

THE JOHN JAY MIDDLE SCHOOL



ABC FAMILY HANDBOOK

A GUIDE FOR STUDENTS AND THEIR
FAMILIES

Dear John Jay Middle School Families,

Welcome to the 2017-2018 school year at John Jay Middle School! We hope you have an enjoyable summer and return refreshed and ready to have an exciting and successful school year.

That success is often the result of becoming involved in the great variety of academic and extra-curricular activities available to you throughout the year. Success can also be the result of knowing what to do, what not to do, and who to go to if you are not sure or need help.

To help you, we have developed this ABC Family Handbook. Please take the time to read it carefully. It will answer many of your questions about rules, procedures, and opportunities to make this school year a productive one. We also ask that you read the District Code of Conduct which complements this ABC Family Handbook.

Our staff is here to assist you, so please contact us if you have any questions. We wish you all the best during this year at John Jay Middle School.

Sincerely,

Richard Leprine

Richard Leprine
Principal, John Jay Middle School

The 2017-2018 JJMS ABC Family Handbook is a companion to the *Katonah-Lewisboro Code of Conduct*. The *Code* offers detailed definitions of practices, policies, expectations, and consequences for students and families in the district. **Topics that are addressed sufficiently in the *Code* are not expanded upon in the ABC Handbook. Families are responsible for reading the *Code* and this ABC Handbook, reviewing it with their children, and acknowledging that they have done so.** Items in this handbook are cross-referenced to the *District Code of Conduct* Article # where appropriate.

WHY AN ABC FAMILY HANDBOOK?

As with any community, our school must run smooth from day to day. Our school motto, “*Learn, Care, Lead*,” forms the basis for our work together. Understanding and complying with the direction offered in this book allows students, staff, and families to succeed in the school community. Further, it calls upon each of us to lead others to learn and meet the school's expectations as they are defined in this handbook. These two acts of learning and leading together provide strong evidence that we care about ourselves and our community. Thus, the expectations for all members of JJMS are to:

Learn and then meet the expectations of our school community.

Care about our own dignity and the dignity of others.

Lead by example and by taking a stand when anyone disrespects themselves or others.

Please read this information closely and work to realize our goal to maintain a strong community each day.

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John Jay Middle School Staff 2017-2018

ADMINISTRATIVE STAFF

Richard Leprine	Principal
Monica Bermiss	Assistant Principal
Shantel Brooks	Assistant Principal
Christian McCarthy	Director of P.E., Health, Athletics, Wellness
David Feller	Director of Pupil Personnel Services

CLERICAL STAFF

Mary Cannova	Guidance Secretary
Nancy Cogswell	Guidance Secretary
Janice Dobson	Main Office - Secretary
Nancy Calicchia	Main Office - Secretary to the Principal
Annette Negrelli	Front Desk Receptionist
Susan O'Malley	Library
Linda Volpe	Main Office Secretary

MONITORS

Terry Clark
Maria Corrado
Sally Cruz
Robert Haggerty
Susan Killea

Zsuzanna Kis
Angela LaBianca
Sigal Leitner
Gloria Levine
Danilisa Matias
Maria Valvano
Cheryl Wanser

CUSTODIANS

Dave Cook – Head Custodian
Gene Almstead
Ken Ciofreddi
George Conklin
Mike Kamalsky
Vincent Kennedy
Tony Lago
George Mikell
Martin Regan
Frank Rogewitz
Steve Whitman

JOHN JAY MIDDLE SCHOOL FACULTY 2017-2018

Sixth Grade:

Team Intrepid

Mary Dillon
David Fritsch

Team Inquiry

Marcia Daley-Savo
Jesse Weiss

Team Perspective

Mark Grossman
Anna Loeb
Melissa Smythe

Team Zeal

Guy Amdur
Annette Milne
Kathy O'Neil
Kathy Rutherford
Jean Kellachan

Unified Arts - Jean Capuano, Carolyn Kelly, Laura Woelfel

World Language- Kaitlyn Conlan, Matthew Knittel, Susan Reiss

Health- Liz Ferrara

RTI- Guy Amdur, Annette Milne

Seventh Grade:

