

# THE JOHN JAY MIDDLE SCHOOL



## ABC FAMILY HANDBOOK

2020-2021

WITH COVID UPDATES

A GUIDE FOR STUDENTS AND THEIR FAMILIES

*Updated*

September 2020

Dear John Jay Middle School Students and Families,

We hope you have had a restful and enjoyable summer and that you are coming to us recharged and ready for an exciting school year. We are so excited to get to meet each of you throughout the school year.

We understand that the uncertainty in our current global, national and state levels can cause some anxiety when imagining what this school year will bring. We have made a commitment to get to know every student, in-person or remote, so that we can depend on those connections as we work through our academic classes this year.

Success at the middle school can 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, please read the [ABC Family Handbook](#). 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 the handbook.

This year our school will continue to focus on being your *best self* so that you have the best possible school year. Being your *best self* will periodically require you to take a moment to ask yourself, "What is the best for me right now?" or "What is the best decision/action I should take to show my *best self* to those around me?" Allowing these two questions to drive your thinking as you move forward in the year ahead will help you have a great year.

Let's have a great year together!  
Sincerely,

*Jeffrey Swiatowicz,*  
Principal

*Monica Bermiss*  
Assistant Principal

*Shantel Brooks*  
Assistant Principal

The 2020-2021 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 smoothly from day to day. 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 meet the school's expectations as they are defined in this handbook.

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 2020-2021

## ADMINISTRATIVE STAFF-

Jeffrey Swiatowicz	Principal
Monica Bermiss	Assistant Principal
Shantel Brooks	Assistant Principal
Christian McCarthy	Director of Athletics, Health, PE & Nurses
Catherine McNulty	Director of Special Services

## CLERICAL STAFF

Mary Cannova	Guidance Secretary
Amy DeCrenza	Guidance Secretary
Janice Dobson	Main Office Secretary
Laura Giardina	Principal's Secretary
Susan O'Malley	Library Clerk
TBA	Main Office Secretary

## MONITORS

Toyin Akinbolajo  
Terry Clark  
Maria Corrado  
Sally Cruz  
Sara Driscoll  
Robert Haggerty  
Gloria Levine  
Danilsa Matias  
Tina Primavera  
Jamie Sudol  
Maria Valvano  
Zsuzanna Varga

## CUSTODIANS

Dave Cook – Head Custodian  
Gene Almstead  
Ken Ciofreddi  
James Dibra  
Vincent Kennedy  
Gregory Kraus  
Anthony Lago  
Patrick Mazza  
Martin Regan  
Doris Taday

## SECURITY GREETERS

TBN – Morning  
Thomas Aitken - Afternoon

## JOHN JAY MIDDLE SCHOOL FACULTY 2020-2021

### Sixth Grade:-

<u>Team Aspire</u>	<u>Team Tapestry</u>	<u>Team Tenacity</u>	<u>Team Intrepid</u>
Kathy O'Neil Christine Watroba Nicole Esterow	Guy Amdur Jesse Weiss Jeanne Kellachan	Annette Milne Anna Loeb	Mary Dillon David Fritsch

Unified Arts –  
World Language –  
Health –

Jean Capuano, Marcia Daley-Savo, Laura Woelfel  
Kaitlyn Conlan, Robert Hoffman, Susan Reiss  
Stephen DelMoro, Tyler Sayre

### Seventh Grade:

Team Grit

Jessica Balanda  
Jim Egeler  
Suzanne Guziec  
David Ley  
Melissa Smythe

Team Esteem

Jodi Jeran  
Kelsey Horst  
Greta Laffey  
Nicholas Stathis  
Jane Williams

Team Unity

Claire Balassi  
Stacy Husband  
Gregory Kastanis  
Michael Perlin

Unified Arts –  
World Language –  
Health –

Melissa Brady, Kendra Collins, Tina Russo  
Kaitlin Conlan, Robert Hoffman, Lauren Mulvihill, Evelyn Suero Garcia  
Susan Reiss  
Stephen DelMoro, Tyler Sayre

### Eighth Grade:

English –

Lisbeth Arce, Amy Baisley

Math –

Rose Marie Colaizzi, Michael Perlin, Catherine Smollon

Science –

Gregory Kastanis, Zach Miller, Patricia O'Gorman

Social Studies –

Claire Balassi, Paul Ciancio, Danielle Crigler

Unified Arts –

Kendra Collins, Marcia Daley-Savo, Holly Kellogg  
Evan Lucieer, Laura Woelfel, Jean Capuano,

