



2024-2025
Family Handbook

JAMESVILLE-DEWITT MIDDLE SCHOOL
6280 Randall Road – Jamesville, NY 13078
315-445-8360
www.jamesvilledewitt.org/middle

Welcome

Dear JD Middle School Families:

Welcome to the 2024-2025 school year at Jamesville-DeWitt Middle School! The middle school years of your educational journey will be very exciting and challenging for your family. This Family Handbook has been designed to help you get the answers to questions regarding the policies, procedures and resources available to you as members of the Jamesville-DeWitt Middle School Community. Please keep this guide throughout the year and let it serve as a tool to help you navigate your way through the middle school years.

JD Middle School Mission Statement

The Jamesville-DeWitt Central School District has an uncompromising commitment to excellence in preparing students to achieve and succeed, to respect themselves and others and to practice life-long learning in an ever-changing, richly diverse society. We take responsibility for providing a challenging educational experience in a safe and nurturing environment. We dedicate ourselves to the academic, artistic, social, emotional and physical development of each student.

JD Middle School Beliefs

- Students, family, school and community all share the responsibility for education.
- All people can learn and learning is a life-long process.
- Each individual is of inherent worth.
- Continuous evaluation, development and improvement of educational programs benefit all students.
- Trust and fairness should permeate all relationships.
- Diversity and respect for one another must be honored.
- A safe, supportive and educationally challenging environment that respects individual differences is essential for learning.
- Self-confidence, self-respect and self-discipline are the result of personal growth, development and achievement.
- A wide range of educational experiences expands options for life

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JDMS Community Expectations

To promote a positive school environment for learning.

Students Can Expect

- To be treated with courtesy, respect, honesty and fairness
- To learn in a safe, orderly, supportive environment
- That school staff will monitor their behavior
- That there will be consequences for improper behavior

Students Will Be Expected

- To attend school and classes regularly and punctually and be prepared to learn
- To use appropriate language and to show common courtesy in school, on the way to and from school and at school activities
- To show respect toward teachers, staff, other students school property and the personal property of others
- To resolve interpersonal conflicts with discussions, peer mediation or seeking assistance from school personnel
- To complete assignments, to study and to actively participate in class

Staff Can Expect

- To be treated with courtesy, respect, honesty and fairness
- To work in a safe, orderly, supportive environment
- To receive the assistance and cooperation of students, parents, administrative staff and the School Board in the performance of their duties

Staff Will Be Expected

- To establish and maintain a safe, orderly, non-threatening learning environment
- To treat individual students fairly and consistently
- To communicate effectively on student progress and behavior with students, parents and staff
- To be good role models by showing common courtesy, using appropriate language, being sensitive to individual needs and being respectful to all

Parents Can Expect

- To be treated with courtesy, respect, honesty and fairness
- A staff committed to creating a learning environment with is orderly, supportive and safe
- On-going communication with the staff
- Their child to receive fair and consistent treatment

Parents Will Be Expected

- To be good role models by showing common courtesy, using appropriate language, being sensitive to the individual needs and being respectful to all
- To be supportive of the school's authority to maintain a safe, orderly, non-threatening environment
- To provide space, time and necessary supervision for their child to study and complete assignments
- To be responsible for property lost or damaged by their child
- To have their child attend school regularly and punctually

Communication is the Key

There are numerous communication systems within JD Middle School.

Telephone

The main telephone number for Jamesville-DeWitt Middle School is 315-445-8360. Connections can be made to all phones in the building through this number.

Web Site

The Jamesville-DeWitt Middle School website is located at www.jamesvilledewitt.org/middle It contains current information about our school, supply lists, calendars, club activities/offerings, team homework, schedules and more! Be sure to check this web site regularly.

E-mail Blast

Parent Square is used for all electronic communication. Parent Square messages from the Middle School can come in the form of phone messages, email and text messages.

E-mail

Every staff member at Jamesville-DeWitt Middle School has an e-mail account. If you are unsure of the teacher's email address you may use the link on the middle school website.

Family Handbook

This Family Handbook is updated yearly and distributed to each family at the beginning of the school year. Policies, school programs, philosophy and procedures are all detailed in this handbook. There is an electronic link to the handbook at www.jamevilledewitt.org/middle .

School Address

The address of our school is **6280 Randall Road, Jamesville, NY 13078.**

Who Should You Call?

Main Number: 315-445-8360

Fax: 315-445-8421

Main Office 315-445-8360

Principal: Andy Eldridge
Assist. Principal: Kerri McKee
Assist. Principal: Mia Woolery
Clerical: Kaitlin Haskell
Clerical: Amy Gibbons

Grade 5 Counselor – Nicholas Bentley 315-445-8360

Grade 6 Counselor – Dan Rechterovic 315-445-8360

Grade 7 Counselor – Sam Siderakis 315-445-8360

Grade 8 Counselor – Cortney Weissenborn 315-445-8360

Athletic Director: Frederick Wheeler 315-445-8345

Attendance (Early dismissal, excuses, late arrivals, homework requests,
absences, or messages to students)

Mitzi Longway 315-445-8258

Cafeteria: Laura Fowler 315-445-8259

Clerical Center (Grade 5, 6, 7 & 8)
Christina Lopez 315-445-8360

Library: Sarah Boulton 315-445-8271

Nurse: Nancy Trendowski 315-445-8258
Clerical: Mitzi Longway

Psychologist 315-445-8272
Courtney Lehman
Kadie Leonard

Transportation: 315-445-8388
Jennifer Capria

Computers	Haifa Gantos, Harry Baran
Family and Consumer Sci.	Madison Eagan
Health	Patty Ferris, Audra Sixberry
Music	
General music	Robin Carruthers Deborah Cunningham Justin Bird
Band	Anthony Greene Theresa Razmjou
Strings	Kathryn Kimball Kristen Panzetta
Physical Education	Ryan Dera Rebecca Peter Amanda Valentino Paul Valentino
Speech/Language	Kathryn Woodrick
Technology Education	Keith Bryant Phillip Kinane Dan Vinette
Visual Arts	Amy Ebner Kim Pudney Anastasia Sabine
World Languages	
French	Charlean Clawson Alexandra Hnatiw
Spanish	Elizabeth Boghosian Amanda Rose Kim Giammichele Jessica Marko
Eng. Lang. Learner	Kathalyn Brazie

Team Contacts

Information about homework and assignments is available at
website: jamesvilledewitt.org/middle

House 4

5th Grade - Team 1

CarolLynn Boice Math, ELA, SS
Amy Nimeh Math, ELA, Sci

5th Grade - Team 2

Bridget Murray Math, ELA, Sci
Melissa Quinn Math, ELA, SS

5th Grade - Team 3

Nujoud Makhlouf Math, ELA, SS
Sarah Tiffany Math, ELA, Sci

5th Grade - Team 4

Jenn Lane Math, ELA, SS
Karen Zaferakis Math, ELA, Sci

House 1

6th Grade - Team 1

Michelle Aquino Math, SS
Laura Dietz ELA, Science

6th Grade - Team 2

Maria Koster ELA, SS
Kurt Sweeney Math, Science

6th Grade - Team 3

Andy Starowicz ELA, Science
Lisa Walsh Math, SS

6th Grade - Team 4

Wendy Newman ELA, Science
Jodi Yudin Math, SS

House 2

7th grade – Team White

John Barlow Social Studies
Anna Endreny Science

Rose Palmisano ELA
Jessica Murray Math

7th grade – Team Red

Amy Bissetta Social Studies
Kelly Colone Science
Amaru Pareja Math
Denise Stillitano ELA

House 3

8th grade – Team White

Molly Anthony Math
Sarah Levesque Science
Tracy Parker Social Studies
Jenn Simons ELA

8th grade – Team Red

Ariel Tranchell Math
Catherine Flynn Science
Kari Sebat Social Studies
Amy Spitzer ELA

