

#### GUIDING BELIEFS ABOUT MIDDLE SCHOOL STUDENTS

Middle school students develop at different social, emotional, physical, and cognitive rates. Middle school students need high quality academic programs that provide structure and consistency, as well as opportunities for self-expression, self-discovery, and physical activity. Middle school students seek acceptance and meaningful experiences in school, home and community. Middle school students need encouragement, direction, and support from caring adults as they strive for both academic and personal success.

#### GUIDING BELIEFS ABOUT JEFFERSON MIDDLE SCHOOL

Jefferson Middle School must be safe, nurturing, motivating, and focused on a student's best interest. Jefferson Middle School needs to provide a structured, academically rigorous curriculum that encourages positive, decision-making, individual growth and multiple avenues of assessment. Jefferson Middle School must foster meaningful relationships with parents and community in order to support students in becoming emotionally healthy members of our community.

#### STUDENT RIGHTS AND RESPONSIBILITIES

We believe that by accepting and fulfilling appropriate responsibilities, individuals will come to value resultant privileges. Responsibility is inherent in the exercise of every right and it must be emphasized that lack of responsibility means a weakening of rights.

It is the student's right to:

- attend school in the district in which his/her parent or legal guardian resides.
- express his/her opinions verbally or in writing.
- dress in such a way as to express individual choice as long as it meets our dress code.
- expect that the school will be an orderly place for all students to gain an education.
- be afforded due process in the event of disciplinary action brought against him/her including suspension and/or expulsion.
- be represented by an active student government selected by free school elections.
- be afforded equal and appropriate educational opportunities.
- be afforded an informal opportunity to be involved in the planning and evaluation of curriculum instruction.
- be afforded the channels of communication to the Board of Education.
- be afforded the opportunity to develop school publication such as school newspapers.
- be afforded the opportunity to participate on athletic teams, regardless of sex, except pursuant to Regulations of the State Education Commissioner.
- have the opportunity to participate in available extracurricular activities.
- have access to relevant and objective information concerning drug and alcohol abuse, as well as access to individuals or agencies capable of providing direct assistance to students.
- have his/her student records available for inspection by his/her parent or legal guardian upon request.
- be free from illegal intrusion upon his/her person or property by school personnel or police agencies.
- be given ways to express and solve problems, which cannot be solved by informal discussions.
- be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, disability, sexual orientation or gender and entitled to his/her personal dignity and integrity.
- have an accurate record, which represent his/her school performance.

It is the student's responsibility to:

- attend school daily and be on time to all classes except for illness or emergency.
- express his/her opinions and ideas in a respectful manner so as not to offend, slander, or restrict the rights and privileges of others.
- dress so as not to endanger physical health, safety, limit participation in school activities or be unduly distracting (see dress code).
- be aware of all rules and expectations regulating student behavior and conduct him/her self in accordance with these guidelines.
- be willing to volunteer information in disciplinary cases if he/she has important knowledge in such a case.
- take an active part in student government by running for office, or conscientiously vote for the best candidates. Make his/her problems known to his/her representatives.
- be aware of available educational programs in order to use and develop capabilities to maximum.
- express his/her opinions in response to presented material in an appropriate manner.

- express views concerning the operation of the school system.
- refrain from libel and obscenity, and observe the normal rules for responsible journalism.
- be physically fit, participates in and/or supports athletic events to the best of his/her abilities.
- be aware of and follow all rules and expectations of extracurricular activities.
- be aware of the information and services available and to seek assistance in dealing with personal problems, when appropriate.
- be aware of the right of availability of his/her records related to his/her educational performance.
- be aware of actions, which constitute serious and dangerous wrongdoing and refrain from such acts (possession of contraband, drugs, etc.).
- discuss his/her concerns with a person involved and try to resolve the problem before discussing it with the principal.
- respect one another and treat others fairly in accordance with the Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, and discrimination. To report and encourage others, to report an incidents of intimidation, harassment, or discrimination.

#### PARENTAL RESPONSIBILITIES

The ultimate responsibility for a student's behavior rests with the student and with his or her parents. The administration and staff of Jefferson Middle School appreciate parental cooperation and support in all school matters especially ones involving their child. Anything that can be done in the home to reinforce the school's effort to instill self-discipline and a positive attitude toward school is greatly appreciated. Through the joint efforts of students, staff and parents, we are certain that the student will have a successful learning experience.

We recognize that there are times parents may have questions or concerns about a school matter and welcome the opportunity to speak with parents. If there is a concern, you may contact the Main Office during school hours to reach a teacher or administrator. The teacher or administrator will contact you as soon as they are available to address parental issues.

