consequences as outlined below. **Smartwatches may not be worn while testing.**
- Recording devices may be used for school related projects and assignments with permission. **Students may not record audio or video of any student or adult without their prior permission.**
- 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. A Chromebook will be the only exception if a teacher deems it acceptable.
- Students are not to bring distracting or disruptive devices (ex. laser pointers) into school or have such a device in their possession in school or on a bus.
- All students are expected to follow the generally accepted rules of proper use outlined in the SJCSO Acceptable Use of Technology Policy.

#### **Cell Phones/Electronic Communication/Telephone Use**

A phone is available for students to use in the office if a call home is necessary. Parents/Guardians may also call the office to get a message to their child during the instructional day. **Parents/Guardians are reminded not to call or text their child during the school day on their child's cell phone.**

School personnel are not responsible for any lost, stolen or damaged personal electronics, including cell phones. Students should leave their devices at home if there is any worry about keeping them secure.

#### **Cell Phone/Electronics Policy Disciplinary Procedures**

**First 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

**Second offense:** phone or electronic device confiscated and an afterschool detention is assigned; parent contacted; student may pick up his/her phone in the office at the end of the day

**Third offense:** phone or electronic device will be confiscated and an after school detention is assigned; parent meeting will be required to retrieve the student's phone and review the policy

**Subsequent offenses:** phone will be confiscated, parent notified, and additional consequences will be assigned which may likely include the loss of privilege to possess a phone in school at any time for the remainder of the school year.

**Students will be expected to surrender their phone if observed using or possessing it during the school day. Any student who refuses to surrender his or her phone to an adult upon request will be deemed insubordinate. This behavior will result in a full day of ISS per our Code of Conduct.**

### **ACCEPTABLE USE GUIDELINES 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 thousands 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. 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 and services 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 and images 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 or a cloud storage account (like Google Drive) are permitted to use that account for academic purposes only. Personal use and inappropriate sharing of files is prohibited.
- 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.

- Students should ONLY access files and folders that the student has been given permission by faculty to access. Students should not create files and share with other students for social communication. \_

### **Consequences**

Violations of these guidelines 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 using computer systems appropriately will be denied access to SJCS computer technology.\_

***Parents are encouraged to visit the South Jefferson Central School District website or contact the District Computer Leader for a more detailed description of the district's Internet filtering service and categories that are deemed appropriate.\_***

### **Student Guidelines for Online Learning**

#### **Google Classroom or other collaboration spaces**

- Routinely check your Google Classrooms for updated directions and assignments.
- Continue to use your agenda to jot down assignments and due dates.
- Use appropriate grammar and respectful language/tone when posting comments.
- Don't reply unnecessarily to your teacher's comments or instructions (ex. "ok") as everyone in the group will receive a notification. If you have a question then contact your teacher privately.
- Submit work on time.

#### **Google Meets**

- Find a quiet and comfortable space that is free from distractions before joining an online meeting. Be sure your background is also appropriate and will not distract others.
- Look presentable. Dress as you would if you were interacting in person.
- Join the meeting on time.
- Mute your microphone when you connect. Wait for your teacher to direct you to unmute.
- Try to remain still and focused when others are speaking. Maintain "virtual eye contact".
- Listen carefully to your teacher's directions and/or instruction.
- Be sure your camera is stable throughout the video conference.
- Do not eat when in a virtual meeting.
- Use the chat option only when the teacher invites you to do so. If you are invited to use the chat option, all communication should be respectful and on topic.
- Speak clearly when invited to unmute to make a comment or ask a question.
- Log off as soon as your teacher tells you the session has ended.

***Students will be held accountable for their online assignments and behavior.***

### **EXTRA/CO-CURRICULAR 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 academic progress in their instructional programs and exhibit positive behavior at all times. We acknowledge all students must have access to academic programs, and it is our hope that all students will choose to participate in extra/co-curricular activities as well.

### **Essential Eligibility Information**

- Examples of extra-curricular activities include all modified, junior varsity and varsity athletic teams and any organization/club with an advisor/coach appointed by the Board of Education. For students who

do not participate in any formal extra/co-curricular activities (clubs or athletics), other school privileges will also be subject to this agreement. These include dances, non-educational field trips, special activities, use of the weight room, etc.