**JDMS MAIN
OFFICE**

**315-445-8360
FAX: 315-445-8421**

**Pupil Personnel
Services**

Special Education
315-445-8380

Athletics

315-445-8345

**Student
Transportation
Services**

315-445-8388

- Late buses
- Missed buses
- Stop location change requests
- Bus incidents



**Record Request
Report Cards
School Pictures
SchoolTool
Special Ed IEP/504
Sports
Work Permits**

**Special Education &
Academic Intervention (AIS)**

SPECIAL ED TEACHERS: Gianna Arcuri, Nicole Christian, Kelli Dippold, Dan Felser, Sophie Leo, Jeff Loan, Dan Rossiter, Lisa Ward, Brendon Schunck

ELA AIS: Becki Bourcy, Joe Corridori, Ken Kline

Math AIS: Katelin Donegan, Sharon Osterdale

More Important Numbers

Address/School Change

District Office 315-445-8300

Facility Use

Mia Woolery 315-445-8360

Planner Replacement

Kaitlin Haskell 315-445-8360

PTG

Christina Sorbello cldeangelo@gmail.com

Nicole Kittleson n.lozott@yahoo.com

Christina Lopez 315-445-8269
Kerri McKee 315-445-8360
Kerri McKee 315-445-8360
Kerri McKee 315-445-8360
Mia Woolery 315-445-8360
Frederick Wheeler 315-445-8345
Christina Lopez 315-445-8269

2024 – 2025 Bell Schedule

Period	Grade 5	Period	Grade 6	Period	Grade 7	Period	Grade 8
HR	7:45 – 8:05	HR	7:45 – 8:05	HR	7:45 – 8:05	HR	7:45 – 8:05
1/2	8:10 - 9:28	1	8:10 - 8:48	1/2	8:10 - 9:28	1	8:10 - 8:48
3	9:32 - 10:10	4	10:14 – 10:52	4	10:14 – 10:52		
						4/5	10:14 – 11:32
Lunch	11:32 – 12:02	6	11:26 – 12:04	6	11:38 - 12:16		
						7	12:06 – 12:44
8	12:48 – 1:26	9	1:30 – 2:08	8/9	12:50 – 2:08		
						9	1:30 – 2:08
10	2:12 – 2:50	10	2:12 – 2:50	10	2:12 – 2:50		

1 Hour Delay Bell Schedule

Period	Grade 5	Period	Grade 6	Period	Grade 7	Period	Grade 8
HR	8:45 – 9:05	HR	8:45 – 9:05	HR	8:45 – 9:05	HR	8:45 – 9:05
1/2	9:10 - 10:14	1	9:10 - 9:42	1/2	9:10 - 10:14	1	9:10 - 9:42
4/5	10:54 – 11:58	3/4	10:36 - 11:26	3	10:18 – 10:50	2/3	9:46 – 10:50
Lunch	11:58 – 12:28	6	12:00 – 12:32	5	11:30 – 12:02	5	11:30 – 12:02
8	1:08 – 1:40	7/8	12:36 – 1:40	Lunch	12:38 – 1:08	Lunch	1:10 – 1:40
10	2:20 – 2:50	10	2:20 – 2:50	10	2:20 – 2:50	10	2:20 – 2:50

2 Hour Delay Bell Schedule

Period	Grade 5	Period	Grade 6	Period	Grade 7	Period	Grade 8		
HR	9:45 – 10:05	HR	9:45 – 10:05	HR	9:45 – 10:05	HR	9:45 – 10:05		
1/2	10:10 - 11:00	1	10:10 - 10:35	1/2	10:10 - 11:00	1	10:10 - 10:35		
								2/3	10:39 – 11:29
3	11:04 – 11:29	3/4	11:19 - 11:58	3	11:04 – 11:29	4	11:33 – 11:58		
4/5	11:33 – 12:28			Lunch	11:58 – 12:28			4	11:33 – 11:58
		Lunch	12:28 – 12:53			6	12:32 – 12:57	6	12:31 – 12:56
7	12:57 – 1:22			7/8	1:01 – 1:51				
8	1:26 – 1:51	8/9	1:30 – 2:20			Lunch	1:26 – 1:51	9	1:26 – 1:51
9	1:55 – 2:20			9	1:55 – 2:20				
10	2:24 – 2:50	10	2:24 – 2:50			10	2:24 – 2:50	10	2:24 – 2:50

2024-2025 Calendar of Events

*Please be sure to check our website periodically for calendar updates/changes.
jamesvilledewitt.org/middle*

August

New Student Orientation (brand new to the district) 10AM-12PM	August 27
Locker Move-In Day 1:00 PM-5:00 PM	August 27
Superintendent's Conference Days	August 28,29

September

No School – Labor Day	September 2
First Day of School	September 3
School Pictures	September 6
Board of Education Meeting	September 9
Open House All Grades 6:00 PM – 8:00 PM	September 18
Activity Afternoon 5 th and 6 th grade 3:00 PM-4:00 PM	September 26
Activity Afternoon 7 th and 8 th grade – 3:00 PM – 4:00 PM	September 27
Board of Education Meeting	September 30

October

Rosh Hashanah – NO SCHOOL	October 3
1 st Marking Period 5 Week Progress Reports Available	October 11
School Picture Retakes	October 4
No School – Columbus Day	October 14
1/2 Day, Grades Pre-K - 12	October 18
Board of Education Meeting	October 28
Activity Afternoon Grades 5 th – 8 th 3:00 PM – 4:00 PM	October 31

November

No School – Superintendent's Conference Day	November 5
Spelling (Written) Bee	November 7
Student Led Conferences – Grades 7 th and 8 th	November 8 & 12
5 th and 6 th Grade ONLY – HALF DAY	November 8 & 12
1 st Marking Period Ends	November 8
No School – Veteran's Day	November 11

Spelling Oral Bee	November 14
Board of Education – Public Forum	November 14
1 st Marking Period Report Cards Available	November 15
Board of Education Meeting	November 18
No School – Thanksgiving Recess	November 27-29

December

Board of Education Meeting	December 4
Grades 7-8 Band 7:00 PM – High School	December 5
If Concert cancelled due to weather, Snow Date	December 18
Grade 6 Band/Chorus/Orchestra 7:00 PM – High School	December 6
If Concert cancelled due to weather, Snow Date	December 18
Grade 7-8 Chorus/ Orchestra 7:00 PM – High School	December 11
If Concert cancelled due to weather, Snow Date	December 18
Grade 5 Band/Chorus/Orchestra 7:00 PM – High School	December 12
If Concert cancelled due to weather, Snow Date	December 18
3 rd Marking Period Ends	December 15
Board of Education Meeting	December 18
3 rd Marking Period Reports Available	December 20
No School - Holiday/New Year's Recess	Dec 22 – Jan 1

January

No School	January 1
Board of Education Meeting	January 8
Junior All County Auditions	January 8 & 9
No School - Martin Luther King Day	January 15
Grade 5/6 Activity Afternoon 3:00 – 4:00 PM	January 18
Grade 7/8 Activity Afternoon 3:00 – 4:00 PM	January 19
½ Day, Grades Pre-K - 12	January 26
Junior High All County	January 26
4 th Marking Period Ends	January 26
Board of Education Meeting	January 29
4 th Marking Period Reports Available	January 31

February

Grade 5/6 Musical 7:00 PM - Middle School	February 2
Grade 5/6 Musical 10:00 AM and 2:00 PM - Middle School	February 3
Board of Education Meeting	February 12
Jazz Ensemble / Fiddles on Fire 7:00 PM - Middle School	February 13
If Concert cancelled due to weather, Snow Date	February 15
No School - Presidents' Day / Winter Recess	February 19-23