#### EMERGENCY INFORMATION SHEET

Parents are required to fill out emergency information cards for each child attending Jamestown Public Schools even if there are no changes from the year before. We encourage parents to keep phone numbers up to date through the year as well as providing an email address for electronic newsletters and communications.

#### SHARED DECISION-MAKING

Jefferson Middle School is committed to the shared decision-making process. A designated committee meets on a regular basis throughout the school year to discuss student programming and achievement. We develop and implement programs that seek to support and improve student achievement efforts at the classroom and building level. We encourage any parent who is interested in serving on this committee to contact the school.

#### VISITORS TO THE SCHOOL

All doors to the school are locked at all times. To gain entry, a visitor must report to the front door, buzz the office and state their business before entering the school. If a visitor enters without announcement, he/she may be asked to leave and may be considered trespassing should there be a refusal.

Persons who are not students or staff must report immediately to the Main Office upon entering the school building. Student visitors from other schools, unless they have specific reason and prior approval of the building principal, are not permitted to be on the school premises.

Visitors must sign in at the Main Office and wear a visitor's badge while in the school. Before leaving the premises, all visitors must sign out and return the badge to the Main Office.

NYS law states that smoking (including in cars) while on school property is illegal. In addition, we ask that gentlemen remove their hats when entering the building and that all visitors dress appropriately.

#### EMERGENCY EVACUATION PROCEDURES

Fire Drill Instructions: According to state law, at least 12 fire drills must be held each school year, eight of which must be held prior to December 1. Students are reminded that silence is necessary during fire drills. Directions to nearest exit are posted in each classroom. It is the student's obligation to the school community not to infringe on the others' rights of safe conduct while leaving and returning the building. If, for

any reason a teacher determines a student's behavior inconsistent with that for the safety of all students, a teacher may take appropriate disciplinary action. The strict enforcement of all fire drill rules and procedures applies to exiting and re-entry.

**Evacuation Instructions:** If there is a need to evacuate the school building and the school grounds, students will follow set procedures, which will be practiced at least two times per year. Parents will be notified of such evacuation through District Office channels.

**Emergency Closings:** The Superintendent of Schools may close schools or dismiss students/staff early when hazardous weather or other emergencies threaten health or safety.

If school will be closed or delayed due to inclement weather, an automated phone call by the Superintendent will be made to a student's primary phone number. For this reason, it is imperative that phone numbers for students be kept up to date. Parents should also be listening to local radio and TV stations for closings, delays and cancellations.

Parents are requested to avoid calling school on days of poor weather because it is important to keep school phone lines open. School closing and delayed start times will be announced over local radio stations. The following stations will carry information on closings and delayed openings.

WKSJ (1340 AM)      WWSE (93.3 FM)      WJTN (1240 AM)      WHUG(101.9)      KISS (106.9 FM)

If no report is heard, it can be assumed that schools are opening on time. If a delayed opening of school is necessary, school will begin at 9:25 a.m. or 10:25 a.m. In the event of a delayed opening, students that are transported would be delayed one/two hours. If school is delayed, there will be no AIS, band, chorus, orchestra, or breakfast served.

#### GUIDANCE SERVICES

School counselors are available at Jefferson Middle School providing counseling, consultation and coordination of services to students, teachers, parents and administrators. Counselors help students as they seek to identify and achieve personal goals and assume responsibilities in various life roles at each developmental stage. Counselor functions include academic planning, personal/social growth, crisis intervention services and family support. At Jefferson, the same school counselor will be assigned to a student until the completion of middle school.

#### PROMOTION AND RETENTION OF STUDENTS

Jefferson Middle School will make every effort to communicate potential promotions or retentions of students to their parent/legal guardian. As early as January, students identified as at academic risk, will be targeted for more intensive remediation as well as brought to a Child Study Team meeting to discuss possible forms of remediation. Parent attendance at all pertinent meetings and conferences is highly encouraged. At any time parents can request a conference to discuss concerns and can be arranged through the Guidance Office.

Finally, retention will be limited to those situations where, in the best interests of the child, a successful learning experience is reasonably assured. All available resources will be used to determine the child's appropriate placement, including class achievement, standardized test scores, teacher observations and recommendations, and student's social/emotional maturity.

#### REMEDIATION/SUMMER SCHOOL ENRICHMENT

Students that struggle academically during the school year should attend summer school when available. Joint recommendation by teachers, counselor and Principal will be made for students to attend summer sessions. This recommendation must be considered with the utmost seriousness by parents.

#### HONOR/MERIT ROLLS

Three times a year, after report cards are issued, an Honor Roll/Merit Roll will be released based upon grades received during trimester. All subjects including all Unified Arts/Exploratory classes, band, orchestra and physical education are included in determining honor and merit rolls.