Team Imagine

Jessica Balandra
Jim Egeler
Suzanne Guziec
David Ley
TBA

Team Inspire

Marie Calo
Andy Halpern
Jodi Jeran
Greg Kastanis
Jane Williams

Team Unity

Claire Balassi
Jaimie Dini
Stacy Husband
Cathie Smollon
Nick Stathis

Unified Arts- Melissa Brady, Jean Capuano, Holly Kellogg, Carolyn Kelly, Tina Russo, Laura Woelfel

World Language- Christina Clark, Robert Hoffman, Lauren Mulvihill, Susan Reiss

Health- Liz Ferrara

RTI- Guy Amdur, Claire Balassi, Katie Beckley, Stacey Husband, Catherine Smollon

Eighth Grade:

English- Laura Atwell, Lisbeth Arce, Amy Baisley

Math- Rose Marie Colaizzi, Michael Perlin, Kaitlyn Watkins

Science- Zach Miller, Patricia O'Gorman, Nick Stathis

Social Studies- Claire Balassi, Paul Ciancio

Unified Arts- Kendra Collins, Lindsay Hoyt, Evan Lucieer

World Language- Christina Clark, Kaitlyn Conlan, Robert Hoffman, Barbara Kessler, Susan Reiss

RTI- Guy Amdur, Claire Balassi, Katie Beckley, and Cathie Smollon

Other Area Teachers Grades 6-8:

<u>Special Education:</u>	<u>Music:</u>
Marie Calo	Jennifer Fraczek
Katrina Costello	Elena Gambulos
Greta Laffey	Elissa Leventhal
Maria Mellon	Christian Provetto
Sean Murphy	
Jessica Nappi	<u>Physical Education:</u>
Elissa Rekow	Artie Blank
Will Seibert	Matt Gallagher
Karen Ursitti	Joe Mammoser
	Nick Savastano
<u>Teaching Assistants:</u>	<u>Speech and Language:</u>
Karla Arell	Dawn Dall
Neal Blum	Barbara Gabrielsen
Linda Devine	
Laura Ann Habal	<u>Teacher Aides:</u>
Margo Hackett	Shoshanna Bennett
Merrill Hays	Lisa Cirillo
Patrice Henderson	TBA
Lisa Hufnagel	
Michele Jensen	
Heather Koles	<u>Nurses:</u>
Donna McNamara	Cyndi Mallon
	Mary Mullaney
	<u>Social Worker:</u>
<u>Counselors:</u>	Ray DiStephan
Jen Makover	Kiri Ryan
Annemarie MacSweeney	
Jeff Tepper	<u>Psychologist:</u>
	Julianna Michael
<u>Librarian:</u>	<u>ENL:</u>
Chris Osborn	Jaimie Dini

ACADEMIC HONESTY

At JJMS, students may not represent the work of others as their own. To help students understand the difference between what is permitted and what is considered dishonest and/or unacceptable, teachers review in detail with students the definitions of plagiarism, cheating, and copying as they apply to work in specific classes. An outline of those definitions is included below. **Families are reminded to review student work at home to ensure that work is completed with integrity.**

On homework, cheating is...

1. Direct copying, paraphrasing, or using the ideas from another person's work **without giving appropriate credit to the author.**
2. Direct copying, paraphrasing, or using ideas that are not your own from any published material **without giving appropriate credit to the author.**
3. Dividing assignments among friends and exchanging work without teacher approval.

On tests, cheating is...

1. Copying answers from another student's test.
2. Bringing "cheat sheet" material into a test situation.
3. Providing answers to other students while taking a test.
4. **Sharing the content or answers on a test you've taken with those who have yet to take the test.**

When using technology, cheating is...

1. Direct use: copying and pasting, or copying by typing text that is not yours **without giving appropriate credit to the author.**
2. Paraphrasing **or using ideas** that are not your own from published material* **without giving appropriate credit to the source or creator.**
3. Entering or using other students' or teachers' files **without permission from a teacher.**
4. Printing a file created by someone else, attaching your name and submitting it as your own.
5. Providing another student with a copy of your completed homework so that they might look at or copy it before completing it or submitting it as his/her own.

* Published material includes, but is not limited to, books, articles, web sites, and software.

Working in teams/collaborating

Students often work in teams in class or on projects. Collaboration is not cheating. It includes discussing directions or purpose of assignment, discussing ways to solve problems, brainstorming ideas, composing written responses, etc. Collaboration becomes cheating when work is not shared, but instead is provided to another student or accepted from another student, without direct involvement in its creation. Where work being submitted to a teacher is the result of collaboration, the names of all the group members should appear on the work. Teachers will determine when collaborating is recommended for students.