March

Board of Education Meeting	March 4
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5 th Marking Period Ends	March 8
Grade 7/8 Musical 7:00 PM - High School	March 8
Grade 7/8 Musical 1:00 PM - High School	March 9
Grade 5/6 Choral Festival 7:00 PM - Middle School	March 12
5 th Marking Period Reports Available	March 13
No School – Superintendent’s Conference Day	March 15
Board of Education Meeting	March 18
Gr. 5-8 Orchestra Dress Rehearsal 6:00-8:00 PM - HS	March 18
Gr.5-8 Orchestra Festival 7:00 PM - High School	March 19
If Concert cancelled due to weather, Snow Day	March 26
Grade 5-8 Band Dress Rehearsal 6:00-8:00 PM – HS	March 20
Grade 5-8 Band Concert 7:00PM – High School	March 21
If Concert cancelled due to weather, Snow Day	March 26
No School – Good Friday	March 29

April

Board of Education Meeting	April 1
Board of Education Public Forum	April 4
No School - Eid Al-Fitr	April 10
6 th Marking Period Ends	April 12
Board of Education Meeting	April 15
Gr. 7-12 Choral Dress Rehearsal 6:00-8:00 PM High School	April 16
Gr. 7-12 Choral Festival 7:00 PM – High School	April 17
6 th Marking Period Reports Available	April 17
No School – Spring Recess	April 22-26

May

Board of Education Meeting/Budget Hearing	May 6
4 th Grade Parent Tour Night – 6:00 PM	May 9
Board of Education Meeting/Budget Vote	May 20
7 th Marking Period Ends	May 24
7 th Marking Period Reports Available	May 29
No School - Memorial Day	May 27
Awards Ceremony 7:00 PM - Middle School	May 28

June

Grade 7/8 Band/Jazz Band Ensemble 7:00 PM – High School	June 4
Grade 6 Band/Chorus/Orchestra 7:00 PM - High School	June 5
Board of Education Meeting	June 10
Gr 7/8 Orchestra/Chorus/Good Times Singers 7:00 PM – HS	June 11
Grade 5 Band/Chorus/Orchestra 7:00 PM - High School	June 12
No School – Eid al-Adha	June 17
No School - Juneteenth	June 19
Grade 8 Ceremony 6:00 PM—Middle School	June 24
8 th Grade Trip	June 25
Last Day of School - HALF DAY	June 26

July

8th Marking Period Reports Available

July 3

Jamesville-DeWitt Central School District
2024-2025 School Calendar Board Approved: 3/4/24

SEPTEMBER						
M	T	W	T	F	S	S
			28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22/29	23/30	24	25	26	27	28
OCTOBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
NOVEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
MARCH						
S	M	T	W	T	F	S
2	3	4	5	6	7	1/8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
APRIL						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
MAY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- School Closed
- Conference Day (no students)
- Students
Pre K-6:
1/2 day (am)
Parent Conf. (pm)
- Students
7-12:
Regular day of school
- 1/2 Day
Pre K-12
(for students)

- Aug. 28 & 29 - Supt. Conf. Days
- Sept. 2 - Labor Day
- Sept. 3 - First Day of School
- Oct. 3 - Navaratri begins*
- Oct. 3 - Rosh Hashanah*
- Oct. 12 - Yom Kippur*
- Oct. 14 - Columbus Day
- Oct. 16 - Sukkot begins*
- Oct. 18 - Grades Pre-K-12 - 1/2 day
- Nov. 1 - Diwali*
- Nov. 5 - Supt. Conf. Day
- Nov. 11 - Veteran's Day Observ.
- Nov. 8 & 12 - Pre-K-6:
1/2 day am / conf. pm
- Nov 27 -29 - Thanksgiving Recess
- Dec. 23 -Jan. 3 - Winter/New Year's Recess
- Dec. 25 - Hanukkah begins*
- Dec. 25 - Christmas*

- Dec. 26 - Kwanzaa begins*
- Jan. 1 - New Year's Day
- Jan. 20 - Martin Luther King Day
- Jan. 21 - 24 - Regents Exams
- Jan. 24 - Grades Pre-K-12 - 1/2 day
- Jan. 27 - 2nd Semester Begins
- Jan. 29 - Lunar New Year (work day for 12 month employees)
- Feb. 17-21 - President's Day/Mid-Winter Recess
- Feb. 28 - Ramadan begins*
- March 13 - Purim begins*
- March 14 - Holī*
- March 30 - Eid al-Fitr*
- March 31 - Supt. Conf. Day
- April 12 - Passover begins*
- April 14-18 - Spring Recess
- April 18 - Good Friday*
- April 18 - Orthodox Good Friday

- April 20 - Easter & Orthodox Easter*
- April 24 - Yom Hashoah *
- May 12 - Vesak Day*
- May 26 - Memorial Day
- June 1 - Shavuot begins*
- June 6 - Eid al-Adha
- June 17 - 27 - Regents Exams
- June 19 - Juneteenth
- June 26 - 1/2 day (Rating Day)
- June 27 - Last Day of School - 1/2 day (Rating Day)
- (School may not be in session on May 22nd and/or May 23rd based on number of emergency closings)
- *Additional dates of cultural importance are included for reference, but may not indicate a school recess.

Religious and Ethnic Observances

J-D Schools serve children from many different religious and ethnic backgrounds, and a goal of the District's Strategic Plan is to provide a safe, caring, inclusive, equitable, and challenging learning environment that is free from discrimination and harassment, and to building a community that recognizes diversity as one of our greatest strengths. Because no Jamesville-DeWitt student should ever have to choose between important religious observances and academic or athletic commitments, the district provides for students who wish to participate in any religious observances that conflict with their obligations to make arrangements with their teachers and coaches to do so and shall be provided an opportunity to make up such requirements that may have been missed.

***Please check the District website for any changes/updates.**

Student Conduct

Student Conduct System Introduction

Why the need for a Conduct System?

- Students wanting to be able to enjoy their school experience, while learning in a safe, supportive environment.
- Parents who want their children to be safe and come home from school excited about their day.
- Teachers who end their school days frustrated with issues related to student behavior.
- Administrators who cannot provide leadership due to the amount of time they need to devote to discipline issues.
- The increasing demands on instructional time, requiring ever-greater productivity and efficiency in the classroom. Less time spent on management means more time for instruction.

Basic Principles

- Treat all students with dignity.
- Take responsibility for actions is more important than compliance.
- Model and expect behaviors at all times.
- No student will be permitted to disrupt the classroom or school environment to the extent it interferes with other students' academic, physical, social or emotional well-being.
- Uncertainty about how to respond to student behavior must be minimized. Schools must have comprehensive, effective guidelines for interventions between students and all staff members.
- Make sure strategies are practical and have solid and obvious rationale to support them.

Key Elements of a Successful Plan

- The aim of school discipline is to promote within students the essential internal controls to successfully navigate the school day.
- Students are responsible for their actions and must be informed of the consequences for both positive and negative behavior.
- Discipline must preserve the dignity of everyone involved.
- Parents play a primary role in making the system work. Communication of all parties must be open to discuss concerns and progress.
- Love (belonging, friendship, caring and involvement), Empowerment (importance, recognition, worth and skill), Fun (pleasure, enjoyment, laughter and learning), and Freedom (independence, choice and autonomy) are basic needs. The meeting of these needs results in high achievement.

Expectations

- School wide expectations are identified that serve as the umbrella.
- Specific expectations are developed for every area of the building.
- Expectations are positive in their phrasing and approach, stem from the discipline philosophy, are prominently posted and are frequently taught.
- Classroom expectations are developed with the students.
- Every expectation has a rationale and is for everyone, not just students.