#### HOMEWORK

Completing homework assignments is one of a student's most important responsibilities. If a student is having difficulty understanding assignments, he/she should meet with his/her teachers. Although written assignments are not given every evening, reading or studying may be assigned and also encouraged. Parents can help students develop good study habits by establishing a set room and time for schoolwork to

be completed. The District offers parents/guardians the ability to access grades and attendance on line through Parent Portal. Contact the Guidance Department for details.

#### CHARACTER EDUCATION

Components of character education are integral parts of the instructional program in response to the needs of our student population. Jefferson Middle School is committed to building student character as well as improving student performance. Community service has become an important component in promoting character education. We encourage students to participate in the many community service projects our schools are involved in throughout the school year. Be Responsible, Be Respectful, Be Safe.

#### NEW YORK STATE DIGNITY FOR ALL ACT

The Dignity Act states that NO student shall be subjected to harassment or discrimination by employees or students on school property or at a school function based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex. Bullying and hazing are forms of harassment and discrimination. The goal of the Dignity Act is to create a safe and supportive school climate where students can learn and focus, rather than fear being discriminated against and/or verbally and/or physically harassed. All students have the right to attend school in a safe, welcoming, considerate, and caring environment. The Dignity Act applies to behavior on school property (including athletic fields, playgrounds, and parking lots), in school buildings, on a school bus/vehicle, as well as at school-sponsored events or activities.

In accordance with the Dignity For All Students Act, the JPS Middle Schools strive to create an environment free of discrimination and harassment. An atmosphere of civility will be fostered for all.

Conduct involving harassment based on race, color, weight, national origin, ethnic group, religion, disability, sexual orientation or gender will not be tolerated.

The Dignity Act coordinator is the Building Principal.

#### CONFIDENTIALITY

The procedures for confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations, and the Commissioner's Regulations. The District shall arrange to provide translations of the following notice to non-English speaking parents in their native language:

This section is intended to advise you of your right with respect to the school records relating to your son/daughter (you) pursuant to the Federal "Family Educational Rights and Privacy Act of 1974". Parents of a student under 18, or a student 18 or older, have a right to inspect and review any and all official records, files, and data directly related to their children or themselves, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores). Attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

A parent of a student under 18 years of age or a student 18 years of age or older shall make a request for access to that student's school records, in writing, to the Superintendent of Schools, School Counselor, or Principal. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period of time, but in any case, not more than forty-five (45) days after the request has been received.

#### HEALTH SERVICES

If a student becomes ill or hurt during the day, he or she should get a pass to seek assistance from the nurse. The nurse will evaluate how best to handle the problem. In case of injury or illness, a parent or their surrogate will be contacted. The parent may be requested to transport their child home or to the emergency room. If a parent cannot be reached and the injury or illness is so severe, an ambulance may need to be called. The parent will be requested to contact the school as soon as possible of the diagnosis and treatment in order for the proper forms to be filled out for insurance purposes. An accident report will be completed immediately after any injury.

If a student receives medication in school (including over the counter such as Tylenol or cough drops), there must be both parental and physician approval in writing. All medications must be in their original prescription bottle with doctor's orders for dispensing. All medications are kept locked and are only

dispensed in the Health Office. A student may self-medicate himself/herself only when there is a self-medication slip on file and there is evidence that the student is properly trained to medication him/herself. No student will be allowed to carry any medication on his or her person during the school day.

As required by law, fifth and seventh grade students will have a health appraisal by a physician or nurse practitioner. Students entering Jamestown Public Schools for the first time will be required to present, upon entrance, certificates of immunization and physical examination.

**New York State Immunization Requirements For K-12 School Attendance:**

Diphtheria	4 doses (1 after the age of 4)	
Polio	3 OPV or 4 IPV	
MMR	Born before 1985	1 dose
	Born on or after 1985	2 doses measles 1 dose each mumps and rubella
Hepatitis B	7 <sup>th</sup> graders entering school on or after 9/1/00	3 doses
Meningococcal	7 <sup>th</sup> graders entering school (2016-2017)	1 dose
	Born on or after 1/1/93	3 doses
Varicella	Born on or after 1/1/98	2 doses
Tdap	6 <sup>th</sup> graders entering school or 11 years old or older	1dose

**Pediculosis (Head Lice)**

1. Students found to have head lice will complete the day. Parents will be notified and given an information sheet about ways of treating lice. Removal of all nits is recommended to minimize recurrence.
2. Students are to receive treatment and should return to school the following day.
3. Students, upon return to school are to be examined by the school nurse or health and attendance clerk.
4. Families with repeated problems with lice will be counseled and advised by the school nurse. These families may also be referred to the health department for assistance from a public health nurse.