- Prior to participation in extra/co-curricular athletics and clubs, students must submit a signed copy of the eligibility policy.
- Extra academic help is available to students during and after school on a weekly basis.
- Parents and students will be notified of academic progress every five weeks through progress reports or report cards. Parents are encouraged to routinely monitor their child's grades using the SchoolTool parent portal to avoid eligibility concerns.
- Parents are encouraged to contact teachers, school counselors or administrators with concerns about their child's academic progress at any time.

### **Academic Eligibility**

If a student is failing two or more subjects at the end of any five week marking period, he/she will be placed on the ineligible list. If an ineligible student wishes to fully participate in sports or clubs or engage in other extra-curricular functions, the student must complete the Academic Eligibility Contract (referred to as "Option B") and meet the terms within this contract each week until he/she is in good academic standing.

***Middle school students participating on a junior varsity or varsity team will be subject to the high school extracurricular policy.***

### **EXTRA/CO-CURRICULAR CODE OF CONDUCT AGREEMENT**

South Jefferson Central School students are expected to conduct themselves appropriately, model good citizenship and abide by our school's Code of Conduct in both academic programs and when participating in extracurricular 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 Extra/Co-curricular Code of Conduct Information**

- 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 will be granted by the building administrator and/or Athletic Coordinator.
- Any student who does not participate in a scheduled physical education class is not eligible to practice and/or participate in an athletic contest on that day.
- Parents are encouraged to contact administrators with questions about extra/co-curricular responsibilities.

### **Academic Procedures: Failing Two or More Classes at any Five Week Interval**

- **All students failing two or more classes at the end of any marking period are automatically ineligible to participate in any extracurricular activities (inc. athletics, club functions, dances, use of the weight room, etc.)** If any student wishes to restore their full eligibility then they must successfully complete the Academic Eligibility Contract ("Option B") for two consecutive weeks during the period of ineligibility. Terms are defined on the contract. Students may access this contract in the middle



school office. Partial restoration of a student's extracurricular eligibility begins once the student initiates the Option B process.

Option B scenarios are as follows:

- **Student Successfully Completes Option B:** If a student has met all of the conditions on the Option B contract for two consecutive weeks then the student will have all extracurricular privileges restored and will not be required to complete Option B for the remainder of the marking period.
- **Student Activates Option B but Does Not Fulfill Terms of the Contract:** Any student who begins Option B but does not meet the requirements of the contract will remain ineligible to participate in athletic games or contests, however, the student may still practice or attend required club meetings. The student will remain ineligible to participate in other extracurricular activities (ie. dances, etc.). Students may attempt to successfully complete the contract each week during the marking period until all requirements have been met for two consecutive weeks or until the end of the marking period, whichever comes first.
- **Student Does Not Activate Option B:** Academically ineligible students who do not choose Option B will remain ineligible for all extracurricular activities, including all athletic and club events, dances, and other special non-academic activities until the student's academic progress is re-evaluated at the end of the next marking period.

#### **Disciplinary Procedures Involving Extra/Co-Curricular Activities**

- A student suspended from school or assigned to in-school suspension is automatically ineligible from participating in any extra/co-curricular activities immediately effective from the start of the suspension period through midnight on the final day of the suspension period.
- 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. Coaches or advisors may also require additional expectations and/or guidelines.

#### **Extra/Co-Curricular Procedures (Applies to All Students)**

- A report of any serious violation of the Code of Conduct will be promptly investigated by school administration and/or the Athletic Coordinator. Examples of serious violations include, but are not limited to, the following: the use, sale, possession, and/or distribution of alcohol, tobacco or drugs; possession of any type of paraphernalia relating to alcohol, tobacco or drugs, including vape products; any conduct which involves law enforcement; bullying, harassment or intimidation; blatant insubordination.
- Upon verified findings of a Code of Conduct violation, the administrator investigating the situation will convene the Extra/Co-curricular Review Committee\* within two instructional days from the time of the initial findings.
- The Committee will discuss the violation and determine the disciplinary actions/consequences to be imposed. The Committee will be responsible for making the final decision which may include: suspension from the club or team for a specified amount of time and/or specified number of events; removal from a club or team for the remainder of the season; designated community service; meeting with a member of the Pupil Services Team; or any combination thereof.
- A meeting to discuss the Code of Conduct violation prior to a determination may be requested.
- The administrator directly involved in the investigation will communicate the decision made by the Committee to the student, parent/guardian and coach/advisor within a twenty-four hour period. If additional information is requested by the Committee, the final decision will be delayed until all the

requested information is presented. A temporary recommendation will be made based upon the evidence presented at the initial meeting.