JDMS Rules for Respect and Responsibility

Schoolwide Rules

- Respect the safety, rights, health and property of others and ourselves
- Respect the rules for specific areas (including classrooms, dining room, halls, lockers, bus)
- Each of us has the responsibility to complete his or her own educational assignments

Classrooms

- Come prepared to learn
- Be on time
- Take responsibility for your own work

Student Dining Room

- Clean up after yourself
- Practice polite table manners
- Follow signals and directions
- Purchase food only during your lunch period
- Food should be for individuals, not groups
- Bring pre-signed pass or sign out to leave

Emergencies

- Remain quiet
- Follow directions
- Listen for additional instructions

Hallways

- Walk on the right side of the hallway
- Move quickly to your destination
- Talk quietly so as not to disturb those in class
- Keep hands to yourself
- Food and drink are not to be consumed in the hallways
- Have your planner/pass with you at all times

Outdoors

- Follow directions given by the supervisor
- Practice good sportsmanship
- Report any safety issues to the supervisor

Planners

- Have your planner with you in every class
- Keep your planner intact and use it as intended
- Use your planner to record all assignments and passes

Restrooms

- Keep the restrooms clean and pleasant to use
- Practice personal hygiene

Staying after school

- Stay after school only with adult supervision such as extra help, clubs, intramurals, sports teams, etc.
- Arrangements to stay after school, with a teacher, must be made in advance.
- In order to ride a late bus home get a bus pass from the teacher or adult you are staying with.
- Students are NOT permitted to stay after school to watch a sporting event. Students MUST go home on their regular bus and return back to school at 4:30 PM.

Study hall rules

- Work quietly
- Be productive

JDMS Code of Conduct

Definitions: For purposes of this code, the following definitions apply:

Academic Misconduct

Alcohol and other Substance Use/Abuse

Cyberbullying

Disability

Discrimination

Disruptive student

Emotional harm

Employee

Gender

Harassment/Bullying

Hazing

Illegal substances

Informal conference

Material incident of Harassment, Bullying and/or Discrimination

Principal

Parent

Retaliation

School bus

School function

School property

Sexual orientation

Tobacco products

Violent student

Twenty-four hours

Under the influence

Weapon

“Academic Misconduct” means plagiarism, cheating or altering records

“Alcohol and other Substance Use/Abuse” means possession, distribution, consumption, being under the influence, or sale of illegal substances, look-alikes, alcoholic beverages, drug paraphernalia, prescribed medication when authorized or unauthorized non-prescription or over-the-counter medication on school property, on a school vehicle or at a school function.

“Cyberbullying” means harassment/bullying (as defined below) through any form of electronic communication. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool such as sending or posting inappropriate or derogatory email

messages, instant messages, text messages, digital pictures or images, or website posting (including blogs). Cyberbullying can involve, but is not limited to: sending mean, vulgar, or threatening messages or images; posting sensitive, private information about another person; pretending to be someone else in order to make that person look bad.

Cyberbullying involving district students may occur both on campus or off school grounds and may involve student use of the district internet system or student use of personal digital devices including, but not limited to: cell phones, digital cameras, personal computers, electronic tools.

Cyberbullying or harassment has, or could have, the effect of:

- Causing physical, social/relations, emotional or mental harm to a student;
- Placing a student in reasonable fear of physical, emotional or mental harm;
- Placing a student in reasonable fear of damage to, or loss of, personal property; or
- Interfering with a student's educational performance and/or denying or limiting a student's ability to participate in or to receive benefits, services or opportunities in the school's programs.

“Disability” means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment.

“Discrimination” means discrimination against any student by a student or students and/or employee or employees on school property or at a school function including, but not limited to, discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex or any other legally protected status.

“Disruptive student” means a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

“Emotional harm” that takes place in the context of “harassment or bullying” means harm to a student's emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student's education.

“Employee” means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine-B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact.

“Gender” means actual or perceived sex and includes a person’s gender identity or expression.

”Harassment/Bullying” means the creation of a hostile environment by threats, intimidation or abuse (including cyberbullying) that: (a) has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. For the purposes of this definition the term “threats, intimidation or abuse” shall include verbal and non-verbal actions.

Acts of harassment and bullying that are prohibited include those acts based on a person’s actual or perceived race, color, weight, national origin, ethnic origin, ethnic group, religion, religious practice, disability, sexual orientation, sex, gender (including gender identity and expression) or any other legally protected status.

Bullying may be premeditated or a sudden activity. Bullying may be subtle or easy to identify. Bullying may be done by one person or a group. Bullying may be a single act or a series of occurrences.

Bullying may also be based on any characteristic including but not limited to a person’s actual or perceived race, color, weight, national origin, ethnic origin, ethnic group, religion, religious practices, disability, sex, sexual orientation, gender (including gender identity and expression) or any other legally protected status.

Bullying includes, but is not limited to, the following types:

- **Verbal bullying:** includes but is not limited to name calling, insulting remarks, verbal teasing, frightening phone calls, violent threats, extortion, taunting, gossip, spreading rumors,

racist slurs, anonymous notes, etc.

- **Physical bullying:** includes but is not limited to poking, slapping, hitting, tripping or causing a fall, choking kicking, punching, biting, pinching, scratching, spitting, twisting arms or legs, damaging clothes and personal property, taking personal belongings without permission or threatening gestures.
- **Social or relational bullying:** includes but is not limited to excluding someone from a group, isolating, shunning, spreading rumors or gossiping, arranging public humiliation, undermining relationships, teasing about clothing, blatant or subtle offensive body language, extortion, intimidation, coercion, etc.

“Hazing” means a form of harassment among students defined as any humiliating or dangerous activity expected of a student to join a group or be accepted by a formal or informal group, regardless of their willingness to participate. Hazing produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.

Hazing behaviors include, but are not limited to, the following general categories:

- Humiliation: socially offensive, isolating or uncooperative behaviors
- Substance abuse: abuse of tobacco, alcohol or illegal/legal substances
- Dangerous hazing: hurtful, aggressive, destructive and disruptive behaviors

“Illegal substances” include, but are not limited to inhalants, marijuana, cocaine, LSD, PCP, amphetamines, barbiturates, ecstasy, heroin, steroids, any substances commonly referred to as designer drugs and look-alikes (including but not limited to synthetic cannabinoids), prescription or over-the-counter drugs, or any product which, when misused, will result in an impaired or altered state, when possession is unauthorized, or such are inappropriately used or shared with others.

“Informal conference” is an open-ended discussion of a disciplinary incident to include the student/teacher/parent/principal without the requirements of tape recording or transcription and examination of witnesses associated with a Superintendent’s hearing.

“Material incident of Harassment, Bullying and/or Discrimination” means a single verified incident or a series of related verified incidents where a student is subjected to harassment, bullying and/or discrimination by a student and/or

employee on school property or at a school function. In addition, such term shall include a verified incident or series of related incidents of harassment or bullying that occur off school property, and is the subject of a written or oral complaint to the superintendent, principal, or their designee, or other school employee. Such conduct shall include, but is not limited to, threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex or any other legally protected status.

“Principal” within the context of teacher removal of a student from class, means either the principal of the building or any other administrator in the district acting in the principal's absence or at the principal's direction.

“Parent” means the biological, adoptive or foster parent, guardian, or person in parental relation to a student.

“Retaliation” means when any employee, student, or visitor mistreats any person because he/she reported in good faith, testified about, or otherwise assisted in an investigation, proceeding or hearing related to alleged harassment or bullying. It is possible that an alleged harasser may be found to have retaliated if the underlying complaint is not found to be a violation of this policy. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment and may be redressed through application of the same reporting, investigation, and enforcement procedures as for harassment.

“School bus” means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

“School function” means any school sponsored event or activity on or off school property.

“School property” means any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of the school district, or in or on a school vehicle.

“Sexual orientation” means actual or perceived heterosexuality, homosexuality or bisexuality.

“Tobacco products” means cigarettes, cigars, pipes, chewing tobacco, snuff, herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products, e-cigarettes, vapes, cloves, bidis and kreteks as well as

matches and lighters.

“Violet student” means a student who:

- Commits an act of violence upon a school employee
- Commits an act of violence upon another student or any other person on school property or at a school function
- Possesses a weapon while on school property or at a school function
- Displays what appears to be a weapon while on school property or at a school function
- Threatens to use a weapon while on school property or at a school function
- Knowingly and intentionally damages or destroys the personal property of any person on school property or at a school function
- Knowingly and intentionally damages or destroys school district property

“Twenty-four hours” within the context of teacher removal of a student from class, is equal to one school day. Weekends, holidays and vacation days are not counted as part of a twenty-four hour period.