CONSEQUENCES FOR CHEATING, COPYING, AND PLAGIARISM

Parents will be contacted by the teacher whenever a case of cheating is uncovered. The penalty for cheating, copying, or plagiarism is that **no credit will be awarded for work that falls into the categories named in this section on any kind of assignment including, but not limited to, homework, tests, written work, research, and projects.**

Courses of action as a result of cheating may include:

- Completing the assignment with integrity *for no credit* so that the teacher and student can assess student learning together.
- Educational opportunities to improve a grade (e.g.: working hard to make up for the mistake, completing challenge work offered to all students by the teacher).
- Parent/administrative/support staff conferences, particularly with regard to repeat occasions of cheating.

Finally, students and their families should be aware that **plagiarism is easy to recognize**. Teachers are familiar with the general skill levels of students in their grade level. It does not take much time for the teacher to recognize the skills and style of work done by an individual. Plagiarism is, largely, a losing proposition.

ACHIEVEMENT ROLL

To be on the Achievement Roll students have to go up 2 grade increments and not decrease in increments in any subject. For example, if the student improved from a C- to a C+ in ELA and all other subject grades remained stable, he/she would be on the Achievement Roll.

AFTER SCHOOL PROCEDURES

Students are not permitted in any unsupervised locations at any time. Students may remain after school only for school sponsored activities and **must** be under the direct supervision of a staff member at all times. Students may not remain after school to be a spectator at a high school/middle school inter-scholastic practice or game unless organized as a school event. When this is the case, all students must have a **note** from the parent giving them permission to stay for the event and offering a clear explanation of how the student will be getting home (late bus/parent pick-up). Students who do not have a note will not be allowed to stay for the event. The administration will determine if the game is being organized as a school event and will communicate in advance to the students prior to the event.

All students are to be picked up in the appropriate pick up location (Middle School upper parking lot).

After school activities begin at 2:10 p.m. and end at different times, depending on the activity. Extra help and club activities will normally end at 2:45 p.m. This allows students participating in extra help and clubs the option of taking the high school bus run home at 2:57 p.m. or being picked up. Students who are to be picked up must meet their ride at the JJMS main entrance circle. If an after school activity goes later than the 2:57 high school bus run, a 4:15 and 5:30 p.m. activity bus will be available for students to take home. **(Please note: The 4:15 p.m. and 5:30 p.m. activity buses have different routes and the stop is likely to be farther away from your home).**

When do I need a Bus Note? If taking a bus after 3:00 p.m. he/she will need a note from the staff member to ride. If a child would like to take a bus going to a location other than their home (to a friend's home), they will need a note from a parent/guardian for any bus ride.

If your child does not know how to ride an extended day bus, he/she can ask a school staff member or read the bus information board located in the dining room.

A student who is going to the home of a friend after school and who plans to ride the friend's bus must present a note to the school receptionist at the beginning of the school day. A bus pass for the student will be available during the child's lunch period. Students being picked up by a parent or a parent designee must present a note to the school receptionist at the beginning of school. A pass will be available during the child's lunch period. In the event a parent must change the child's bus during the school day, a note must be emailed to an assistant principal. Please consider that the note may not be processed in time for the 2:07 p.m. bus.

The student may have to take the 3:00 p.m. HS bus.

Parents who would like their child to walk home every day must send a note to the school principal at the beginning of the year stating the permission to walk.

For bus times and bus run information, please go to the JJMS Website, and on the department tab, click Transportation. The information is listed in the resources section.

ATTENDANCE PROCEDURES

Regular attendance at school is essential for a student to achieve success. When students are absent from school, parents must report the absence **by phone** on each morning of the absence. Please call **763-7523 for grade 6, and 763-7660 for grades 7 and 8**. A written note with the reason for and dates of absence must be sent upon your child's return to school.

School Arrival

Each morning, students enter the building from the buses beginning at approximately 7:10 a.m. **Please have your children use bus transportation to avoid serious traffic congestion.** We ask parents who must drop their children off at school not to do so earlier than 7:15 a.m. If you must drop off your child, it is important that the drop off is made in the middle school upper parking lot. The only entry doors to the building during the day are the main reception area doors. Children are not to be dropped off or picked up at the high school or at athletic fields.