- Students suspended from school or assigned in school suspension for a full day are automatically ineligible from participating in extra/co-curricular activities for the period of the suspension.
- An appeal for reinstatement under rare conditions may be submitted on behalf of a student by a staff member, advisor or coach. All appeals are reviewed by the Extra/Co-Curricular Review Committee before a final judgment is determined regarding the student's eligibility.

*The Extra/Co-curricular Review Committee shall consist of five members: three staff members, Athletic Coordinator, and at least one administrator. The staff members will be appointed by the administration and will remain constant for an entire school year. The same Committee will be used at both the middle school and high school.*

***It is the responsibility of each student to know and abide by the Code of Conduct to avoid sanctions.***

### **Extra/Co-Curricular Student Activities and Athletics**

Students have many opportunities to participate in extra/co-curricular clubs and/or athletics in middle school. 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 broaden connections with their peers. Extra/Co-curricular club and athletic information will be shared regularly during morning and afternoon announcements. Any student searching for ideas or suggestions to become more involved may also visit our guidance office.

***Parents are encouraged to direct questions about athletic opportunities for students or any of these policies to Mr. Jay Wiley, Athletic Coordinator, at ext. 2483.***

### **National Junior Honor Society**

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

- Students must earn a 90.0 average for the four academic marking periods of their 7<sup>th</sup> grade year in each of their core courses.
- A list of students is compiled and sent to all 6<sup>th</sup> and 7<sup>th</sup> grade teachers for comment. Teachers are invited to give reasons for or against membership in the NJHS.
- These surveys are collected by the NJHS advisors, 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 distributed to the NJHS faculty committee.
- The committee is made up of at least six (6) 6<sup>th</sup> and 7<sup>th</sup> 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. The building principal and the NJHS advisors 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 mailed 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. These high standards include:**

- maintaining a 90.0 average in each of the classes they are enrolled in (special consideration will be given to advanced classes)

- completing 5 hours of community service over the course of three marking periods, for a total of 15 hours of community service and fundraising activities;
- maintaining a clean disciplinary record
- attending all NJHS meetings

### **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, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> 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 8<sup>th</sup> 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 attend school regularly and be prepared to learn.

#### **Morning Arrival**

**The middle school doors are locked until 7:15am, therefore students should not arrive to school prior to that time.**

When arriving at school, whether by bus or personal vehicle, students are expected to enter the building and remain on school property until dismissal. Students should report immediately to their designated waiting area upon their arrival or the middle school cafeteria if they wish to eat breakfast. Students must be under the supervision of an adult at all times, therefore they should not be in any other areas of the building.

#### **Afternoon Dismissal and After School Activities**

At dismissal, students should either be on a bus home or being picked up by a parent/guardian unless the student is participating in a club/sport activity under the supervision of an advisor or coach, or working in a classroom with a teacher. **Students waiting for a parent/guardian or the late bus are expected to report to the high school cafeteria and remain there until their ride arrives. Students must be supervised at all times and, thus, may not loiter in other parts of the building, elsewhere on school grounds, or leave campus (ie. walk to Tops) then return as these actions may compromise the student's safety. Consequences will result if students do not adhere to these expectations.**

Late buses are available Monday-Friday at 4:30pm. Bus passes are required for all students intending to ride a late bus. Passes will be distributed by the supervising adult. The only exception will be the use of athletic or club rosters provided to the Transportation Supervisor by the Athletic Coordinator which will suffice for a pass.

**Middle school students must be accompanied by an adult when attending any/all extracurricular activities after school as a spectator.** There will be no exceptions to this rule. Parents will be notified if a

student is found to be in attendance without a supervising adult and the student may lose his/her privilege to attend future events.

### **Attendance Records**

**All notes for absences, late arrivals or early dismissal must be delivered to our Greeter, Mrs. Fulkerson.**

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, etc. do not count as an absence from school. Prior approval for other excused absences that may affect excellent attendance may be granted by the building administrator.

### **Notification of Parents**

**Parents/Guardians must call the Safe to School line when their child will be absent or tardy to school.** The adult monitoring students' attendance will notify parents or guardians of any unreported absence. Attendance for each class will be reported on the five-week progress reports and on quarterly report cards.