**3. Students with HIV-Related Illnesses**

The Board of Education recognizes the public concern over the health issues surrounding Acquired Immune Deficiency Syndrome (AIDS) and Human Immunodeficiency Virus Infection (HIV). The Board also recognizes, based upon the current state of medical knowledge, that the virus associated with AIDS is not easily transmitted and there is no evidence that AIDS or HIV can be transmitted by casual social contact in the open school setting.

The Board acknowledges the rights of those students diagnosed as having AIDS or HIV to continue their education as well as the rights of all students in the school district to learn and participate in school activities without being subjected to significant risks to their health. The Board also takes notice that under current law and regulations the disclosure of confidential AIDS and/or HIV-related information must be strictly limited.

Accordingly, it is the policy of the Board of Education that no student shall be denied the opportunity to attend school, continue his/her education or take part in school-related activities solely on the basis of being diagnosed as having AIDS or HIV. In accordance with current state law and regulations, it is also the policy of the Board of Education to prevent any student from being subjected to adverse or discriminatory treatment or stigma because he or she has been diagnosed as having AIDS or being HIV-infected.

The Superintendent of Schools has developed administrative regulations in regard to the education of students diagnosed as having AIDS or being HIV-infected.

#### Section 504 Notice (Parents rights under Section 504)

Section 504 of the Rehabilitation Act prohibits discrimination against individuals with a disability. No discrimination against any person solely due to his/her disability will knowingly be permitted in any of the programs and practices in the school system

Concerns regarding identification, evaluation and eligibility of individuals for Section 504 consideration may be made directly to the building administrator. If a referral is made to the building Section 504 committee, specific information regarding Section 504 and rights under Section 504 will be included with consent for evaluation.

If there are any questions regarding individual circumstances, parental rights, educational records, or any other issues, please feel free to contact our Section 504 Coordinator. You may also refer to <http://www.jamestownpublicschools.org>

#### ARRIVAL/DISMISSAL

Students will enter the building at 8:25am, (warning bell). The homeroom bell/late bell will ring at 8:30am and 8:50am will be the first period bell. Students will be considered tardy if they are not in homeroom by 8:30 am. Any other early entry will require an authorized pass which gives students the opportunity for them to go directly to their lockers and then to the designated location.

Students are dismissed at 3:05pm unless the student is in need of academic intervention has or a detention. Failure to attend any after school obligations will result in disciplinary action. Failure to leave the building when dismissed or requested may result in disciplinary action and/or trespassing charges.

#### ABSENCES/EXCUSES

1. Notification-Anytime a student is absent; a parent/guardian is expected to call the school to report the reason and length of the absence. Our answering machine is on 24 hours per day. Phone calls are made to verify a student absence.
2. Written Excuse- All excuses for absences are to be written by a parent/guardian. The note should state the date(s) and reason for the absence and be signed by them. Should the student have an appointment, a note should be provided from the appointment stating why the student was seen for the students record.
3. Return of Excuse-Students must give their written excuse to the homeroom teacher on the day following the absence. If the excuse is not brought in within three days, the absence is considered unexcused and appropriate administrative action will be taken.
4. Unexcused Absences-An unexcused absence with the knowledge of the parent/legal guardian can be considered truancy.

The following reasons for student absences from school are recognized as valid by the Board of Education in the State of New York:

- sickness or death in the family
- impassible roads or weather making travel unsafe
- religious observance
- sickness requiring attendance at a medical clinic
- approved school-sponsored trips
- quarantine
- required court appearances

We highly discourage any family from taking vacations during the school year. These absences are considered unexcused. The teacher is not obligated to provide work for the student prior to any unexcused absence.

#### TRUANCY/TARDINESS

Students must be in homeroom by 8:30am. Students not in homeroom by the designated time will be marked tardy. Students, who accumulate three tardies during each trimester, will serve one office detention on the day of the third tardy. Once a student accumulates nine tardies any time throughout the year, they will serve an office detention on the day of their ninth tardy and an office detention every time they are tardy thereafter. Continued excessive tardiness (ex. arrival after an hour or more.) will result in more serious action.

A student absent without the knowledge and consent of the parent or legal guardian is considered truant. Truancy is a violation of New York State Law and is subject to disciplinary measures imposed by both the school and Family Court. Suspicion of truancy will warrant a visit by the District's Attendance Supervisor.

Excused reasons for tardiness are the same as excused student absences. The following reasons while understandable are not excused: "I overslept; the alarm didn't go off; car problems; long walk; etc." A note from the parent/legal guardian explaining the tardiness is required. However, if the tardiness is not excused, students will be required to serve the office detention if they meet the criteria stated above.