“Under the influence” means if a student has used any quantity of an illegal substance or alcohol within a time period reasonably proximate to his/her presence on school property, on a school bus, in a school vehicle or at a school sponsored function and/or exhibits symptoms of such use as to lead to the reasonable conclusion of such consumption.

“Weapon” means a firearm as defined in 18 USC § 921 for purposes of the Gun Free Schools Act. It also means any other gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, pocket, pen, or other knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, look alike fake weapons or other device, instrument, material or substance (Other Item) that can cause physical injury or death when used to cause physical injury or death, or when such Other Item is brandished as a weapon.

Student Dress Code (As stated in the District Code)

Students are to dress in clothes that promote a safe and respectful learning environment. Clothes that create a disruptive environment or cause a health or safety hazard are not appropriate and not acceptable at school. School personnel will enforce this dress code.

All students dress and appearance shall:

1. Be safe and not disrupt or interfere with the educational process.
2. Recognize that extremely brief or revealing garments are not appropriate.
3. Ensure that undergarments are completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be permitted.
5. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender (including gender identity or expression), sexual orientation, or disability.
6. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal, violent, or gang activities.
7. Not conceal a student's identity.

A summary of this dress code, including specific examples developed by the Building Leadership Team, will be shared annually at each school level in an age-appropriate, plain-language version.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day.

Student Cell Phone Use

Cell phones have the potential to be very disruptive to the school day. Therefore, student cell phone use is strictly prohibited (unless permission is given by the classroom teacher for instructional purposes). Cell phones are to be turned off and put away upon entering the school building.

Earbuds/headphones are not permitted

The restriction on cell phones and other electronic communication devices includes all use of this form of technology, including but not limited to voice communication, text messaging, video gaming, digital photographing, etc.

Student Safety

For the safety of all students and staff, the following items will not be permitted during school hours, 8:00 am – 2:50 pm.

- Hats
- Hoods
- Caps
- Flags
- Cell phones
- Earbuds
- Backpacks
- Purses
- Winter Coats
- Sunglasses

1st Offence: Warning and parents are notified.

2nd Offence: Item is confiscated and cannot be picked up until the end of the school day, parents are notified.

3rd Offence: Item is confiscated, parent must pick up the item, and student will receive lunch detention.

Any Offence after this is considered Insubordination

Behavior Related Offenses and Consequences

Students are expected to conduct themselves in an appropriate and civil manner, with regard for the rights and welfare of other students, district personnel and other members of the school community and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Expectations for student conduct while on school property or while engaged in a school function should be specific and clear. The rules of conduct listed hereafter are intended to focus on safety and respect for the rights and property of others. Students who do not accept responsibility for their own behavior and who violate school rules will be required to accept penalties for their conduct.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. The staff at a school has the responsibility for taking appropriate actions when a student is involved in a situation which disrupts the learning environment of a school.

When determining the consequences, the following may be taken into consideration:

- The nature of the offense and the circumstances which led to the offense
- The age-appropriateness of the consequence
- The student's prior disciplinary record
- The effectiveness of other forms of discipline
- Information from parents, teachers and/or others, as appropriate
- The extent to which the offense interfered with the responsibility/rights/privileges/property of others
- The extent to which the offense posed a threat to the health and safety of others
- Other extenuating circumstances

This means that a student's first violation usually merits a lesser penalty than subsequent violations. As a general rule, discipline is progressive. However, the district may impose any level of discipline, even for a first violation, that is proportionate to the misconduct at issue. The superintendent retains the authority to expel (permanently suspend) a student.

Although not all-inclusive, the following list of offenses on school property or at a school function and range of consequences apply in most circumstances.

*Administrator action only

** Superintendent action only

Level I Consequences

Options:

Warning/verbal reprimand

- Time-out or out of classroom
- Loss of privilege
- Conference with student
- Communication with parent
- Detention
- Counseling
- *Restitution

Level II Consequences

Options:

- Removal from class
- *Suspension
- In-School Suspension

- Out-of-school Suspension
- *Saturday detention
- *Police notification
- *Removal from school proper

Level III Consequences

Options: ** Long Term Suspension

Offences and Consequences

Offense/Definition/Range of Consequences

Absence (Unlawful): An absence for a day or any portion of a day for any reason other than those cited as lawful (as listed in the student handbook) and/or failure to bring a note by a parent/guardian to verify a lawful absence; I-III

Alcohol and Other Substance Use/Abuse: Possession, distribution, consumption, being under the influence, or sale of illegal substances, look-alikes, alcoholic beverages, drug paraphernalia, prescribed medication when unauthorized or unauthorized non-prescription, over-the-counter medication or any product which, when misused, will result in an impaired or altered state; II-III

Arson/Fire: Attempting to, aiding in, or setting fire to a building or other property; II-III

Bus Misbehavior: Any violation of bus behavior rules (as listed in the student handbook); I-II

Cell Phone and Other Electronic Communication Device: I-II

Cheating/Academic Dishonesty: Copying, plagiarizing, altering records, or assisting another in such actions; I-III

Computer/Electronic Communication Misuse: Any unauthorized use of computers, software, or Internet/Intranet account; unauthorized access to Internet/Intranet, another's email or an inappropriate website; misuse of a website; unauthorized taping (audio/video), filming or photographing; I-III

Cutting Class: Unauthorized absence from a class or school activity; I-II

Defamation: False or unprivileged statement or representation about an individual or identifiable group of individuals that harms the reputation of the person or the identifiable group; I-III

Destruction or Property/Vandalism: Damage, destruction, or defacement (graffiti) of property belonging to another or the school; II-III

Disrespect Toward Others: Inappropriate conduct, comment or physical gesture to a student, teacher, staff member or other adult; I-II

Disorderly Conduct: Behavior that disturbs the atmosphere or order, to include obstructing or restraining the authorized or lawful movement or participation of another; I-II

Disruption – Classroom: Behavior that is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom; I-III

Disruption – School: Behavior that interferes with the safe and/or orderly environment of the school or school activity; I-III

Dress Code: Violation of dress code; I-II

Failure to Service Assigned Consequences: Failure to serve detention, Saturday detention, suspension or other assigned consequences; I-II

False Alarms / Bomb Threats: Initiating a report or warning of fire, or catastrophe, without valid cause; misuse of 911; discharging a fire extinguisher; or tampering with or removing from its compartment an automated external defibrillator (AED); II-III

Fighting: Hostile confrontation with physical contact involving two or more students; II-III

Fireworks or Explosives: Possession, use and/or threat to use a firework, smoke bomb, flare or combustible or explosive substance; II-III

Gambling: Wagering money or property; I-II

Harassment/Bullying/CyberBullying/Discrimination: As defined above; I-III

Hazing: As defined above; I-III

Indecent Exposure: Exposing the private parts of the body in a lewd or indecent manner; I-II

Insubordination: Refusing to follow reasonable requests of teachers, staff or administration including failure to identify self or knowingly providing false information; I-III

Leaving School Grounds Without Permission: Leaving school grounds during regular school hours without written or verbal permission from an administrator; I-II

Loitering: Idle presence in an area without authorization; I-II

Physical Attack on Staff/Students/Others: Assault or aggressive physical action, directed at students, staff or others, including a situation where a staff member is intervening in a fight or other disruptive activity; II-III

Possession of Disruptive Items: Unauthorized possession of a sound box, laser pointer, squirt gun, water balloon or any other disruptive item; I-II

Possession and/or use of Portable Electronic Communication or Recording Devices: Unauthorized possession and/or use of cellular phone, video device or audio device; I-II

Possession of Skateboards/Rollerblades/Scooters/ATVs/Snowmobiles: Unauthorized possession or use of a skateboard, scooter, rollerblades, all-terrain vehicle or snowmobile on school property; I-II