### **Student Absences and Excuses**

Excused Absences (Examples)  
sickness or illness in the family  
religious observance  
death in the family  
doctor's appointment  
educational trip  
suspension

Unexcused Absences (Examples)  
skip days  
family vacation  
needed at home  
hair appointment  
missing the bus  
oversleeping

### **Unexcused Absences and Tardiness**

Students arriving after the first bell (7:42am) are required to report to our Greeter, Mrs. Fulkerson, to check in. Consequences for late arrival are as follows:

- 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 typically result after a student's third and fourth unexcused late to school or class.
- An afterschool detention may 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. Letters will be mailed to parents/guardians at various thresholds in an effort to prevent chronic absenteeism (defined as missing 18 days of the school year). In extreme cases of poor attendance, outside agencies will be contacted in an effort to improve the child's attendance.



**Tip for Students:** Research indicates that students who attend school regularly perform better academically and remain on track to graduate high school.

### **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 middle school office 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 or she must report to the middle school office 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, find out what work is owed and make arrangements to complete the work.
- The readmit slip is verification that the student has communicated and followed proper procedure with the middle school office.

### **Excuses for Scheduled Appointments**

Parents should send in a note with their child when the student must leave for an appointment during the school day. Students will be expected to inform teachers of classes missed during the excused time prior to leaving so that they will be prepared for the next day's class. Students will be required to sign in and out 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 Safe to School line to make such arrangements. A student will only be released to adults identified on SchoolTool or with written parental consent. These regulations are required by New York 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 health care provider excuses a student for health reasons. It may be possible to get a limited activity slip from the nurse for up to two days but the student must report to PE class. Limited activity excuses for more than two days must be accompanied by a note from a health care provider.

### **Health & Wellness**

#### **Illness**

Students should report to the school nurse in the health office if they become ill at school. The school nurse will notify parents when deemed appropriate. Students are required to sign out at the greeter's desk prior to leaving school.

#### **Immunizations**

**All students entering or attending school in New York State, including distance learning, must be immunized. The New York State Department of Health expects any student missing doses of vaccines to receive those doses before the deadline (September 20, 2021) which is fourteen (14) days after school resumes in the fall.** Please schedule your appointment with your child's health care provider (MD, NP, PA) so they can provide the immunizations your child needs. The age at which vaccines (shots) are given must match the NYSDOH Immunization Requirements for School Entrance/Attendance Chart.

**Tdap vaccination requirements in the 2021-2022 school year are:**

- Students entering grade 6 and 7 will need a Tdap vaccination no earlier than 10 years of age and no later than two weeks after turning 11 years of age.
- Students in grades 8 will need a Tdap vaccination no earlier than 7 years of age.

**Meningococcal requirements in the 2021-2022 school year are:**

- Students entering grade 7 are required to have the first dose of meningococcal conjugate no earlier than 10 years of age.

**Schools may accept the following immunization records as proof of immunization:**

- An immunization record from the child's healthcare provider or health department
- An official copy of the immunization record sent directly from your child's previous school with the dates given.
- A NYSIIS/NYCIR Immunization Registry record.

***Students' immunization record should be returned to the nurse's office.***

**Medications in School**

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

- The parent/guardian must provide written permission from the child's health care provider.
- Parents/Guardians must submit a note granting permission.
- Medicine needs to be in a labeled container from the pharmacy. It is recommended that parents ask the pharmacist to label 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 deliver the medicine in person 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.



***Tip for Students:*** *Practicing mindfulness activities throughout the day is a great strategy to stay mentally healthy by helping you maintain a positive frame of mind and remain focused. Some activities such as controlled breathing techniques can be done easily and undetected while in class, too! See Mrs. Sech or Mrs. Alteri for ideas or recommendations.*

**Food Service Department**

**Dining Room Expectations for Grades 6-8**

- **Be respectful.** For example, students are expected to keep their voices at an appropriate volume, clean up their messes and not cut in front of others in line.

- **Be responsible.** For example, students should have your money and their identification ready as they enter the cafeteria line.
- **Be safe.** For example, students should not share food or drinks, toss or throw anything in the cafeteria, and they should not run.

### **Meal Pattern**

Students must select one entree, three other items, and one milk (1%, fat free 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 that contain fruit or fruit juices. This also means that the sale of these food items as a fundraiser may not occur during the school day.