Since excessive tardiness and absences are not conducive to good work habits or learning, parents/legal guardians should make every effort to have their children in school every day and on time. Chronic tardiness and truancy are disruptive to both teachers and fellow students and therefore, will not be tolerated.

#### LEAVING DURING SCHOOL HOURS/EARLY DISMISSAL

Permission to leave the school must be secured from the administration or nurse; otherwise the student will be considered truant. The student must "sign in" or "sign out" respectively in the Attendance Office for all late arrivals or early departures, or student will be considered truant. When returning from a "short time" excuse, students must obtain a pass at the Attendance Office.

#### STUDENT ABSENCE FROM CLASS

Students who are absent because of illness will be given 3 days for each day absent, up to ten make-up days to complete missed class work. Tests must be made up at the teacher's discretion. For students who are absent from class due to a sporting event or music lesson/concert will need to arrange to make up work with the teacher immediately after the absence. If the required work or tests are not completed within the established guideline, a zero may be recorded for the grade.

It is the student's responsibility to request all make-up assignments from his/her teachers during or following absence from class. The student must request assignments early enough to allow adequate time for completion prior to the end of the marking period.

#### PHYSICAL EDUCATION EXCUSES

If a student is unable to participate in physical education for health reasons, a physician's excuse must be submitted to the nurse. The excuse must state the reason for being excused and the length of time to be excused. Change of clothing is required for Physical Education classes. Failure to comply may result in disciplinary action and may affect grade.

#### HALL PASSES

To leave a class while in session, the student must have a hall pass. It is the student's responsibility to make sure that classroom procedures are followed regarding hall passes.

#### CARE OF SCHOOL PROPERTY

All students must show respect and care for school property. Any damage to property should be reported to the main office or the appropriate teacher. Acts of vandalism are crimes against the school district and the community, which supports the schools. Students who willfully destroy, damage, or deface school property shall be subject to disciplinary action, and may be prosecuted to the fullest extent possible under the law. If a student damages school property, such student and/or his/her parent/legal guardian shall be required to pay the district for the value of the damaged property to the limit of the law. State law now permits parental liability for up to \$2,500.

#### TELEPHONES

Students need to be given permission in order to use classroom/office telephones. Students are allowed to use school phones should they have to stay after school for educational reasons. Students receiving an office or teacher detention are encouraged to call home and let parents know. Office detentions are usually given the following day to make sure that proper notice and arrangements are made for transportation.

#### HALL LOCKERS/LOCKS

Hall lockers and locks are assigned to every student. Each student is to use only his/her assigned locker and lock. Keep locker locked at all times. All students must use school locks. Administration reserves the right to search lockers at any time when there is reasonable suspicion that the health or welfare of students may be in jeopardy.

#### TEXTBOOKS/MATERIALS/SOFTWARE EQUIPMENT

Textbooks and other necessary learning materials are loaned to the student by the Board of Education. Students are expected to exercise reasonable care in the use of school equipment. Any damage done to

library books, textbooks, software or other school equipment due to misuse or negligence must be paid for by them. Damaged school equipment should be reported to the Building Principal, who will determine if negligence on the part of the student was the cause of the damage. If so, the student and the student's parent/legal guardian are expected to pay for the damage.

#### COMPUTER POLICY

Jefferson Middle School recognizes the tremendous impact technology and information technologies will have on the future of education. The opportunity to work with various computer technologies and the Internet will be provided for all students. Students are responsible for adhering to the District Computer Policy provided to them. A copy of the policy will be provided to parents in September and it is also available on the District's website. Should a parent not wish to have their child have access to the Internet, a written notification to the Principal by the parent is required prior to September 15th.

#### ACADEMIC MISCONDUCT

Any type of academic misconduct will not be tolerated at Jefferson Middle School. Academic misconduct includes cheating, copying homework/tests from another student, altering scores, plagiarism or assisting another student in any academic misconduct. Any student participating in any misconduct of this nature may face disciplinary action.

#### CELLULAR PHONES AND OTHER ELECTRONIC DEVICES

Cellular phones cannot be used in school during school hours. If a student chooses to bring a cell phone/pager to school, it must be turned off and stored in student locker. On the second offense, this equipment will be confiscated and released only to a parent/legal guardian. The student may also face disciplinary action. Possession or use of laser pointers is considered illegal and strictly prohibited for students under the age of 18. It will be confiscated and not returned.

Electronic musical devices (i.e. MP3, iPod) are brought to school at own risk of theft and damage. Students are expected to adhere to individual school policy regarding acceptable use of musical devices during school hours.