Profanity: Using vulgar or abusive language, cursing or swearing; I-II

Retaliation: As defined above; I-III

Sexual Harassment: Unwanted and inappropriate verbal, written or physical conduct of a sexual nature directed toward another person; I-III

Tardiness: Lateness to school or class; I-II

Theft: Taking or obtaining property of another without permission of the owner. Possession of stolen property and attempted theft; II-III

Threat to Staff, Student or Other Person: Expression, conveyed by word or action, of intent to abuse, intimidate, coerce or injure a staff member, student or other person; I-III

Tobacco Products Violations: Possession, distribution or use of any tobacco product (as defined above) or look alike; I-II

Trespassing: Unauthorized presence on school property, including while on suspension; I-II

Truancy: Unlawful absence without parental knowledge and/or permission; I-II

Weapon Possession: Possession of a weapon; II-III

Other Important Information

Absences

If a student will not be in school a parent/guardian must call Mrs. Longway at 315-445-8258 by **8:00 A.M.** State law requires that a written excuse be submitted by a parent/guardian upon a student's return to school. The excuse should include:

- Date of return
- Date of absence(s)
- Reason clearly defined
- Signature of a parent/guardian

Early release of a student requires a note. Parents are asked to pick up and sign out students in the Main Office.

Excused Absence: An absence, tardiness or early departure may be excused if it is due to personal illness, illness or a death in the family, religious observance, or an approved school-sponsored trip.

Unexcused Absence: An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, traffic, babysitting, haircut, oversleeping).

Activity Afternoons/Evenings

Periodically throughout the year, Activity Afternoon/Evenings are offered. Activity Afternoon is from 2:45-4:00 P.M. for 5th/6th graders and 7th/8th. Transportation home is provided.

Approved snack list

For an updated list go to: at www.jamesvilledewitt.org/middle

Awards night

This night recognizes students who have excelled academically and participated in school sponsored activities. Students receiving an award on this night will be notified by letter sent via US mail.

Backpacks

Students use backpacks to carry their belongings to and from school. Backpacks are to be kept in assigned lockers during the school day.

Birthday / Class Celebrations

The following guidelines will apply:

- Treats may be shared in the classroom with prior approval from the classroom teacher.
- All treats must adhere to the Approved School Snack List. (go to www.jamesvillede Witt.org/middle to view the list)
- Sharing or delivery of treats during the school day, including lunch, is not permitted.
- Food provided for classroom events must be store bought and presented in sealed packages.

Building Use

All meetings/functions held on school property must be approved by an Administrator. The district wishes to accommodate civic and community groups for meetings and other events whenever possible. To make a facilities use request, please visit the [Facilities Usage web page](#).

Cafeteria, Classroom Events

Students are expected to behave appropriately in the cafeteria. Lunch time is an opportunity for students to socialize in a courteous and orderly fashion. Any food and drink is to be consumed in the cafeteria during the school day.

When in the cafeteria, please observe the following rules:

- Follow the directions of the staff who supervise the cafeteria
- Remain in line while waiting to be served
- Pick up anything that has been dropped on the floor
- Return trays to the dish room and dispose of all trash
- Clean tables and floor areas
- Cell phones are not permitted to be used during lunch

With a few exceptions, the scheduled lunches will be:

5th Grade: 11:32 – 12:02 7th Grade: 12:16 – 12:46
6th Grade: 10:52 – 11:22 8th Grade: 12:56 – 1:26

Because of guidelines we follow from the Onondaga Health Department, Celebrations or other parties are not allowed during lunch periods in the cafeteria. Students may not share food in the cafeteria. Additionally, homemade food may not be distributed in the cafeteria or classrooms.

Lunch and breakfast menus are available on the Middle School webpage under Food Services.

JD utilized MySchoolBucks.com as a means to more efficiently provide a lunch program for our families. Students will receive a personal identification number (PIN) to use when purchasing meals and single food items. The amount of the purchase will either be paid in cash by the student or debited from the student's account. Parents may pay by cash or check. Checks should be made payable to JD Food Services. Please include your child's name with your cash or check payment. A parent may request balances, restrictions or summaries on a student account by contact Mrs. Mason.

Breakfast and lunch are offered at NO cost or all students.

Computer Use

All students will be issued Jamesville-DeWitt Middle School Chromebook and charger at the beginning of the school year. Student will be responsible for the proper care and safety associated with their device. The same standards of acceptable student conduct that apply to any school activity shall apply to use of the district computer system. Student data files and other electronic storage areas will be treated like school lockers. This means that electronic storage areas shall be considered to be school district property subject to control and inspection. Students should not expect information that is stored on the district system to be private.

Students are expected to:

- Maintain the Chromebook and report any issues with the device to a teacher or administrator at the middle school
 - Students may be held financially responsible for damage to a device as a result of negligence and/or purposeful damage.
 - [Student/Parent Tech Request](#)
- Use the service to support personal education objectives within the educational goals and objectives of the school district
- Treat school equipment with reasonable care
- Abide by the general acceptable rules of network etiquette
- NOT access private email, games, chat rooms, entertainment websites or any other websites not directly related to schoolwork
- NOT access inappropriate websites, included but not limited to pornography, violence and obscenity, both written and graphic.

- NOT use school computers to threaten or harass or to violate any local, state or federal laws.
- Return Chromebook and charger at the end of the year.
- A fee will be placed on any chargers not returned at the end of the year.

Counseling

In order for students to learn effectively, they must feel comfortable and happy in their school environment. To help accomplish this goal, school counselors provide individual and group counseling programs.

Parents are encouraged to contact counselors if they have concerns about their children’s progress of well-being. By working closely together, parents, counselors and teachers can help each student reach his or her highest possible level of accomplishment.

Administrators, counselors and teachers welcome the opportunity to confer with parents. Conferences may be arranged by contacting your child’s counselor. Counselor phone numbers can be found in this handbook under “Who Should You Call?”

Curriculum Night

These events are for parents and guardians. A brief overview of classroom, academic and behavioral expectations will be reviewed.

Detention

A lunch detention and/or after school detention may be assigned if a student violates the JDMS Code of Conduct

Dismissal from School

From time to time parents request that we allow their child to self-dismiss from school for such things as dental or doctor appointments. To ensure the safety of your child you must sign him/her out at the main office. Parents can send their child in with a written note to be turned into the clerical center.

No middle school student will ever have to leave school early for an interscholastic sports event unless it is set up by the athletic office. If a student-athlete arrives to school with a legal excuse before 11:30 A.M. they can participate in a game that day. If a student-athlete arrives to school late due to an illness, they may not participate in sports unless cleared by the nurse.

Dropping Off Items

Items being dropped off for students shall be left on the table in the main entryway, directions are posted. The table will be checked periodically during the day and the students will be notified that they have an item to be picked up. It is the student's responsibility to retrieve that item from the table after they are notified.

Early Arrivals

Students may arrive at school beginning at 7:45 A.M. Doors will remain locked until this time and students should not be in the building before this time. All students who arrive early should report to the Student Dining Room.

Emailing Teachers

Teacher emails can be found on the district web page under “Contact Us.”

Emergency School Closings

During the winter months, there is always a possibility that school may be canceled because of poor weather conditions. If there is a cancellation, local radio and television channels 3, 5 and 9 are notified. Sometimes weather conditions worsen during the day so it is necessary to dismiss school early. Have a plan so you know where to go if your parent/guardian will not be home.

Entry Procedures

Parents and other non-staff members are required to report to the Main Office upon entering JDMS. Any person in the building without a visitor’s badge will be escorted by a staff member to the Main Office to speak with one of the building’s administrators. Please remember that our teachers are involved between 8 A.M. and 3:30 P.M. In most cases teachers are unavailable to meet with parents who come to the school unexpectedly between these times. If you need to meet with a teacher please call the Counselor to schedule a time convenient for all. All doors will be locked during the school day.