Excused Absences

Excused absences from school include: illness of the student; death in the family; religious observance; required attendance in court; approved school-sponsored activities (such as field trips, interscholastic athletics, musical and other competitions), directed or authorized presence at the administrative, counseling, or health office, quarantine, emergency medical or dental appointments.

Unexcused Absences

Any absence not provided for on the excused list shall be deemed an unexcused absence. This includes classes missed due to oversleeping or missing the bus to school in the morning.

STUDENT BEHAVIOR

The rules and regulations applying to all students in the Katonah-Lewisboro School District are detailed in the *District Code of Conduct* (Articles IV – VII). The rules and regulations apply to all school activities whether they are at the school or off-site. Highlighted below are rules, regulations, and disciplinary actions of particular importance at the middle school.

UNINTENDED CONSEQUENCES

“The trouble with trouble is that it often begins as fun.” Students and parents should be aware that JJMS holds students responsible for the unintended consequences of their actions and may penalize students for such actions. Explaining that, “I didn’t mean to hurt anyone” does not excuse careless or risky behavior. This can be especially important when it comes to a possible case of harassment or bullying. The “just kidding” defense may not be admissible.

REPORTING INCIDENTS

Students are expected to report incidents or threats of incidents of physical, emotional, or sexual harassment (bullying) that occur in the school environment to an adult at school or at home. The Dignity for All Students Act (DASA) is a law that *requires* adults (school staff, family, other) who learn about such incidents to report them to a school official. Such incidents or threats may result in consequences as outlined here and in the Code of Conduct.

BEHAVIORIAL EXPECTATIONS SPECIFIC TO JJMS

Students must comply immediately with directives from all staff, **including monitors**, who are supervising hallways, the dining room, and recess areas. Students who question whether a directive from a staff member was reasonable may discuss the matter with the staff member or an administrator *after* they have complied with the directive.

Students are expected to engage in play that is safe and considerate of those around them. Aggressive play, roughhousing, engaging in behavior intended to embarrass or humiliate (e.g., “pantsing”) will lead to disciplinary action that may include suspension of recess privileges, detention, or internal or external suspension from school.

Students should not be in hallways during class time without a pass. When leaving a room, the student should request a pass from the teacher or take one of the “permanent” passes provided by the teacher. Students should be on time for class sessions. Being on time is a practice that is continually reinforced at JJMS. Because no official passing times are included in the school’s schedule, teachers determine a reasonable time to begin instruction each period. **Students are late to class if they are not in the classroom when the teacher expects the students to engage in learning.** Locker stops are not an excuse for lateness. If a student is late “for cause,” they should present a note from a staff member. Lateness is addressed first by the teacher. **Three unexcused lates warrants a detention.** Administrators will monitor student lateness.

BUS ETIQUETTE

The ride to and from school on a school bus should be safe and orderly. Students must remain seated while the bus is moving. Drivers and/or bus monitors may assign student seating on the bus in order to maintain safe and proper behavior during the ride. If students are assigned seating for longer than one day, the transportation department, a school administrator, and the family of the student must be informed. Students who question whether a directive from a bus driver or bus monitor was reasonable may discuss the matter with an administrator *after* they have complied with the directive. Careless or risky behavior is subject to disciplinary action. Students should immediately report incidents of physical or verbal harassment (bullying) directed to them or to others to the driver, to a parent, or to a staff member. **Taking photographs, videos, or recording conversations on the bus is strictly forbidden.** Students must follow the directions from the bus driver. Failure to behave properly on the bus may result in the suspension of bus privileges and/or other disciplinary consequences.

DISRUPTIVE AND/OR UNCOOPERATIVE CLASSROOM BEHAVIOR

If a student is disruptive or uncooperative to the learning process, the teacher will address the situation and may assign a disciplinary action (removal to the office of an administrator, from lunch or other detention). **When a student is chronically disruptive** or uncooperative, the teacher may ask the team (6th and 7th grades) to consider action, discuss the matter with the family, the school counselor, and/or an administrator. Appropriate behavioral and learning strategies will be developed, implemented, and monitored for progress. Appropriate school referrals may result from this process.

BOOK BAGS

Students use book bags to carry books to and from school. Once at school, they must place their bags in their lockers before first period and cannot retrieve them until the end of the day.

