

THE JOHN JAY MIDDLE SCHOOL



ABC FAMILY HANDBOOK

2019-2020

A GUIDE FOR STUDENTS AND THEIR
FAMILIES

August 2019

Dear John Jay Middle School Students and Families,

Welcome to the 2019-2020 school year at John Jay Middle School! 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.

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 Berriss
Assistant Principal

Shantel Brooks
Assistant Principal

The 2019-2020 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.

TABLE OF CONTENTS

John Jay Middle School Staff	Page 4
John Jay Middle School Faculty	Page 5-6
Academic Honesty	Page 7 8
After School Procedures	Page 9
Attendance Procedures	Page 10-11
Behavioral Expectations	Page 11
Bus Etiquette	Page 12
Book Bags	Page 12
Cell Phones/Electronic Devices	Page 12
Closings/Early Dismissals	Page 13
Communication to Students and Families	Page 13
Dining Room Information and Expectations	Page 13
Dress Code	Page 14
Early Dismissal	Page 14
Grading Policies	Page 15
Homework	Page 16
Honor Roll	Page 16
Lockers	Page 17
Lost and Found	Page 17
Nurses' Office	Page 18
Parent Information	Page 19
Schedule	Page 20
Special Services	Page 20
Student Work Room	Page 21
Study Halls in Grade 8	Page 21
Telephones	Page 21
Vaping, Smoking and Tobacco Use	Page 21
Visitors	Page 21
Working Papers	Page 22
Sign-Off Form	Page 23

John Jay Middle School Staff 2019-2020

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
Annette Negrelli	Receptionist
Susan O'Malley	Library Clerk
Linda Volpe	Main Office Secretary

MONITORS

Toyin Akinbolajo
Terry Clark
Maria Corrado
Sally Cruz
Robert Haggerty
Gloria Levine
Danilsa Matias
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
George Mikell
Martin Regan
Doris Taday

SECURITY GREETERS

Reinaldo Santiago
Craig James

JOHN JAY MIDDLE SCHOOL FACULTY 2019-2020

Sixth Grade:

<u>Team Excelsior</u>	<u>Team Gravity</u>	<u>Team Impact</u>	<u>Team Intrepid</u>	<u>Team Perspective</u>
Marcia Daley-Savo Christine Watroba	Annette Milne Jennifer Fattore	Kathy O'Neil Jesse Weiss Jeanne Kellachan Elissa Rekow	Mary Dillon David Fritsch	Anna Loeb Mark Grossman Melissa Smythe

Unified Arts – Jean Capuano, Carolyn Kelly, Laura Woelfel

World Language- Kaitlyn Conlan, Robert Hoffman, Matthew Knittel, Susan Reiss,

Health- Arthur Blank, Stephen DelMoro, Christy Mitchell

Seventh Grade:

Team Grit

David Ley
Jessica Balanda
Jim Egeler
Nicole Esterow
Suzanne Guziec

Team Supreme

Jane Williams
Claire Balassi
Marie Calo
Jodi Jeran
Nicholas Stathis

Team Unity

Gregory Kastanis
Stacey Husband
Michael Perlin
Kelsey Horst

Unified Arts - Holly Kellogg, Tina Russo, Melissa Brady

World Language - Janet Aguirre, Matthew Knittel, Susan Reiss, TBD

Health - Arthur Blank, Stephen DelMoro, Christy Mitchell

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 - Paul Ciancio, Kelsey Horst, Danielle Crigler, Marc McAlley

Unified Arts - Kendra Collins, Evan Lucieer

World Language - Janet Aguirre, Christina Clark, Matthew Knittel, Susan Reiss, TBD

Health - Arthur Blank, Stephen DelMoro, Christy Mitchell

Additional Staff Grades 6-8:

<u>Special Education:</u>	<u>Music:</u>
Marie Calo	Jennifer Fraczek
Katrina Costello	Elissa Leventhal
Nicole Esterow	Carley Spaeth
Diana Keith	TBD
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
Guy Amdur	Barbara Gabrielsen
Kathleen Beckley	
Stacey Husband	<u>Librarian:</u>
Kelsey Horst	Jennifer Useted
<u>Teaching Assistants:</u>	<u>ENL:</u>
Karla Arell	Jaimie Dini
Neal Blum	
Lisa Delaney	<u>Counselors:</u>
Laura Ann Habal	Annemarie MacSweeney
Linda Hall	Jennifer Makover
Patrice Henderson	Jeffrey Tepper
Lisa Hufnagel	
Michele Jensen	<u>Social Worker:</u>
Heather Koles	Raymond DiStephan
Mane Lewis	
	<u>Psychologists:</u>
<u>Nurses:</u>	Sarah Fryd
Mary Mullaney	Jessica Jagde
Karen Whalen	

ACADEMIC HONESTY

Per the KLSJ 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.