#### BICYCLES, IN-LINE SKATES, ROLLER SHOES, SKATEBOARDS AND SCOOTERS

Students are permitted to ride their bicycles to school, weather permitting. Bicycles must be locked in the bicycle racks only. Students may ride skateboards, roller shoes, skates and scooters to school at their own risk and are expected to comply with all City of Jamestown ordinances regarding these vehicles. Students are not allowed to ride these vehicles on school property. The school is not responsible for lost, stolen, or damaged bicycles, bike locks, skates, skateboards and scooters.

#### CLUB AND ACTIVITIES

Activities enrich the curriculum of the school by making available a wide variety of opportunities in which a student can participate. Students are encouraged to join the many varieties of extracurricular clubs and activities the school has to offer.

#### INTERSCHOLASTIC ATHLETIC CODE

The Jamestown Board of Education has adopted a comprehensive interscholastic athletic code. Any middle school student who participates in an interscholastic activity will adhere to the guidelines set forth in the District's athletic code.

This written code will be provided to the athlete and his/her parent/legal guardian at the beginning of each athletic season. The student and his/her parent/legal guardian are expected to read it, and sign his/her pledge to adhere to the policy throughout the duration of the athletic season. A copy of the Jamestown Public School's interscholastic athletic code will be kept on file in the Office.

#### FIELD TRIPS/EXTRACURRICULAR ACTIVITIES

Participation in field trips and extracurricular activities is a privilege, not a right. All school rules and policies are enforced when on any field trips. Parents will be given ample notice as to the conditions set forth by each team/grade concerning eligibility to attend field trips. Parents will be notified if a student is in jeopardy of being excluded from any activity. If a student is on suspension at the time of the field trip or any other activity, he/she will not be able to attend. Students must have a permission slip in order to attend a field trip.

#### CAFETERIA

Students must go to the cafeteria during their assigned lunch set. Students may choose the table they wish to eat at and may enjoy this privilege as long as they maintain good cafeteria conduct. Students are expected to stand in line and wait their turn, eat in the cafeteria, use good table manners, dispose of the



garbage, and remain seated until dismissal. Monitors are assigned to each cafeteria period. All disposable items including utensils and uneaten food are to be deposited in the available trashcans only. Students spilling food or liquid must clean it up immediately for hygienic and safety reasons. No food or drink is allowed outside of the cafeteria without staff permission. Failure to comply with cafeteria procedures may result in disciplinary action.

#### SCHOOL BUS TRANSPORTATION

Students riding on all school-operated buses are expected to behave in a reasonable and courteous manner. All school rules are in effect and will be enforced. Failure to follow proper bus procedures may result in loss of bus privileges and/or appropriate administrative intervention.

In order that the bus ride to and from school may be safe, the following rules will be observed:

1. Keep all noise levels at a low level.
2. Keep hands, feet and all possessions to yourself.
3. Obey the bus driver and aide.
4. Remain seated until the driver gives permission to exit the bus.

#### STUDENT DRESS/APPEARANCE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students will be required to wear appropriate protective gear and clothing in certain classes (e.g. Science Labs or Physical Education).

Students and their parents have the primary responsibility for acceptable student dress and appearance. Students shall not wear attire or styles that interfere with the operation of the school, disrupt the educational process, and negatively affect the general health, safety, and welfare of the District's students or employees.

In order to ensure proper school dress, grooming and appearance, students are expected to:

1. Refrain from wearing extremely brief or revealing garments such as tube tops, nets tops, spaghetti straps, plunging necklines (front and back) and see-through garments. All shirts must have sleeves. Pajama bottoms are not allowed. Midriffs (stomach areas) must be covered at all times.
2. Recognize the rule establishing appropriateness of length is as follows: shorts, skirts, dresses are NOT to be more than 2" above knee.
3. Wear footwear at all times. Footwear that is a safety hazard will not be allowed. Sneakers are needed for PE class. Shoes that cover the entire feet are needed for Technology, FACS and Science labs. No slippers or beach flip-flops are allowed at anytime.
4. Refrain from wearing head coverings (hats, hoods, bandannas, etc.) in the building except for medical or religious purpose.
5. Refrain from wearing items or insignia that are associated with gang violence and/or are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability, including clothing that is deemed offensive by the building principal.
6. Refrain from wearing clothing that promotes and /or endorses the use of alcohol, tobacco or illegal drugs and/or encourages other illegal or violent activities.
7. Wear pants at his/her waist. Ensure that underwear is completely covered with outer clothing.
8. Refrain from wearing of chains that are heavy gauge and/or over 6".
9. Refrain from wearing strong-smelling perfumes, deodorants, body sprays.
10. Dress for educational success!

The building principal is authorized to take action in instances where individual dress is deemed inappropriate according to the above guidelines and may require a student to change his or her attire. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item.

Any student who fails or refuses to comply with the basic requests from administration or staff to follow the dress code may be subject to discipline.