World Language –

Christina Clark, Matthew Knittel, Lauren Mulvihill, Nathalie Dembele,  
Eveyln Suero Garcia

Health –

Steven DelMoro, Tyler Sayre

## Additional Staff Grades6-8:-

<u>Special Education:</u>	<u>Music:</u>
Katrina Costello	Sarah Cordes
Nicole Esterow	Jennifer Fraczek
Peter Iannarelli	Elissa Leventhal
Diana Keith	Carley Spaeth
Jeanne Kellachan	
Greta Laffey	<u>Physical Education:</u>
Sean Murphy	James Clark
Jessica Nappi	Stephen DelMoro
Elissa Rekow	Jennifer Luft
Will Seibert	Joseph Mammoser
Melissa Smythe	
	<u>Speech and Language:</u>
<u>RTI Interventionists</u>	Dawn Dall
Kathleen Beckley	Barbara Gabrielsen
Claire Balassi	
Lisa DeRose	<u>Librarian:</u>
	Jennifer Useted
<u>Teaching Assistants:</u>	
Karla Arell	<u>ENL:</u>
Neal Blum	Halpaa Duarte
Patricia Caban	
Lisa Delaney	<u>Counselors:</u>
Theresa Fiscella	Annemarie MacSweeney
Laura Ann Habal	Jennifer Makover
Linda Hall	Jeffrey Tepper
Patrice Henderson	
Lisa Hufnagel	<u>Social Worker:</u>
Michele Jensen	Raymond DiStephan
Heather Koles	
Patricia Vickers	<u>Psychologists:</u>
	Sarah Fryd
<u>Nurses:</u>	Madison Lee
Mary Mullaney	
Ellen Pappas	

## ACADEMIC HONESTY

Per the KLSD Code of Conduct's Article IV, Prohibited Student Conduct, students may not represent the work of others as their own. We always expect all students to do their best. 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.**

At JJMS:

### **Cheating on homework is...**

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

### **Cheating on a test is...**

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

### **Cheating when using technology is...**

- Direct use: copying and pasting or copying by typing text that is not yours **without giving appropriate credit to the author.**
- Paraphrasing **or using ideas** that are not your own from published material\* **without giving appropriate credit to the source or creator.**
- Entering or using other students' or teachers' files **without permission from a teacher.**
- Printing a file created by someone else, attaching your name and submitting it as your own.
- 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.

### **Committing forgery is...**

Signing an assignment/quiz/test using a signature other than your own.

### **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, forgery, and plagiarism**

Parents will be contacted by the teacher whenever a case of cheating/forgery 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.** The penalty for forgery may result in disciplinary consequences.

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.

## BEFORE SCHOOL AND AFTER SCHOOL PROCEDURES

**At this time, there are no After School Activities.**

### **NEW School arrival**

- Prior to coming to school, all students must be cleared per our safety screen to come to school.
- Upon exiting the bus/car, students must have their evidence of a passed screener for that day ready to be presented to a school staff member.
- Each morning, students will begin to enter the building around **8am** once busses begin to drop students off.
- Students riding the bus will be dropped off at our Theater entrance.
  - Students riding the bus who have evidence of a passed screener, will enter the school through our Theater entrance after showing their passed screener to a staff member at the entrance.
  - Students riding the bus who DO NOT have evidence of a passed screener, will form a socially distanced line outside the main entrance in the circle under the awning.
- If you must drop off your child, drop off is made in the middle school upper parking lot. We ask parents to drop their children no earlier than 7:50 a.m.
  - Students who are dropped off and have evidence of a passed screener, will enter the school through the first door of our main entrance circle after showing their passed screener to a staff member at the entrance.
  - Students who are dropped off and DO NOT have evidence of a passed screener, will form a socially distanced line outside the main entrance in the circle under the awning.
  - Children may not be dropped off or picked up at the high school or at athletic fields.

### **NEW dismissal practices**

- Students will only be permitted to ride their OWN bus. They will not be permitted on any other bus.
- At the dismissal bell, students will be directed to go directly to their pick up/bus spot. Each section will have a designated route to exit the building. Students are expected to follow their route and not make any stops/changes their dismissal procedure.
- **Students who do not follow these expectations will meet with the school administrator.**

**Pick-up location-** Students can be picked up by their guardians at the Middle School upper parking lot.

### **When do I need a bus note?**

- **Bus notes will not be accepted until further notice. Students will only be permitted to ride their designated bus.**
- Students picked up by a parent or a parent designee must present a note to a staff member in the office at the beginning of school. A pass will be available during the child's lunch period outside the main office.

