

JAMESTOWN HIGH SCHOOL

STUDENT HANDBOOK 2004 - 2005

WELCOME TO J.H.S.
Home of the Red Raiders

Joseph Yelich, Principal
Brent Sutter, Melissa Emerson, John Marshall
Assistant Principals

SCHOOL TELEPHONE NUMBERS
PRINCIPAL /MAIN OFFICE 483-3470
ASSISTANT PRINCIPALS 483-4380, 483-4381, 483-7103
MEDICAL OFFICE 483-4373
ATTENDANCE 483-4372
GUIDANCE 483-4358
ATHLETIC DIRECTOR 483-4223

ABBREVIATED STUDENT EDITION

Name _____

Address _____

City/Town _____ Zip Code _____

Telephone _____

Home Room _____ Grade _____ Student ID _____

Jamestown High School

Mission Statement

The mission of Jamestown High School, in partnership with the community, is to graduate all of our students with positive attitudes, habits and skills that promote the growth of well-balanced individuals, prepared to pursue their goals in society.

STUDENT GUIDELINES

Procedure for Parental Concerns

We recognize that from time to time situations may occur that engender legitimate complaints or questions. These concerns can be handled by contacting the administrative offices. We believe that all sides of an issue must be heard and that a "team" approach leads to the best solution. Teachers may also be contacted through the main office at 483-3470.

Homerooms

Homerooms will be open by 7:55 A.M. at which time the warning bell rings. All students must be in their homerooms by 8:00 A.M. Any student who arrives after 8:00 A.M. must sign in with the Attendance Office. It is expected that all students will give the proper respect to their fellow students and the teachers during the Pledge of Allegiance and announcements. Excuses from homeroom will be limited. Detentions will be assigned following the third unexcused tardy per semester. Any students who arrive at school unexcused after 9:00 A.M. will receive an extended detention. For further explanation see: Tardy Policy

Study Halls/Activity Periods

Students may leave the study hall with permission. Students are not permitted to leave study hall or activity periods to see a teacher without a written request signed by that teacher **in advance**. Special passes will be issued to allow students to report to the attendance, guidance, and health offices or enrichment programs.

Student ID

All Students will be given a student ID when they first enter the High School, either at the start of their ninth grade year, or when they transfer into the district. Students are responsible to keep this card for as long as they remain at JHS. All students are required to use their ID to purchase a school lunch (at student rate), to enter school dances, and when checking out materials in the Library Media Center. Lost, stolen, or damaged cards can be replaced for a fee of \$2.00.

Hall Passes

A hall pass is required whenever a student leaves the room. Student passes must be properly completed, registered and signed by the teacher. All school personnel monitor passes.

Cafeteria

Students must go to the cafeteria during their assigned lunch set. Photo ID's are required at all times. Students may choose the table at which they eat; however, monitors may move students when necessary. Improper behavior in the cafeteria could result in an assigned seat, or a requirement to eat lunch in the ISS room. Students are not permitted to purchase a lunch for another individual. Students must stand in line and wait their turn, eat in the cafeteria, use good table manners, remain seated until the dismissal bell rings, keep the tables clean, return trays to the appropriate carts in the designated areas, and put the chairs back in place. All disposable waste, plastic utensils, and uneaten food are to be deposited in the trashcans. Requests to leave the cafeteria may be granted by asking for a pass from a monitor. No food nor drink may be taken out of the cafeteria. Students eating or drinking outside of the cafeteria may be assigned an extended detention.

Parking Procedure

Since our high school is located in a congested area of the city, parking space on campus is limited and only available for faculty and staff. Students may not park vehicles on school property from 7:30 A.M. - 3:00 P.M., or an extended detention will be assigned. Any illegal parking may result in that vehicle being towed.

For a fee of \$80.00 students may park in the church lot located across the street (Foote Avenue) from the school. Students will be given (1) parking sticker (to be placed above the rear view mirror) for this fee. Only students who purchase the parking sticker may park in the church lot.

Alternative student parking is available in the lot at the bottom of Institute Street, side streets and PIC lot at the corner of Foote and Harrison.

First Lutheran Church Parking Lots Expectations of Students:

1. We now have painted spaces in the lots. Parking is permitted only in the allotted spaces. There will be absolutely NO parking in any of the driving lanes.
2. There will be absolutely NO parking on or driving over any of the grass areas.
3. Drinking alcohol, the smoking of tobacco or marijuana, and the use of any illegal drugs on church property is absolutely prohibited.
4. If we close any of the lots for church functions, sneaking into the lots is prohibited.
5. NO litter is to be left in the lots. We will be installing garbage cans; they are to be used, not vandalized.
6. There is to be no parking by any student in the small lot on Center Street across from the church.
7. For the larger lot on the corner of Chandler and Foote Avenue, there are in arrows and out arrows. You must follow the traffic patterns.
8. The same rules apply for any school event, including dances, basketball games, theatrical productions, etc.