### **Clarke Library Media Center**

The Clarke Library Media Center is open every school day from 7:45am-2:30pm. Middle school students may visit the library to check out, return, and renew books. Students are allotted ten (10) minutes in the library before they must return to their class or study hall.

Middle school students who wish to remain in the library for the purpose of working or studying must obtain a pass from their English teacher.

Our book collection is labeled with yellow spine stickers to indicate they are middle grade books and clear stickers to indicate upper grade. The difference is content, not reading level. 6th-8th grade students who wish to check out upper grade books will need a signed note from home saying it is ok to do so.

The library staff is here to help you! Please ask the librarian or library clerk for assistance if you need it.

### **Library Rules**

- Students must sign in and out of the library.
- Students may borrow up to three (3) books at a time (1 per series) for up to two weeks. Books may be renewed if more time is needed.
- Books are considered overdue if they are not returned or renewed by the return date stamped in the back of the book. Students with overdue materials may not check out more books until all overdue resources are returned or renewed.

- It is the responsibility of the student to take care of library books while they are in their care. We expect books to be returned in the same condition as when they were checked out.
- Bills will be sent home for books that are significantly overdue, that are lost, or that are damaged beyond reasonable repair.
- Quiet voices/whispers must be used so other students are not disturbed.
- Food or drinks are not permitted in the library.
- Students who do not follow the library rules will be sent back to study hall, may be denied library privileges, and/or may be subject to additional discipline as determined by administration. The use of the library is a privilege.

### **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.

General Music is scheduled for students not participating in band or chorus.

### **Concert Attendance Policy**

- All performances are an extension of the school day music curriculum and are mandatory. Performances are considered final exams and will be weighted 30% of the student's quarterly grade. Performances are the culmination of months of preparation, and in the interest of all chorus members, concert attendance by everyone is necessary and expected.
- Only in extremely urgent situations may a chorus member be excused from a performance (ie: personal illness or a death in the family). Parents/Guardians must contact Mrs. Bast as soon as possible *prior* to the concert if these situations arise so there is time to reassign parts, if necessary, and make any other needed changes for the performance. A note or email from a parent/guardian will be required explaining the absence.
- Skipping a concert is an unexcused absence. Any student skipping a concert will receive a grade of 0%.

### **Concert Clothing**

- All students must wear black. It is a traditional formal performance attire.

Options:

- long solid black dress (NO spaghetti straps), solid black top with long solid black skirt (at least knee length), black tights/leggings under skirt if too short
- black dress pants, no shorts
- black dress shirt, black tie
- black, sensible dress shoes, socks (NO flip flops)

Students should see either Mrs. Bast or Ms. Streeter if they need to borrow any of these clothing items.

### **Chromebook Care**

A thirty day opt-in protection plan will be offered to parents/guardians at the beginning of the school year. This plan is intended to safeguard families against the expense of repairs caused by accidental damage to their student's school-issued Chromebook. The protection plan is optional but it is highly recommended as accidents do occur and repair costs can be expensive.



Chromebook cases will also be provided to students. Cases must be properly fitted and remain on the Chromebook at all times while it is in the student's possession. This is not optional. Students must protect their Chromebooks by using this case, in addition to taking other damage prevention measures associated with expectation of responsibility.

### **Backpacks**

Students are not allowed to carry backpacks in the hallway after classes have begun. Students may not bring their backpack to classes. Backpacks should remain in students' lockers throughout the day unless an adult provides special instructions to the contrary. This rule is primarily in effect to prevent back strain, safeguard those among us who may have severe food allergies and to promote general safety by restricting additional clutter in classroom spaces.

### **Lockers**

All student lockers are the property of the South Jefferson Central School District. The 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.** It is the recommendation of the school that students leave valuables (ie. phones and other electronic devices) at home.

School officials reserve the right to search lockers or any of the contents therein if there is reasonable suspicion that a student has 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 without prior notice.

It is the responsibility of the student to keep contents organized and in their lockers at all times. Personal possessions such as athletic bags, sports equipment, textbooks or binders may not be left in the hallway.

**Students may not store food or drinks in their lockers. The only exception is food or drink that will remain sealed and will be consumed the same day during lunch.**

### **Middle School Locations**

Middle school students should not be in the high school areas unless they have a scheduled class in the high school or a pass from a teacher, nor should high school students be in the middle school.