**Walkers-** 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 their permission to walk.

## ATTENDANCE PROCEDURES

Regular attendance at school **in person or remote** 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 914-763-7523 for **grade 6**, and 914-763-7510 for **grade 7 and 8**.

A picture of a written note with the reason for and dates of absence must be emailed (or faxed) to [jdobson@klschools.org](mailto:jdobson@klschools.org) (grade 6) or [adecrenza@klschools.org](mailto:adecrenza@klschools.org) (grade 7/8) upon your child's return to school or the absence may be marked as illegal.

### 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. **Excused absences require a written note emailed or faxed from a parent/guardian. Medical clearances from your child's doctor must be faxed to (914) 763-6014.**

### 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.

### 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 **8:00 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 at the Main Office window. 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.

**Remote Instruction-** Students are expected to log in by 8:00 a.m. with their camera on, and await directions from the teacher. Students who arrive after 8:00 a.m. are considered late. An email from the student's guardian explaining the lateness should be sent to the grade level attendance officer (grade 6- [jdobson@klschools.org](mailto:jdobson@klschools.org) and grade 7/8 [adecrenza@klschools.org](mailto:adecrenza@klschools.org)). Excuses such as "overslept" or "traffic" are UNEXCUSED.

### Lateness to class

Students may not be in hallways during classtime without a pass. When leaving a room, the student needs to request a pass from the. Students must be on time for class sessions. Being on time is a practice that is continually reinforced at JJMS. Lateness is addressed first by the teacher. If lateness persists, disciplinary consequences may be necessary.

**Remote Instruction-** Students are expected to be logged into each class period 1-9 (with the exclusion of lunch) daily and on time. Students must log in and await their teacher's directions. Lateness will be documented and disciplinary consequences may be necessary if the behavior does not improve.

## **NEW BATHROOM USE/WASHING HANDS**

At this time, only two students are permitted to use the multiple person restrooms at once. When entering the restroom, students should observe if there are two stalls open. If not, or if someone is washing their hands, they are to wait on the first 6ft marker located outside of the bathroom.

When washing hands, students should use both soap and water and scrub their hands, wrists and fingernails thoroughly for at least 20 seconds before drying them with a paper towel. Students should wash their hands at minimum 4x a day, once in the morning, before and after they eat, and again in the afternoon.

## **BEHAVIORAL EXPECTATIONS**

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.

Students must comply immediately with directives from all staff, **including administrators, teachers and monitors**, who are supervising any school area. 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 **MUST** be considerate of those around them. Aggressive play, roughhousing, engaging in behavior intended to embarrass or humiliate will lead to disciplinary action that may include detention or internal or external suspension from school.

### **NEW Social Distancing**

Students must practice social distancing by remaining 6 feet apart from each other as best as possible. Students must keep their hands to themselves and follow the traffic arrows/social distance markers throughout the building. Students may not convene with each other in pairs or groups. Students who do not follow these expectations may be subject to disciplinary action.

### **NEW Mask Wearing**

Students must wear a mask at all times (excluding eating/drinking/mask breaks). Students are encouraged to wash their masks daily. Teachers will provide students with masks breaks. If a student needs a mask break outside of the designated time, they are to ask permission from the teacher who will direct the student with next steps.

### **Unintended Consequences**

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.

### **Disruptive and/or uncooperative classroom behavior**

If a student is disruptive or uncooperative to the learning process (in person or remote), the teacher will address the situation and may assign a disciplinary action (removal to the office of an administrator or detention). **When a student is chronically disruptive** or uncooperative, the teacher may ask the team (6<sup>th</sup> and 7<sup>th</sup> 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.

## 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.

*Students may report these incidents to any staff member at any time.*

## BUS ETIQUETTE

Students must wear a mask upon entering and riding the school bus at all times. The ride to and from school on a school bus should be safe and orderly. Students of the same family are required to sit together. Once students enter the bus, they must load the bus from the front to back, ALWAYS wearing a mask, and practicing social distancing as possible. Bus seats will be numbered and lettered to identify where each student sits for contact tracing daily. Students must remain seated while the bus is moving. Students will exit the bus from front to back and proceed to the correct entrance at building. Drivers and/or bus monitors may reassign 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.