#### RIGHT TO SEARCH

School officials have the right to search students, their possessions, lockers, or desks if there is reasonable suspicion that the student is in violation of any school rule or policy, or poses a threat to self or others while

on school property. This search may include any device deemed useful in protecting the health and welfare of the school population.

The school district declares its ownership of all student lockers, that it possesses a master key for all locks, and the officials can and will conduct random locker searches as described above. Students are responsible for all of their personal property stored in school lockers, and are also responsible to keep the locker locked at all times. Continued failure to keep a lock on his/her locker, may result in disciplinary action.

#### WEAPONS-IN-SCHOOL POLICY

The possession of a weapon on school property, en route to and from school or while attending a school activity is strictly prohibited, except by law enforcement personnel. Any person possessing a weapon for educational purposes in any school building must have written authorization from the Superintendent or his/her designee.

Notification of the Jamestown Police Department or other appropriate law enforcement agency shall be required in the event any weapon is possessed as set forth above. If outside the City of Jamestown, the appropriate law enforcement agency will be notified. For purposes of this section, weapon is defined to include, but not be limited to, any weapon defined in Articles 10 and 265 of the Law of the State of New York, as well as any rifle or shotgun or dangerous instrument as defined in Article 10 Section 10.00 (13).

The consequences for possession of non-firearms weapons will include parent/legal guardian notification, police notification, out-of-school suspension, and a Superintendent's hearing.

#### GUN-FREE SCHOOL POLICY

No student shall bring onto school premises or have in his/her possession on school premises any "firearm" as defined by federal law. For purposes of this policy, the term "firearm" shall mean: any weapon (including a starter gun) which will be or is designed to be or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of such weapon; any firearm muffler, or silencer; or any destructive device.

In accordance with the Gun-Free Schools Act of 1994, any student found guilty of bringing a firearm onto school premises or having such a firearm in his/her possession on school premises after a hearing has been provided pursuant to Section 3214 of the Education Law, will be suspended from school for a period of not less than one year. However, after the imposition of the one-year penalty has been determined, the Superintendent of Schools may review and modify such suspension requirement for a student on a case-by-case basis.

#### ALCOHOL/TOBACCO/ILLEGAL DRUGS

Drinking alcoholic beverages and/or possession of alcohol, smoking materials (including electronic cigarettes), chewing tobacco, illegal drugs or any imitation substance are absolutely prohibited in school, on school grounds, or at any school-sponsored activity. Students will face disciplinary action as well as any legal consequences for violation of the above guidelines.

#### DRUG-FREE SCHOOL ZONE POLICY

The Jamestown Board of Education hereby declares that there shall be a Drug-Free School Zone around each school in the City as defined in Chapter 280 of Laws of 1986. Such zone shall consist of the area within the real property boundary of all schools with the City, together with 1000 feet beyond said real property boundary.

#### SEXUAL HARASSMENT/ASSAULT

Washington Middle School strives to promote a learning environment free from sexual harassment. It is a violation of the law for students to harass other students through conduct or communications of a sexual nature. Disciplinary action will be taken toward violators.

The District is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when the student perceives such behavior as unwelcome, such as inappropriate touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, and/or blocking a student's movement. More serious or repeated behaviors may be considered sexual assault and will be dealt with accordingly.

Sexual harassment is a form of sex discrimination. Any student who believes that he or she has been subjected to sexual harassment, whether by a teacher, other student, or any individual to the building principal, school nurse, or guidance counselor.

In the absence of a victim's complaint, the school, upon learning of or having reason to suspect the occurrence of any sexual harassment or assault, will promptly begin an investigation. Any investigation, which determines that sexual harassment or assault has occurred, will result in disciplinary action by the school and/or police.

The Title IX officer for the District for any sexual harassment issues is John Panebianco, Human Resources, 483-4398.

#### **THEFT**

Students caught stealing or found in possession of stolen property on school grounds shall be subject to disciplinary action. Legal action will be pursued when necessary.

#### **CYBERBULLYING**

Cyberbullying is defined as sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Forms of cyberbullying include but are not limited to, IM or text messages, pictures or video clips, e-mails, websites/social networks/chat-rooms, cell phones, bashboards and blogs. Direct disciplinary measures will occur if the threat is made on school property or at school-related functions. Depending on the severity of the cyberbullying, disciplinary consequences will include disciplinary action, confiscation of electronic devices, parent contact and possible police involvement. Should the cyberbullying occur off school property, but is found to be a direct cause of a disruption on school property, disciplinary measures, similar to those indicated above, may also be taken.