AFTER SCHOOL PROCEDURES

All students are invited to participate in after school activities.

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.

Supervision

- All after school/bus notes must be turned **at arrival** to the bin at the front entrance in the morning.
- 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 are not permitted in any unsupervised locations at any time.
- When a middle school inter-scholastic practice or game that is organized as a school event takes place, all students must have a **signed note** from the parent giving them permission to stay for the event and offer 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.

After school dismissal

- For the 2:48 p.m. dismissal pick-up, students can be picked up by their guardians at the Middle School upper parking lot.
- For pick-ups after 3:00 p.m., or pick-ups by HS siblings., students must meet their ride at the JJMS main entrance circle. Students will stay in the building.
- Most after-school activities begin at 2:50 p.m. and end at different times, depending on the activity.
- Extra help will end at 3:25 p.m.
- Students participating in extra help and/or clubs may take the modified after-school bus home at 4:15 p.m. or 5:15 p.m., or get picked up. **(Please note: The 4:15 p.m. and 5:15 p.m. activity buses have different routes and the stop is likely to be farther away from your home).**
 - If your child does not know how to ride the after school bus, they can ask a school staff member or read the bus information board located in the dining room.

When do I need a bus note?

- 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.
 - A student who is going to the home of a friend after school and who plans to ride the friend's bus must put a note in the bin which will be collected by 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 dining room.

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 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 763-7510 for **grade 7**, 763-7660 for **grade 8**. A written note with the reason for and dates of absence must be sent upon your child's return to school or the absence may be marked as illegal.

School arrival

- Each morning, students enter the building from the buses beginning at approximately 7:50 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 7:55 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. **Excused absences require a written note from a parent/guardian or doctor/physician.**

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 8:10 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.

Lateness to class

Students may not be in hallways during class time without a pass. When leaving a room, the student needs to request a pass from the teacher or take one of the "permanent" passes provided by the teacher. Students must 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 lateness warrants a detention.** Administrators will monitor student lateness.

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 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 will lead to disciplinary action that may include detention or internal or external suspension from school.

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, 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 (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.

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 events to an administrator or school counselor at any time.

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.

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/ELECTRONIC DEVICES

Students are not permitted to use electronic devices (with the exception of electronic readers) during the school day (8:10 a.m.-2:48 p.m.). Cell phones ***must be turned off during the school day and left in the student's locker*** unless a teacher specifically states that students need their cell phone for class that day. Otherwise, students with cell phones visible and/or 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.

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

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

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. **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 "<https://www.klschools.org/groups/4494/foodservices/home>" to access the link.

In the dining room students are expected to:

- 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.
- Adhere to the pre-determined number of seats 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 their area. This may involve cleaning up after a person who has neglected to clean up after themselves.**
- **Students must ask to be dismissed by monitors or administrators once the table is clean.**
- Keep all food in the dining room unless permission is granted from staff or a written pass from a teacher allowing the student to bring lunch to a classroom is presented.

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

Lunch Passes:

- Students are expected to sign out of the dining room when visiting a teacher.
- All students may go to the library without a pass and must sign in when they get to the library.
- No pass is needed to visit a teacher.
- Locker visits are not permitted.

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.

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.**

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. 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 Roll

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

UA & PE

8th Grade

Alpha grades

Alpha grades

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 their responsibility to obtain the assignments by contacting another member of their 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., they have 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 10 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 their 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, social studies 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.

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:

- *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.*
- *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.*
- “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. **Neither the school nor the district is responsible to replace items missing from student lockers.**
- 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 twice in the year.
- Bookbags or backpacks must be stored in lockers all day unless permission is granted by nurse or administration.
- Students are permitted to wrap/decorate lockers the first day of the week for birthdays. Students should report to the main office at 7:50 a.m. to request permission and obtain supervision. Birthday wraps are subject to be removed after a week/once they look worn/damaged.

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

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. 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 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.

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.

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.

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

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. Please visit 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

2019 – 2020

Period	Time	Period Minutes
HB	8:10 a.m. – 8:26 a.m.	16
1	8:26 a.m. – 9:08 a.m.	42
2	9:08 a.m. – 9:50 a.m.	42
3	9:50 a.m. – 10:32 a.m.	42
4	10:32 a.m. – 11:15 a.m. (7 th Gr. Lunch)	43
5	11: 15 a.m. – 11:58 a.m. (6 th Gr. Lunch)	43
6	11:58 a.m. – 12:41 p.m. (8 th Gr. Lunch)	43
7	12:41 p.m. – 1:23 p.m.	42
8	1:23 p.m. – 2:05 p.m.	42
9	2:05- 2:48 p.m.	43

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 Elementary 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 .

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.

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.

VAPING, SMOKING AND TOBACCO USE

According to the KLSJ 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

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.

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

Student Name (Please print): _____ Grade: _____

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____