## BOOK BAGS

Students are permitted to use book bags in school as there will be **NO lockers**. Traditional two-strap backpacks are encouraged. Students will not be allowed to use book bags on wheels without a doctor's note.

When packing your book bag, only bring what is essential for school:

- Portable school issued device and charger (in a sealable baggy to prevent water/food damage)
- Headphones
- Notebook/s (as needed)
- Writing utensils (as needed)
- Lunch
- Book to read
- Folder/s (as needed)
- Water bottle

## CELL PHONES

Students are not permitted to use cell phones during the school day (8:10 a.m.-2:48 p.m.). Cell phones *must be turned off during the school*. Students with cell phones on will be reported by staff to the assistant principals.

**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 (see Article XVII). Publishing or posting 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.

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

**Headphones or AirPods must be removed** as soon as the student enters the school building so that students can communicate clearly with all other members of our community.

**Smart devices (ie. watches) must be removed** during class and schoolwide testing.

## NEW CLASSROOM CLEANLINESS

**Classroom Cleaning:** As students enter a classroom, they will be expected to take a wipe and wipe down their desk. This will allow students to be confident that their space is clean before sitting at the desk for learning. Gloves and wipes will be provided by the school.

Students will be discouraged from sharing personal and classroom supplies. When sharing of school supplies does occur (ie. science/art equipment), proper sanitation and hand washing will be implemented.

## CLOSINGS/DELAYED OPENINGS

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 you have a plan in place at home so your children will know what to do in 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, Schoology 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/LUNCH INFORMATION AND EXPECTATIONS

### In-Person School Days

At this time, students will not be convening or eating in the dining room. Students will be eating lunch in their assigned classroom. Students are encouraged to eat a nutritional lunch each day. Students may bring their lunch to school or preorder it using the Food Services App. **Glass containers may not be used.** "Charging" lunch is not allowed, but families can pre-pay on the internet. The link is located on the JJMS website home page under School Resources. Click on [Food Services](#) to access the link for the most updated information.

In the classroom students are expected to:

- Report to their designated lunch classroom.
- Stay seated/ practice social distancing.
- Follow directions and act courteously toward serving staff, supervising staff, and custodians.
- Clean up the table/desk at which they sit. **Each child sitting at a given table/desk is responsible for the clean-up of their area before and after eating.**
- **Students must ask to be dismissed by monitors or administrators to use restroom.**
- Keep all food in classroom.

Improper behavior will result in a disciplinary measure (see Article VII). General uncleanliness or unruliness will result in the suspension in the classroom or other privileges.

### Lunch Passes:

At this time, lunch passes will not be provided. A student/teacher may schedule an online meeting if necessary.

### Remote Instruction School Days

Students will be able to pre-order lunch online and pick it up from JJHS for remote instruction on specific days. Please view our [Food Services](#) webpage for specific information.

## DRESS CODE

According to the KLS D Code of Conduct Article VI:

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. At all times, dress must be safe, appropriate and not disrupt or interfere with the educational process.

A student's dress shall:

- Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
- Cover undergarments (waistbands and bra straps are allowed to show).
- Cover all private parts and the fabric covering private parts must not be see through.
- Include footwear that must be worn in the building on school campus and at school events at all times.
- Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
- Not include jewelry that can be dangerous such as spiked bracelets or neck collars.
- (In the elementary schools and middle school only) Ensure that hats or other headgear are not worn in hallways, dining room/cafeteria, classrooms, or any instructional areas. The administration may make allowances for special days such as spirit week. Exceptions will also be made for medical or religious requirements.
- Ensure that the student is personally identifiable at all times. Exceptions will be made for medical or religious requirements.

This student dress code shall be enforced consistently across the district. It shall be enforced with all respect for student privacy and confidentiality, and infractions will be handled on an individual basis.

*Each building Principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. The final determination of whether or not a garment violates the dress code is at the discretion of the building administration.*

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending items and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline.

**Students are expected to follow the same Dress Code during remote instruction.**

## 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 appointments outside of school hours. **Parents are required to sign their children out before leaving school.**

THE PARENT MUST GIVE WRITTEN PERMISSION (take a photo of it and email it in), 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.

## 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 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. This time is usually around the beginning of December. A course can be dropped if all parties 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.