#### **SEXTING**

Sexting is defined as the sending of sexually explicit photos, images, text messages, or e-mails by using a cell phone or other mobile devices. This is a Federal offense and will not be tolerated in the Jamestown Public Schools. Sexting may involve disciplinary consequences, confiscation of electronic devices, parent contact and possible police involvement. Should the sexting occur off school property, but is found to be a direct cause of a disruption on school property, disciplinary measures, similar to those indicated above, may also be taken.

#### **KNOWLEDGE OF ILLEGAL ACTIVITY ON SCHOOL PROPERTY**

Any student, who has any knowledge of illegal activity, or is witness to illegal activity on school property, is required to bring it to the attention of the principal or school officials immediately. Failure to report any criminal incident is a serious concern as it may put school students and staff at risk for their safety. If it is proven that a student had knowledge of, and failed to report any illegal activity, it may result in disciplinary action.

#### Class One Offenses

- a. Violation of classroom, hall, or lavatory rules.
- b. Disruptive behavior
- c. Refusal to follow directions
- d. Tardiness (unexcused 3 or more times)
- e. Unprepared for class
- f. Dress Code Violation
- g. Possession of food or drink outside of the cafeteria.
- h. Wearing a hat in the building

#### Class Two Offenses

- a. Repeated class one offense
- b. Truancy/Skipping a class
- c. Cheating, lying, forgery, academic misconduct
- d. Possession of obscene material
- e. Use of profanity
- f. Misuse of school technology
- g. Skipping detention
- h. Student/peer harassment
- i. Disrespect of staff member(s)
- j. Use of headsets, MP3 players, iPods, or cell phones during school hours
- k. Insubordination (refusal to follow a reasonable request)
- l. Public Display of affection
- m. Physical contact (horseplay, etc)
- n. Leaving class without permission

#### Class Three Offenses

- a. Repeated class two offenses
- b. Smoking/Chewing tobacco
- c. Fighting
- d. Tampering with safety equipment and emergency systems
- e. Theft
- f. Food tampering
- g. Leaving the building without permission
- h. Vandalism/Destruction of school property
- i. Harassment/Sexual Harassment/Cyber bullying/Discrimination/Bullying
- j. Threatening/or/harassment of staff member
- k. Failure to complete assigned in-school-suspension
- l. Trespassing

#### Class Four Offenses

- a. Repeat of class three offenses
- b. Possession of and/or under the influence of the use of alcoholic beverages and/or illegal /synthetic/imitation drugs while on school property or under school supervision
- c. Physical assault
- d. Sexual misconduct (exposure, improper touching, etc.

#### Class One Possible Consequences

- a. Verbal/written warning
- b. Notification to parent
- c. Withdrawal of certain privileges
- d. Teacher detention
- e. Office Referral: Office detention, Extended detention

#### Class Two Possible Consequences

- a. Office Referral: Office detention(s), Extended detention(s)
- b. Suspensions: In-School
- c. Notification to parent

#### Class Three/Four Possible Consequences

- a. ISS/OSS Suspensions - Administration may suspend for a period between 1 and 5 days.
- b. Removal from class
- c. Referral to A.D.P. Program
- d. Superintendent Hearing
- e. Removal of bus-riding privileges
- f. Curtailment of after-school activities
- g. Restitution for damages
- h. Notification to police regarding the violation of penal law
- i. Notification to parent

- e. Commission of any act endangering the health and safety of others.
- f. Possession of a weapon/fireworks
- g. Possession of drugs on school property or under school supervision
- h. Sexual assault
- i. Failure to report illegal activity

**Affirming our commitment to follow the Jefferson Middle School student expectations, including Policies and Procedures as set forth in this handbook, including the *Code of Conduct*.**

Please return this form to your child's homeroom teacher by September 14<sup>th</sup> with both signatures

Student's last name: \_\_\_\_\_

Student's first name: \_\_\_\_\_

Student's date of birth:     /     /     Homeroom Teacher: \_\_\_\_\_

School: Thomas Jefferson Middle School     Grade: \_\_\_\_\_

Parent/Legal Guardian: As the parent/legal guardian of this student, I have read, understand and agree to the terms, conditions and expectations of this handbook, including the *Code of Conduct*. I have discussed these guidelines with the student and believe he/she has an understanding of the guidelines.

Parent/Legal Guardian's name (please print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Student: I have discussed the terms, conditions and expectations within this handbook, including the *Code of Conduct* with my Parent/Guardian. I know that if I do not follow these guidelines I may be subject to the consequences of the terms and conditions of the expectations of this handbook, including the Code of Conduct.

Student's signature: \_\_\_\_\_

For your convenience the "*Comprehensive Code of Conduct*" and the Technology "Acceptable Use Policy" have been posted on the website and can be picked up in your child's school office.