Field Trips

Field trips are an extension of a student’s educational day. We would like all students to participate. Concerns about safety on the following of directions might result in exclusion from a school trip. Students are expected to follow school rules while on field trips.

Fire Drills and Emergencies

Fire drills are held throughout the year. For the safety of all students, it is extremely important that students follow the evacuation procedures for fire drills and emergencies:

- Remain quiet
- Follow directions
- Listen for additional instructions

Grade Reporting System

Our grade reporting system consists of report cards and interim reports.

A+ = 96.5 – 100	B+ = 86.5 – 89.4	C+ = 76.5 – 79.4	
A = 92.5 – 96.4	B = 82.5 – 86.4	C = 72.5 – 76.4	D = 64.5 – 69.4
A - = 89.5 – 92.4	B- = 79.5 – 82.4	C- = 69.5 – 72.4	U = Below 64.5

Report cards – Report cards will be available via School Tool/Parent Square every 5 weeks

Health Services

Accidents – All injuries or accidents occurring on school property must be reported to the Nurse’s office immediately. An accident report must be completed. The district carries a secondary insurance policy on students for accidents.

Immunizations – Students entering 6th grade must be immunized against varicella (chicken pox) and t-dap. All children entering 7th grade must have been immunized against Hepatitis –B and Meningitis. Records may be dropped off, faxed or mailed to the school office.

Medication – All medications (prescription and over-the-counter) must have a written, signed order from the physician as well as a signed permission note from the parent/guardian. This strict requirement is mandated to all NYS schools by the NYS Board of Nursing.

- Parents are responsible for complying with the following guidelines set forth by the NYS Education Department which enables the nurse to administer medications to students.
- Provide the school Nurse with a signed written authorization from the licensed prescriber which includes the name, dosage, route, frequency and time of medication. It must also include the reason for the medication and any possible side effects.
- Provide the school Nurse with a signed written authorization from the parent/guardian for each medication the licensed prescriber has requested.

- All medication must be delivered to the Health Office by an adult, in the original pharmacy or store container. (A second pharmacy labeled bottle is necessary for field trips.)
- Each medication, and any change in medication (dosage, frequency, etc.) must be accompanied with a new authorization from the licensed prescriber and parent/guardian.
- All medications have to be kept in the Health Office and administered under the supervision of the school Nurse.
- A special authorization from the licensed prescriber and parent/guardian is required for any student who needs to carry and self-administer a medication such as an inhaler or epi-pen.
- Authorization forms can be obtained from the school Nurse.
- Medications must be picked up from the Health Office at the completion of classes each June by an adult.

Physical Examination – The Education Law of New York state requires students new to the district, students in grades 5 and 7, and students participating in sports to have a physical exam. We urge this examination to be done by the family physician who knows the student best. School physicals are available with written permission from the parent at designated times throughout the school year. No student will be allowed to try out or attend any athletic practice until a physical exam report is on file.

Hearing Impaired Services

If you plan on attending a school function and wish to request an interpreter, contact your child’s counselor via the Clerical Center at 315-445-8269 or fax a request to 315-445-8421. Requests must be submitted two (2) weeks prior to the event.

Homework Information

Students are expected to use their school planners to record homework assignments and school information. The planner is an essential organizational tool.

Late Arrival

You must go through the front door and immediately sign in at the Main Office. **If you are late (after 8 AM) to school without a legal excuse three times, you will be assigned an after school detention.**

Late to Class

Students are expected to be on time for classes. They must follow their schedule every day. If detained by a teacher, students should ask that teacher to write a pass for their next class. If late for another reason there may be a consequence imposed by the teacher. If a student is late for class and does not have a pass from a teacher, the teacher will make a note of this. After three tardies a referral will be written. An after school detention will be issued by the administration after three tardies.

Library

Books and materials are loaned to students in accordance with the following guidelines:

- Materials are loaned for two weeks unless some other time limit is specified.
- Materials may be renewed unless other students are waiting to borrow the same material.
- Materials to be renewed must be presented at the library renewal desk at the time of renewal.
- One should not check out materials in another student's name.
- Most reference and reserve books are loaned in the afternoon and are due the next day before 8:00A.M.
- Keeping materials beyond the due date is unfair to other students who may want to use them. A student who will be absent should make arrangements to send materials back to school.

Library after school

The Library is open after school, Monday-Thursday, until 3:30 PM for students to work. Students are to bring their work and remain in the Library until 3:30. Students may take the late bus home. They will need to get a pass from the Librarian or the Library Aide.

Lockers

All students will be assigned a locker and combination. Students are not to share their combination. Backpacks are to be kept in the student's locker for the duration of the school day. No locker decorations allowed inside or outside lockers.

Lost and Found

There is a lost and found cabinet in the hallway just outside of the Student Dining Room. Found articles should be taken to the cabinet. Unclaimed articles will be donated to charity. DO NOT leave personal items and valuables on the

shelves in the hallways and other “open” areas. DO NOT leave books, folders and binders on shelves for more than one class period. To prevent loss, be sure to LABEL your belongings with your name. The school is not responsible for lost or stolen electronic communication devices on any school property.

Messages to Students

If you need to get a message to your child during the school day, please call the Main Office, 315-445-8360 (grade 5) or the Clerical Center 315-445-8269 (grades 6, 7 & 8). Our staff will take the message and get it to your child as soon as possible. We will not interrupt classes with messages. We will wait until passing time and try to reach your student then.

Parents should not send text messages or call student’s cell phones during the school day.

Parent Teacher Group (PTG)

The purpose and function of the PTG is to support the administration, staff and students throughout the school year. All parents and guardians of students are considered members of the PTG. Please join us to meet new people and find out more about what’s going on in the day-to-day life of our students.

Co-Presidents: Christina Sorbello and Nicole Kittleson

Vice President: Tiffany Gratien

Co-Treasurers: Chrissa Butler and Jennifer Raye Collins

Secretary: Sarahlee Simms

Planners

All JDMS students will be given a school planner at no charge. Students are expected to use the planner and to have the planner with them in all classes. The planner includes pass pages. All passes will be written into the planner on the special pass pages. Replacement planners can be purchased in the Main Office for \$ 5.00 each.

School Supplies

Please refer to the supply list when purchasing supplies. If you have misplaced your list more are available on our school website at

www.jamesvilledewitt.org/middle. *Please be sure to replenish supplies as needed through the year. Additionally, be sure to have extra supplies at home for homework assignments.*

SchoolTool

All Jamesville-DeWitt School District students and parents have access to the SchoolTool parent and student portal. The web-based system allows parents to view information about their child’s educational program as well as how their son/daughter is doing in school.

At the middle and high school levels, students can log into the portal to view course grades and assessments on assignments. Through the portal, parents can also view their child's emergency contact and medical information.

Parents and students can access SchoolTool by visiting the following link:
www.jd.schooltool.cnyric.org.

Search and Seizure

All students will be issued a locker in which to keep school related materials. The hall locker is for the student's books, coat, lunch, etc.. All lockers, locks, combinations and/or keys are the property of the school. Students are not to put personal locks on their hall lockers. Lockers may not be used for the storage of any materials that the possession of violates the law or this code of conduct.

Students are strongly encouraged not to divulge their combination to any other person. This will help to ensure security, since the school is not responsible for items missing from lockers. Students should take extra precautions before they leave a locker, to be sure that it is locked and not set to the open position. Turn the dial to another position so that all numbers must be reset to open, ensuring the locker is properly secure. If students discover something missing from their locker they should report the loss to an administrator.

Lockers and desks are provided for student convenience, but are the property of the school district.

Smoking Policy

Smoking in public buildings and on school property is against the law! The Jamesville-DeWitt Central School District is strongly committed to a smoke-free educational environment.

Student Photos (use of)

Throughout the school year photographs are taken of students to be used in JD District print publications.

Parents who DO NOT wish to have their child's photograph used in these outlets should indicate so on a form that is sent home to the parent/guardian with the August Back-to-School Mailing.