CELL PHONES

Students may carry cell phones on their person, but they **must be turned off during the school day** unless teachers are permitting them to be used for class work. Otherwise, students with cell phones visible and/or on will be reported by staff to the assistant principals.

Exception: 8th graders during lunch for games and music only.

Parents are requested not to engage in text conversations with their children during the school day.

Students may not use cell phones to take photographs, videos, or make recordings of any sort while at school, on school buses, or at a school event. Taking photos, making a video, or recording may lead to disciplinary action including suspension from school. Publishing photos or videos taken at school or related to school may lead to suspension from school. Such incidents may be referred to legal authorities by school authorities or by victims of such behavior. Teachers may wish to have students use devices as part of a class activity. Teachers will review protocols for these activities with students.

Students may **not** use their cell phones to contact parents before meeting with the nurses. The nurse will evaluate the child's condition, administer first aid, and, if necessary, contact the parent.

CLOSINGS/DELAYED OPENINGS/EARLY DISMISSALS

School is in session except during hazardous weather conditions or in the event a school building is unsafe for use. Families will receive an automated phone call (Connect Ed) and an email notifying them of a school closing or delayed opening. Radio stations WVIP – 1310 AM (106.3 FM), WHUD – 100.7 FM, WINE – 95 AM, WDJF- 107.9 FM, WFAS – 1230 AM (103.9 FM) carry school closing notices beginning at approximately 6:00 a.m. The best way to be informed of school closings is to consult the district website.

If there is a delayed opening, buses will arrive for pickup 2 or 3 hours later than usual, indicated by the phone call/email from the District. If school is dismissed early, announcements will be made over the radio stations and through Connect Ed. In an emergency dismissal, students **MUST** ride their own buses *unless there is prior indication on the school emergency form indicating that in an emergency a child is to go home with a specified friend/relative.*

What should students do if you are not home and cannot be reached? It is important that you have a plan in place at home so your children will know what to do in case of an emergency closing. Please create a plan that does not rely on their ability to use the phone at school or that will not work when power has been lost.

COMMUNICATION TO STUDENTS AND FAMILIES

JJMS uses its website, email, Connect Ed, and other appropriate means to communicate with parents. The PTO regularly publishes important information to parents. Families should ensure that the school, the PTO, and staff members with whom they interact regularly have up-to-date email addresses for them. Parents are reminded to consult the school's website and their own email accounts for messages on a continuing basis.

DINING ROOM INFORMATION AND EXPECTATIONS

Dining room expectations are defined in the *Code of Conduct*. At JJMS, students are encouraged to eat a nutritional lunch each day. Students may bring their lunch to school or purchase it from the dining room. **If a student decides to bring lunch, glass containers may not be used.** "Charging" lunch is not allowed, but families have the opportunity to pre-pay on the internet. The link is located on the JJMS website home page under School Resources. Click on Food Services/Menu to access the link.

In the dining room students should:

- Form a single line in the serving area with no one cutting the line or saving places.
- Follow directions and act courteously toward serving staff, supervising staff, and custodians.
- Not add more than the assigned number of chairs to a table.
- Clean up the table at which they sit. **Each child sitting at a given table is responsible for the clean-up of his/her area. This may involve cleaning up after a person who has neglected to clean up after him/herself.**
- Not take food from the dining room without permission from staff or without a written pass from a teacher allowing the student to bring lunch to a classroom.
- Not share food with anyone.

Improper behavior will result in a disciplinary measure. General uncleanliness or unruliness will result in the suspension of lunch, recess and/or other privileges.

Lunch Passes: 6th Grade – Pass from teacher in advance is needed to go to a classroom and the library

7th Grade – Pass from teacher in advance is needed to go to a classroom

8th Grade – No passes needed. This is a privilege that will be closely monitored to determine if it will continue.

DRESS CODE

At JJMS, a student's dress, grooming and appearance shall conform to the Article VI of the District Code of Conduct, with special attention to the following:

- At no time may student's clothing include items that are vulgar, obscene, libelous, denigrate others on account of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
- Ensuring that hats or other headgear are not worn in hallways, dining room, classrooms, or any instructional areas.
- Ensuring that underwear is not visible, clothing is not skin-tight, there are no see-through garments without clothing underneath, garments are not brief (front or back plunging necklines), clothing does not include micro-minis, short shorts, spaghetti straps, halter tops, or bare midriffs.
- Footwear must be worn in the building, on school campus, and at school events at all times.
- Students may not remove clothing in a way that disrupts the school environment.