Violation of any parking procedures may result in being ticketed or towed and will result in a minimum of an extended detention. Further violations may also result in loss of parking privileges and/or further disciplinary actions.

Attendance Policy

Every student has the right to the educational opportunities that will enable the student to develop his or her fullest potential. To maximize these opportunities, it is the responsibility of the student to be in attendance daily. Jamestown High School is committed to the philosophy that every student should attend every class every day. Regular attendance and promptness are expected in all classes and are essential for student success in school. In addition, students must provide prior notification of absences known in advance as well as making arrangements with teachers for completing missed work.

Our attendance policy is based on the following beliefs:

1. Regular attendance is an important aspect of a student's educational program.
2. The educational process requires a continuity of instruction and active classroom participation.
3. The maximization of student interaction with his or her teacher and peers occurs through regular attendance.
4. Regular attendance is a major component of academic success. It increases student achievement and reduces the dropout rate.

Under the Jamestown High School attendance policy, parents/guardians are expected to call the Attendance Office when a student will be absent or late and to state the reason why. An answering machine (483-4372) is available 24 hours a day to receive messages pertinent to absences. The attendance office opens at 7:30 a.m. for personal inquiries. Students are responsible for reminding their parent/guardians that a call should be made. If an absence has not been reported by 4:30 p.m. of the day of absence, it reverts to an unexcused absence and make-up work will not be permitted.

Below are the only legal excuses permitted by New York State:

- a) Student illness
- b) Sickness or death in the family
- c) Medical appointments
- d) Approved educational trips
- e) Impassable roads or weather
- f) Approved religious observances
- g) Quarantine
- h) Court appearance
- i) Approved college visits
- j) Military obligations

Students will be allowed to make up all classroom work for any of the above absences.

Class Attendance and Course Completion:

In order for students to be eligible to take tests and submit papers, homework, projects, etc., for grades required to receive credit for any course, students must be in attendance a minimum of 85% of the total number of days the course is scheduled to be in session.

Any student absent from a class more than 15% of the time will not receive credit for the course. For example, more than 13 absences in a semestered course, including an A/B full year course, or 7 absences in a quartered semestered course, will result in loss of credit. Missing 45 minutes or more of an 80-minute class or 20 minutes or more from a 40-minute class will be considered a full period absence. Transfers and students re-enrolling after having dropped out will be expected to attend 85% of the scheduled class meetings during their time of enrollment. The procedures followed will be prorated according to their possible number of class meetings.

Once a student exceeds the attendance standards as specified previously, that student will not take any remaining tests or submit any work, etc., for grades necessary to receive credit for that course, regardless of the student's performance on prior tests, exams or other graded work. Students who violate the minimum attendance standards must continue to attend class unless the district affords the student a full disciplinary hearing in accordance with education law.

It is possible for a student to apply for an “attendance waiver” through the principal if there are extenuating circumstances which caused that student to exceed the limit. The waiver application must be obtained through the student’s guidance counselor and must be initiated within one week from the date of notification that the student has exceeded the limit.

Educational Trips and Alternative Learning Experiences:

All educational and/or field trips require written permission from parents/guardians. Educational trips should be planned as an integral part of a particular course or program and the pupils must be accompanied by a teacher.

Trips with or without parents, vacations, etc., are not approved educational trips. Such trips are unexcused and require an approved leave of absence (from the Principal) at least five (5) days prior to the absence before make-up work will be permitted. This category of absence will be called “Acknowledged Unexcused.” Students are responsible for contacting teachers for make-up work five (5) days in advance.

When absent from class or school for reasons other than unexcused absence, truancy, or suspension, a student will be allowed two (2) days make-up time for every day of class absence up to a maximum of one (1) week. Any illness or injury, which would prevent a student from attending school for an extended period of time, will be referred to Pupil Services for home tutoring arrangements. During the time when a student is being home tutored through the school system, this time from school will not count towards the total number of absences which may not be exceeded in order to receive credit for the course.

Students excused from regularly scheduled class(es) to participate in school activities (athletic events, music programs, award presentations, play presentations, sectionals, etc.) must procure their assignments in advance. Students are responsible for material covered during that particular absence.

Students absent from school who have after-school jobs are expected to not report to work. Attendance or participation in any after school or evening school activity on the day of absence is prohibited.

Leaving School During School Hours

Permission to leave the school building must be secured from the school's administration or nurse. Students may not enter and/or leave school (during hours) without permission from the Principal's Office or Assistant Principals' Office. Any student who leaves the building without permission will be assigned a minimum of an extended detention.