### **Visitors**

The school policy is to welcome only those visitors who have legitimate business at the school. Guests and visitors must buzz in at our main entrance and state their business with our Greeter. Upon entry, visitors will sign in and obtain a visitor 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; in fact, water bottles are recommended so students can remain hydrated throughout the day and avoid extra trips to the water station. Only water is permissible in classrooms. All other food and drink are to be consumed in the cafeteria. Coffee or high energy/sugary drinks (i.e. Monster drinks, soda, etc.) are not permitted in school during instructional hours.

*Rules regarding food and drinks may be adjusted at any time during the school year in response to the health concerns and/or the general well-being and safety of all students.*

### **Textbooks**

Students are responsible for all 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 expectations apply to all study halls, large or small:

- As the name implies, a study hall is to be a place of study, order, and quiet. Students should arrive prepared with work to complete and an AR book to read.
- Passes may be issued at the discretion of the adult in charge.
  - Passes to the bathroom will be issued one student at a time. Students will be expected to use the nearest bathroom to their study hall room.
  - Locker passes will be distributed on a limited basis since students are expected to come prepared.
  - Students must come to study hall with a pre-signed pass from their English teacher if they wish to visit the library.
  - Students should not make any additional stops while using a hallway pass without prior permission, unless it's an emergency. Students' whereabouts must be known at all times to ensure their safety.
- Students should behave in study hall as they would behave in any regular classroom. Failure to do so will result in removal and/or additional consequences.

### **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 RollerBlades on School Property**

Skateboards and roller blades are not allowed on school property.

### **Middle School Dances**

- Dances will be held on select Friday evenings from 7:00pm-9:30pm.
- All middle school students must arrive at the dance no later than 7:30pm. If a student cannot arrive before 7:30 pm, 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.
- 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 guardian only. Chaperones will not permit students to leave with anyone other than their parent or legal guardians unless prior arrangements have been made.
- All school expectations and rules for behavior will apply to our middle school dances.

- Students who are academically ineligible, have been suspended out of school, have served two or more days of in-school suspension, or have three or more behavior referrals during any period between scheduled dances, will not be eligible to attend the dance as attendance at dances is a privilege. This policy 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/Guardians of 6<sup>th</sup> grade students** - park in the middle school parking lot or along the curb by the turf; 6<sup>th</sup> grade students will exit the door at the end of the hallway closest to the middle school parking lot at 9:30pm. It is strongly recommended that parents greet their child on the sidewalk and escort them back to their vehicle.
- **Parents/Guardians of 7<sup>th</sup> and/or 8<sup>th</sup> grade students** - park in high school parking lot; students will exit by the basketball court at 9:30pm. Parents should greet students by the exit and escort them to their vehicle.
- **Parents/Guardians picking up a 6<sup>th</sup> grade student and a 7<sup>th</sup> or 8<sup>th</sup> grade student** – park in the high school parking lot; the 6<sup>th</sup> grade student may exit by the basketball court with the 7<sup>th</sup>/8<sup>th</sup> grade student.
- **Parents/Guardians picking up their 6<sup>th</sup>-8<sup>th</sup> grade child prior to 9:15pm** - park in the middle school parking lot and walk to the main middle school entrance to sign your child out.

Students may 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.
- **Cyberbullying:** 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:	Mr. Hanson (232-4531 ext. 2910)
High School DASA Coordinators:	Mrs. Van Coughnett (232-4531 ext. 2910)
Middle School DASA Coordinator:	Mr. Christopher (315-232-4532 ext. 2917)
Wilson Elementary DASA Coordinator:	Mr. Gianfagna (315-583-5418 ext. 1910)
Mannsville Elementary DASA Coordinator:	Mr. Pelton (315-486-4281 ext. 4910)



**Tip for Students:** *The choices you make (i.e. your verbal and non-verbal language, how you treat people, your response to frustration, etc.), in school and online, should reflect your character and may influence how others perceive you. Be sure your actions align with your beliefs. You don't have to agree with or be friends with all of your classmates, however, everyone is worthy of dignity and respect. Remember, we are all Spartans! Please visit your counselor if you're not sure how to deal with an issue before making any choice you may regret.*

### **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.
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 afterschool detention depending on the 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 scheduled 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 notes to the 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, overcoats, 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.



**Tip for Students:** *Think of the bus as an extension of the classroom. Your behavior on any bus should look and sound very similar to that which a teacher should expect to see in school. Refer to the Bus Behavior Matrix for specific expectations.*



### **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.