The consequences for violating the district and school dress code are enumerated in the Code of Conduct, Article VI. Violations of the JJMS dress code will be determined by an administrator or school counselor and are not subject to appeal.

EARLY DISMISSAL

Parents are requested not to ask to have children excused before the close of school except in the **rare** case when it is impossible to arrange medical or dental appointments for Saturdays or after school hours. THE PARENT MUST GIVE WRITTEN PERMISSION, STATING THE DATE AND REASON FOR SUCH A DISMISSAL. Regular activities such as sports or religious instruction are not reasons for early dismissal, and will be recorded as UNEXCUSED early departures. **Parents are required to sign their children out at the greeter desk before leaving school.**

ELECTRONIC DEVICES (INCLUDING CELL PHONES)

Students are not permitted to use electronic devices (with the exception of electronic readers) during the school day (7:30 a.m.-2:07 p.m.) except for academic purposes when given permission by a teacher. *

Students can carry electronic devices but the device must be powered off.

Students may not take photographs, videos, or make recordings of any sort while at school, on school buses, or at a school event. Taking photos, making a video, or recording may lead to disciplinary action including suspension from school. Publishing photos or videos taken at school or related to school may lead to suspension from school. Such incidents may be referred to legal authorities by school authorities or by victims of such behavior. Teachers may wish to have students use devices as part of a class activity. Teachers will review protocols for these activities with students.

*Eighth Graders may use electronic devices during their lunch period, but may not use the photograph, recording, or video features.

GRADING/ASSESSMENT

JJMS uses the following formal reporting mechanisms to communicate with parents:

Interim Reports - Three times a year

Report Cards - Three times a year

Reports of poor performance are made to families as necessary (for example: a D or F on a major assignment/test or whenever there is a significant drop in performance).

Concerning 8th Grade Drops and Transfers from Accelerated to Standard 8 Courses

Students must register for accelerated courses (Earth Science and Algebra) in grade 8 no later than **May 1**. Students wishing to drop an accelerated course must do so by the end of the first trimester with the approval of the teacher and an administrator. A course would be dropped after the end of the first trimester only if the teacher, parent and administrator agree it is the best course of action for the student. The report card grade for the first trimester would be "N.G." indicating no grade.

Grade Reporting and Honor/Achievement Rolls

As most grading at the middle school is done by letters*, with pluses and minuses, the following conversion table is provided for your information:

A+	97 – 100	(98)
A	93 – 96	(95)
A-	90 – 92	(92)
B+	87 – 89	(88)
B	83 – 86	(85)
B-	80 – 82	(82)
C+	77 – 79	(78)
C	73 – 76	(75)
C-	70 – 72	(72)
D+	67 – 69	(68)
D	65 – 66	(65)
F	Below 65	(60)

* 6th & 7th Grades

Alpha grades

UA & PE

Alpha grades

8th Grade

Numerical Grade

HOMEWORK

Because they vary from course to course or grade to grade, teachers and teams will share specific homework expectations with students and families as the school year begins.

Homework for Absentees

Students are expected to request and complete work sent home by teachers during any excused absence. In cases where a student is **absent one day or less**, it shall be His/her responsibility to obtain the assignments by contacting another member of his/her class. Students should not interrupt a class to ask the teacher for the day's assignment because they are leaving early for health or other reasons. Getting the telephone number of a homework buddy is highly recommended. If a student is absent from a class due to a field trip or music lesson, etc. s/he has a responsibility to get the assignments.

When a student is **absent for more than one day**, the parent should call the receptionist at 763-7528 to request work. After two days of absence, requests for assignments may be made every other day. Calls **must** be placed by 9 a.m. so that there is sufficient time to gather the assignments. Parents are responsible for arranging to pick up the requested assignments on the agreed upon day. A student who has been absent should submit work completed during the absence to teachers upon his/her return to school. **Students who are absent (excused) for three consecutive days or more are responsible for completing work that has been sent home to them. If it was not possible to complete all the work during the excused absence, the student should complete missed work on a schedule mutually arranged with the teacher. The make-up schedule should not exceed more than half the number of the days of absence. Example: Work missed during five**

consecutive days of absence would be made up by the end of the third day of the return to school.