### Grading

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)

6<sup>th</sup> & 7<sup>th</sup> Grades

UA & PE

8<sup>th</sup> Grade

Alpha grades Alpha

grades Numerical

Grade

## NEW HALLWAYS

Students must practice social distancing within all hallways. Students are required to walk to the right of each hallway, allowing the taped line running through the center of the hallway to divide two directions of traffic. Students must walk directly to their next class. Students should walk alone, maintaining as much social distance as possible. If a student arrives to a class with the door closed, the student must wait on the marker outside of the room. As more students arrive, each student must find a 6ft away marker on the floor to wait to enter.

## HOMWORK

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 posted by teachers during any excused absence. In cases where a student is **absent one day or less**, it shall be their responsibility to obtain the assignments by contacting another member of their class, or teacher, by phone/email/Teams/Schoology. 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., they have a responsibility to get the assignments.

When a student is **absent for more than one day**, the parent should call the Main Office at 763-7660 to request work. After two days of absence, requests for assignments may be made every other day. Calls **must** be placed by 10 a.m. so that there is sufficient time to gather the assignments. A student who has been absent should submit work completed during the absence to teachers upon their return to school (in person or remotely).

Students who are absent (excused) for three consecutive days (**from in person or remote instruction**) or more are responsible for completing work that has been assigned. 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 person or remote).

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.

## LOCKERS

**At this time, lockers (including gym lockers) will not be assigned, provided or accessed for any use.**

## 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. Expensive, small items such as earrings, cell phones, etc., go to the main office.

Any items still in the Lost and Found in August (following a school year) will be sent to a local clothing drive. **Students are encouraged to practice proper hand washing and sanitization when looking for lost and found items.**

## MOBILE COMPUTING DEVICES (SCHOOL ISSUED)

The purpose of providing all students a mobile computing device is to ensure equitable tools and resources are available for our students to be successful and engaged learners.

In order to achieve academic excellence, today's students require access to educational experiences that seamlessly integrate technology throughout the educational program. The District Technology Department also seeks to provide our students with learning opportunities beyond the normal school day and has design district issued computers to operate off campus.

The use of district issued technology resources (hardware, software, etc.) is a privilege, not a right. The privilege of using the technology resources provided by the District is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled in the District.

Mobile devices (iPads for sixth and seventh graders and MacBook Air laptops for eighth graders) will be distributed each fall for returning students. Parents/Guardians and students must sign and return *the Student Pledge for Mobile Computer Use* and review the *Student Technology Handbook* before the device will be issued. Teachers may set additional requirements for use in their classroom.

The guidelines in the *Student Technology Handbook* are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the guidelines contained within the *Student Technology Handbook*, privileges may be terminated, access to the district technology resources may be denied, and the appropriate disciplinary action may be applied.

Violations may result in disciplinary action up to and including suspension for students. When applicable, law enforcement agencies may be contacted. Disciplinary action will follow District policy and the guidelines contained within BOE Policy and Administrative Regulations for Acceptable Computer Use Policy for Students and the Code of Conduct Policy.

## NURSES' OFFICE

When a student needs to report to the nurse's office, they will report to the glass window in the Nurse Office extension, and identify if it is a "Well Visit" or "Sick Visit". The nurse will direct the student to the appropriate office to go to (healthy or sick).

When determining what kind of visit it is, a student should consider the purpose of their visit and how they are currently feeling. Please view some possible reasons of visiting the nurse's office below:

### Well visits include:

- need medication
- need band aid
- bloody nose
- injury
- submitting paperwork

### Sick visits include:

- stomach ache/nausea/ vomiting
- headache/dizziness
- fever/chills
- sore throat
- body aches

In the event a student needs to go home sick, parents will be directed to sign their child out by the nurse's window outside, and will exit the building from that entrance.

### **Accidents and Illness/Health Services/Physical Exams**

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 914-763-7508. 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. **Updated medical orders need to be submitted every September to the health office". FAX # (914) 763-6014.** 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.

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 on 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.

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.

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

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

Other reminders:

- 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.

## PARENT INFO

**Please click on the following link to see our most recent communications from school.**

**<https://jjms.klschools.org/home> then click on Students & Parents>2020-2021 Parent Communication**

**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 contacting the team leader via phone/email/etc. 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. Please visit [jjmspto.com](http://jjmspto.com) for more information.

**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 regularly throughout the school year. 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.