In order to respect the privacy rights of our students and staff, visitors are asked to please not take photos of any individuals outside of their family member, for the purpose of posting on social media.

Telephone Use

Sometimes it is important for a student to contact a parent/guardian during the school day. Phones are available in the Clerical Center or the Main Office.

Permission and a pass to use the phone must be obtained from a teacher. Calls are limited to contacting a parent/guardian. Special permission from the lunch supervisor is required to use the phone during lunch. Cell phones may not be used or be visible during the regular school day. Parents should not send text messages or call student's cell phones during the school day.

Textbooks

There are no rental fees for textbooks. They are issued to students and are to be returned when the class is completed. Since they are passed on from year to year, textbooks must not be misused or defaced. You are responsible for any damage to textbooks and you will be held financially responsible for books that are damaged, defaced or lost. All textbooks must be covered throughout the school year. Book checks will be done one week prior to the end of classes. Any student who does not return his/her assigned book(s) will be responsible for replacement costs.

Transportation

The bus driver's responsibility is to transport the students safely and bring them to school ready to learn. The bus drivers will assign seats for riding to and from school. It is the student's responsibility to conduct himself/herself in an orderly and safe manner. Respect between students and driver is the key to a safe ride to school. Safety is our main goal. To achieve it, we must have a cooperative effort by all. Distractions to the driver from behavioral problems present a serious danger to all passengers. The privilege of transportation will be suspended for any student who does not conduct themselves appropriately.

Riding a different bus home: Students will not be permitted to ride a different bus home, than the regular bus assigned to that student at the beginning of the school year. However, they are permitted to get off at a different stop, as long as it is on their regular bus route. In order to get off at a different stop on your regularly assigned bus, you **MUST** have a note signed by your parent or guardian. The note must be turned into the Main Office in the morning stating the name of the student you are going with and the street address of your destination and a pass will be issued.

If a student is in need of an alternate pickup and/or drop off, for a duration during the academic year, the Alternate Transportation form must be filled out and approved by the transportation department. This form can be found on the Jamesville-Dewitt school webpage and turned into the Main Office.

NOTE: Bus passes CANNOT be issued with a phone call. The request MUST be in writing.

Late buses: Late buses are available on Monday, Wednesday and Thursday at 3:35 PM. To ride a late bus, students must have a bus pass. The teacher with whom the student is staying with will provide the bus pass.

Bus loop: The bus loop (roadway immediately in front of the building) is for buses and emergency vehicles only. All other vehicles are prohibited from the bus loop. Designated visitor parking is located in the South lot in spaces closest to the school building.

Student Drop Off: If a student must be dropped off at school before 8:00 am, use the parent drop off area in the back of the school

Drop Off/Pick up during the day: If a student must be picked up or dropped off between 8:00am – 2:45pm, please use the designated visitor parking in the front of the school and enter the building to pick up the student at the Main Office. All students must be signed out by an approved adult during these hours.

After school pick up: If a student must be picked up after school, please park in the lot around the back of the school.

Riding bicycles and walking to school: You may NOT ride your bicycle to school. You are NOT permitted to walk to, or from the Middle School. Walking or riding on Randall Road is dangerous. The visibility is poor and the roadway is narrow. The only exception is if you live on the south side of the athletic field and you must have written parent/guardian permission on file in the Main Office. Pleasure riding on school grounds is prohibited during school hours. Rollerblading, using scooters or hover boards on the athletic facilities is strictly forbidden.

Visitors

All visitors must report to the Main Office to sign in and receive a visitor badge to wear while in the building. Middle School students should not bring friends or relatives to school with them. Visitors or drop-ins from other schools are not permitted. Parents are always welcome visitors at JD Middle School. Visits to classrooms should be prearranged with the school counselor.

Working papers

The Clerical Center issues working permits. Check with Ms. Christina Lopez to find out what you must do to obtain this permit.

Extra-Curricular Activities

We encourage all students to get involved in extra-curricular clubs and activities. Research suggests that students involved in these types of activities do better in school, have less behavior difficulties and a lower drop-out rate than those that choose not to participate. This is a description of just some activities that have been held in the past. Activities for this year have not yet been determined. Information about after school activities is distributed via announcements. Tell your student to listen closely to the announcements each day for information about the dates and times for these activities.

Extra-Curricular Sports

Seventh and eighth graders are eligible to participate on sports teams that compete against other schools. The emphasis of our modified sports program is on inclusion. However, high participation numbers sometimes means that there is competition for a spot on a team. At the present time, students have opportunities to participate in: Boys Football, Boys Soccer, Girls Soccer, Girls Swimming, Girl and Boys Cross Country, Boys Basketball, Girls Basketball, Girls Softball, Boys Baseball, Boys Lacrosse, Girls Lacrosse and Varsity Boys and Girls Track and Field.

Sign up for these sports is on the district website. Click on the Athletic link.

Intramural Activities

Jamesville DeWitt Middle School is pleased to offer after school intramurals to all students. The purpose of this program is to offer every student the opportunity to participate in recreational activities. A variety of recreational activities are offered in a fun and safe environment. Parents and students should go to the Intramural section, on the Middle School web page, to read the Intramural Guidelines and Expectations, and to register to complete the Annual Permission Slip. This will alleviate any missed participation if and when your child decides to participate in an intramural activity.

If your son or daughter has diabetes, asthma and/or a life threatening allergy that may require medication to be available during intramurals, please contact the Health Office at 445-8258 or by email prior to his/her participation. A self-carry and administer order for insulin, an inhaler or Epi pen may be needed for his/her safe participation. See the Intramural Web Page for more information.

Intramural sessions are held Mondays, Wednesdays and Thursdays, 2:45 – 3:35 P.M. Students report to the main gym immediately after announcements and can take the 3:35 P.M. late bus home.

For safety reasons, no spectators are allowed. Parents and/or students cannot stay to watch the activities.

Intramural Guidelines and Expectations:

- Intramurals are open to all students who complete and turn in the annual permission slip. The permission slip can be found on the middle school website: www.jamevillede Witt.org/middle under the Intramurals link.
- Students must notify their parent in advance of their intentions to stay for intramurals.
- Students are required to be at intramurals from 2:50 – 3:35 PM.
- Students do not have to attend every week
- Students may not participate in intramurals and a modified sports team at the same time.
- Students must be prepared for physical education class on the day of, or the day before the activity they would like to attend.
- Students are required to change into appropriate clothing: T-shirts, shorts/sweats and sneakers are a must for all activities.
- Students do not need to sign up for individual activities ahead of time, with the exception of tournaments. Tournament guidelines can be found on the Intramural Web Page.
- All equipment is provided
- There is no cost to participate in the intramural program.
- Activities may be cancelled due to weather or other circumstances.
- Intramurals are a privilege. Participants are required to exhibit good sportsmanship and obey established school rules. The first time a student misbehaves a reflection sheet will be filled out and the parents will be notified. A second incident will result in a referral; parental notification and intramural privileges will be suspended for six weeks. The third incident will result in parental notification and intramural privileges will be suspended for the rest of the school year.
- Have fun!

All intramural information, including a tentative schedule of activities, can be found at the intramural link on the JDMS web page. If you have questions or concerns, please email Audra Sixberry, Health, Physical Educator and Intramural Director at asixberry@jd.cnyric.org.

PTG Activities

Our Parent Teacher Group conducts a variety of after school activities for students in all of our grades. The PTG will distribute a flyer that indicates which activities are scheduled for which afternoons. Space in some of the activities is limited, therefore, a sign-up session is typically scheduled when parents (and students) sign up for their activity. There is a nominal fee to cover expenses (scholarships are *always* available).

Student Leadership

Our student leadership program is undergoing phenomenal growth and the number of opportunities for students to become leaders and offer service to their school and community are increasing. Our student leadership program includes both representative bodies and committees that are open to all students. We work to provide community service, increase school spirit and enhance our school environment through problem solving and participation on school committees.