In the case of an unexcused (**illegal**) absence, teachers are **not** required to give information to students in **advance** of their absence. However, no student is penalized for the absence. **The make-up schedule should not exceed more than half the number of the days of absence. Example: Work missed during five consecutive days of absence would be made up by the end of the third day of the return to school.**

HONOR ROLL

Students need to have a 90 or higher average in their English, Math, Science, SS and World Language courses. The honor roll program will calculate the student's average across these courses to determine honor roll status. No other courses will be included in the average used for the honor roll calculation. Only 7th & 8th graders will be included in the MS Honor Roll. Students with a grade below 80 (B-) in **any course** will be excluded from the honor roll.

LATENESS TO SCHOOL

It is important that students get to school on time and begin the day in an orderly way. **Students who arrive to class after 7:30 a.m. are considered tardy** and must report directly to the window in the hallway outside the main office. A late student who by-passes the window and goes directly to class is subject to disciplinary action. A note explaining the lateness should be submitted upon arrival to the Attendance Officer. Excuses such as **"overslept"** or **"traffic"** are **UNEXCUSED. Three unexcused lates to school in a month will result in an after school detention.** Parents will receive a letter with the dates of the child's late arrival and assigned detention. If lateness persists, more severe consequences may be necessary.

LOCKERS

The school provides students with hall and gym lockers for use during the school year. While hall lockers have built-in combination locks, all students must purchase a special key-controlled combination lock for his/her assigned gym locker. Some guidelines to be followed with respect to lockers and locker use are:

- "Sharing" of lockers is prohibited.
- Students are advised to check that lockers are completely secured after each use and to keep their combinations to themselves.
- No articles of value or money should be left in the locker.
- 6th and 7th graders are allowed to go to their lockers before first period, before and after lunch, at the end of the day, and at other times designated by their teachers.*
- Since the lockers are the property of the school and are provided to the students for their use, lockers are subject to inspections or possible search at any time during the course of the school year. Students are responsible for any damage done to lockers.
- Lockers should be kept neat and clean. Locker clean-outs will be scheduled periodically.
- Students are permitted to wrap lockers on Monday mornings for birthdays within that week. Students should report to the main office at 7:15 a.m. to request permission and obtain supervision.
- **Neither the school nor the district is responsible to replace items missing from student lockers.**

*8th graders may go to their lockers between every period, but must be on time to class. 8th graders who are late to class as a result of a locker stop, will lose the privilege.

LOST AND FOUND

Students should check the Lost and Found, located in the dining room for lost personal items. Books and belongings, including articles of clothing, should be labeled with the owner's name to promote recovery of lost items. For gym locker rooms, the lost and found is in the gym. Expensive small items such as earrings, cell phones, etc. go to the main office.

NURSES OFFICE

Accidents and Illness/Health Services/Physical Exams

Accidents and/or illness that *occur during the school day* must be reported to the school nurse when they occur. Students may not use their cell phones to contact parents before meeting with the nurses. The nurse will evaluate the child's condition, administer first aid, and, if necessary, contact the parent. If students *sustain an injury outside of school*, the nurse should be consulted prior to their return to determine any impact in their participation in school activities. **Students excluded from PE due to health or accident concerns are also excluded from recess and athletic teams and intramural participation. Medical notes are needed for the use of crutches, a wheelchair, etc.** Medical notes need to be submitted every 30 days for "until further notice" restrictions.

- Medication orders need to be renewed every school year
- A parent may write a one day PE note. An MD note is required for further restriction.

The school nurse is available during school hours to provide first aid for injuries and illness that occur during the school day. The telephone number for the Health Office is 763-7508. Except for emergencies, students should have a green health office pass from their teacher before visiting the nurse.

Special health needs should be shared with the school nurse. This information remains confidential.

State directives prohibit the dispensing of any medication, including any over the counter medication, without a written doctor's order. If your child needs to take any medication during the school day, please notify the nurse so that she can send you the blue medication form to be filled out and signed by you and your physician. This form can also be found on the website. **No medication** will be dispensed with parental permission only. Students who need medication during the school day must have written physician **and** parental permission on file in the Health Office. Students may not carry medication of any kind with them during the school day, with the exception of those students who must carry asthma inhalers Benadryl/epi-pen for bee stings or food allergies. Updated medical orders need to be on file in health office.