## SCHEDULE

<b>PERIOD 1</b>	8:00-8:46 (Announcements/Pledge at end of period)
<b>PERIOD 2</b>	8:50-9:30
<b>PERIOD 3</b>	9:34-10:14
<b>PERIOD 4</b>	10:18-10:58
<b>PERIOD 5</b>	11:02-11:42
<b>PERIOD 6</b>	11:46-12:26
<b>PERIOD 7</b>	12:30-1:10
<b>PERIOD 8</b>	1:14-1:54
<b>PERIOD 9</b>	1:58-2:38

## SPECIAL SERVICES

The Katonah-Lewisboro Unified Free School District is responsible for providing special education services to all resident students who qualify for such supports. These services are coordinated by the district's Special Services Office, which encompasses the district's Committee on Preschool Special Education at the preschool, and Committee on Special Education at the elementary and secondary levels, in conjunction with the regular education program. We invite the parents of all classified students to partner with us to meet the needs of your children.

If your school-age child is having difficulties in school, first talk to his or her teacher. Many schools offer supports for students within the general education setting such as counseling services, speech and language improvement services, curriculum and instructional modifications and Response to Intervention Services.

If you suspect that your child has a disability and may require special education services, you can make a referral to the **Committee on Special Education (CSE)**. A referral is a written statement asking that the school district evaluate your child to determine if he or she has a disability and needs special education services. This written statement should be addressed to the chairperson of your school district's Committee (for Elementary- Assistant Director of Special Services Bridget Becker or for Secondary- Assistant Director of Special Services Jeffrey Cole) or your school principal. Upon receipt of a referral, the building principal may request a meeting with you to determine whether your child would benefit from additional general education supports that may be available. The referral may also result in the CSE sending a request for your consent to proceed with an initial evaluation of your child to assist in determining if he or she needs special education services. If you have any questions or need additional information, please call the Special Services Office at 763-7024 and/or visit the website at [www.klschools.org/groups/4500/special\\_services/home](http://www.klschools.org/groups/4500/special_services/home).

## 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. **Students in remote instruction do need to log into their SWR period unless they have a scheduled RTI session/meeting with their teacher.**

## 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 may receive additional academic and social-emotional supports during this time. Students should always have a plan for using study hall time well. The room should be functionally quiet and orderly. **Students in remote instruction DO need to log into their study hall period for attendance purposes and then may log out based on teacher's discretion, OR log into a scheduled RTI session/meeting with their teacher.**

## TELEPHONES

**The school telephone available for student access will be located in the main entrance lobby. District provided wipes will be accessible for sanitization. Calls made from this phone should be brief and not of a social nature. Please refrain from using the telephone in the dining room.**

## VAPING, SMOKING AND TOBACCO USE

According to the KLSLD Code of Conduct Article XIII (Please also refer to Board Policies 1530):

Each school of the Katonah-Lewisboro School District is a non-vaping, non-smoking, tobacco free campus. For purpose of this provision, non-vaping shall refer to the prohibition of the use of any smoking device (electronic cigarette or vape device). Pursuant to Federal and New York State law, smoking, vaping and tobacco use is forbidden. No person, including visitors, shall vape, smoke, use tobacco, and no student shall possess tobacco products or electronic cigarette or vape paraphernalia (including devices, cartridges/capsules, and related materials), on school grounds (i.e., any school facility, building, structure, and surrounding outside grounds within the school's property), at school sponsored activities and field trips, or on school buses or other vehicles transporting children.

**Students are encouraged to seek out a trusted adult (teacher, counselor, administrator, monitor) if they witness or hear about any of these activities in the building or view such activity on social media.**

## VISITORS

**At this time, JJMS will not be permitting any student visitors into the building.**

## **NEW WATER BOTTLE USE AND CARE**

Carrying personal reusable water bottles in backpacks is encouraged to support good hydration throughout the day. Hallway water fountains will be disabled until further notice. Responsible use of student water bottles includes NEVER sharing, ALWAYS keeping the mouth piece clean, and never handling any other student's water bottle.

Refilling water bottles should be done with clean hands while never touching the mouthpiece of the water bottle OR the spout of the water source. Students must hold their bottle well below the refill spout in order to prevent cross contamination of germs.

## 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.

# ABC FAMILY HANDBOOK **UPDATED**

## 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 electronically sign this form, indicating that you have read the [ABC Family Handbook](#).

**Student Name (Please print):** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_