Proof of physical exams and all updated vaccines as required by New York State must be on file in the health office. Mandated 7th grade physicals are due by the 3rd week of October.

Each student wishing to participate in the sports program must have a current physical. A physical is valid for one year from the date it is performed and must cover the entire season of the sport. Students are also required to register electronically on Family ID.

Scoliosis screenings are mandated by NYS for grades 6, 7, and 8 vision/hearing screening are mandated by NYS for 7th grade.

PARENT INFO

- **The JJMS team structure** provides the opportunity for parents to make direct connections with the entire team of teachers for grades 6 and 7. Conferences can be made by calling the school and leaving a message for the team leader. Teachers not on teams may be reached by email or by calling the school and connecting to that teacher's voice mail. Parents of students in grade 8 may contact the subject area teachers or the child's guidance counselor with requests or concerns.
- **The PTO** sponsors many projects and programs, including a regular joint school/PTO newsletter, cultural arts programs, a book fair, student photos, a library volunteer program, and other on-going parent, teacher, and student activities. All parents are welcome to attend the meetings and become involved.
- **Field Trips** The PTO has created a field trip fund to pay for any child who cannot afford the cost of a trip. If any request for field trip fees becomes a burden, please send a note to the teacher, school counselor, or administrator. This information will be held in confidence.
- **Site-Based Compact Team** The Site-Based Team is a decision making body and is part of New York's Compact for Learning and serves as a vehicle for participation of parents, teachers, and administrators in school-based planning and shared decision making. Its charge is to address the educational goals, both academic and social, of the students, faculty and parents. The team meets monthly. If you would like to serve on the team, please contact the school principal.
- **Religious Observances** Our faculty is sensitive to the completion of schoolwork around religious holidays. Homework may be assigned and tests may be given during these times. If a student or parent indicates to the teacher, prior to the holiday, that the student may have trouble doing the assignment or studying for a test, the student will not be penalized and will be given time to complete the work.

STUDY HALLS IN GRADE 8

Study halls present an opportunity for students to manage their time wisely. The time should be used to get started on or complete homework. Where possible, students might work together responsibly on a class project. Students may read or write independently. Students may do school-related work using available technology. Students should always have a plan for using study hall time well. The room should be functionally quiet and orderly.

TELEPHONES

A school telephone is available in the dining room for student use during lunch and after school. Calls made from this phone should be brief and not of a social nature. Students who remain on the dining room phone for more than 3 minutes will be asked by a staff person to end the call. The public (pay) telephone in the theater lobby is intended for use after school and on weekends.

STUDENT WORK ROOM

A student may be assigned to the school's SWR whenever a teacher determines that the student may be better able to focus on learning following a break. Assignment to the SWR is not considered disciplinary. Students on medical, who are excused from PE also report to the SWR during that period.

VISITORS

JJMS is not able to accommodate visiting students unless that student is considering enrolling in the school. No visitors are permitted during the last month of school or on a day before or after a vacation period. Student visitors are required to abide by all school rules and regulations. **Any visitor must provide proof of updated immunization and emergency contact information.**

WORKING PAPERS

Any student between the ages of 14 and 18 is required by New York State to obtain working papers before she/he may be employed. Working papers may be obtained in the Main Office. A current physical must be on file in the health office for the student.

JJMS 2017 – 2018 Schedule

Period	Time	Period Minutes
HB	7:30 a.m. – 7:45 a.m.	15
1	7:45 a.m. – 8:27 a.m.	42
2	8:27 a.m. – 9:09 a.m.	42
3	9:10 a.m. – 9:52 a.m.	43
4	9:52 a.m. – 10:35 a.m. (7 th Gr. Lunch)	43
5	10:35 a.m. – 11:18 a.m. (6 th Gr. Lunch)	43
6	11:18 a.m. – 12:01 p.m. (8 th Gr. Lunch)	42
7	12:01 p.m. – 12:43 p.m.	42
8	12:43 p.m. – 1:25 p.m.	42
9	1:25 p.m. – 2:07 p.m.	42

ABC FAMILY HANDBOOK SIGN-OFF FORM

Please read the [ABC Family Handbook](#) on our website carefully so that you are aware of the procedures and regulations at John Jay Middle School. Kindly sign this form, indicating that you have read the [ABC Family Handbook](#) and return the form to the office with your emergency contact information.

Student Name (Please print): _____ Grade: _____

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____