Tardy Policy

Students who are unexcused tardy and arrive before 9:00 a.m. will not be penalized the first three times each semester. However, on the fourth unexcused tardy and every one thereafter up to 15 will receive a regular detention to be served on that day. Students who are unexcused tardy beyond 15 times will receive an extended detention. Students who are unexcused tardy after 9:00 a.m. will receive an extended detention as well. Students who arrive after 11:00 a.m. could face further disciplinary action.

Graduation Requirements

Graduation requirements are established by the NYS Education Department and the local Board of Education. All students will take a minimum of three academic courses plus PE each semester. The Principal must approve any exceptions. Students must complete all requirements in order to participate in the graduation ceremony.

Short-Time Excuses

If a student is going to be legally absent from school for any part of a day, he or she must present an excuse in advance written by his or her parent or guardian. This written excuse should state the date, and the time to be excused, the destination of the student, the student's grade, and homeroom. A minimum amount of time is allowed for travel from school to the student's destination. These "short-time" excuses must be presented at the Assistant Principals' Office for approval as soon as the absence is known to the student. This is an important part of the new Attendance Policy and follows standard procedures of the workplace. Only emergency excuses will be permitted on the day of the absence. Short-time excuses, which are deemed “Unexcused” by the State, must be reviewed and approved by school administrators at least five days in advance or make-up will not be permitted.

Unexcused Absence, Truancy, or Out-of-School Suspension

Make-up work for unexcused absences and truanancies is not permitted. Work for students on out-of-school suspension will be forwarded to the OSS program.

Detentions

Regular after school detentions will be held daily from 3:05 P.M. to 3:45 P.M. in room 8 (room 340 on Wednesdays only).

Extended detentions are held in Room 8 on Wednesdays from 3:05 - 6:00 P.M., and on Saturdays from 9:00 A.M. - noon. Failure to attend extended detention usually results in ISS until the extended detention is served.

In-School Suspension

ISS is held from 8:00 A.M. - 3:05 P.M. in Room 8. Students do not report to their regular homeroom if assigned to ISS. In the event of tardiness students make up any time missed, equal time for legal reasons and double time for unexcused reasons. This time is to be made up after 3:05 P.M. on the day of the occurrence, in either ISS or detention.

Students in ISS must have all of their books and study materials, as they are not allowed to go to their lockers. Most students will be able to obtain their daily assignments through ISS; however, if necessary, students may have to contact a teacher for specific written work and/or tests to avoid a grade of "zero". Students who fail to attend or complete ISS may be referred to the Altered Day Program. Students serving ISS are not permitted to attend any extracurricular activities until they return to their regular classes.

Out-of-School Suspension

The JHS Out-of-School Suspension program (OSS) is now located at Jamestown High School. This program will run daily from 2:45 p.m. until 8:00 p.m., and will coincide with the Alternative Placement Program. Students are to report to the Institute Street doors by 2:40 p.m. daily.

When a student is suspended to OSS, he/she must successfully complete the designated number of days assigned to them. A day will be considered successful when a student arrives on time and scores the necessary number of points based on a point and level system. Students earn points for appropriate behavior and positive academic participation. Points are deducted for inappropriate behavior and negative academic participation.

While attending OSS, students' classroom work will be delivered to the program, and a certified teacher will provide academic assistance. A behavior modification program will also take place on a daily basis. A meal break is provided each evening at the normal school cost. (Free and reduced prices will be available for those who qualify). The meal will consist of a sandwich, chips, fruit, cookie and milk. Students are not permitted to bring their own lunch. If a student has any dietary restrictions, it is a parent's responsibility to notify the school.

Students in OSS are limited as to what they may have in their possession while attending. The only acceptable items that a student is permitted to have are the following: a writing utensil (pen w/black or blue ink), fifty cents for a phone call, an appropriate amount of money to purchase a lunch (if necessary), one form of identification (not contained in a wallet or purse), and a house and/or car key. Any other possessions (contraband) will be confiscated and will only be returned to a parent/guardian on one occasion. The appropriate point fine will also be imposed. Students will be searched and wanded upon entrance.

Students in OSS also have a limited dress code. NO jewelry of any kind is permitted (piercings, necklaces, bracelets, watches, rings, etc.). Males must have shirts tucked in at all times, pants must be worn at waist level, and all shirts must have sleeves. Very short skirts and shorts are not permitted. Any clothing deemed inappropriate will result in an extra day being assigned.

A police officer will be present at all times. It should be noted that in the event that a student in OSS violated the law, he/she will be immediately arrested and further school disciplinary action may result.

To report an absence, or if you have question or concerns, please call 483-4209 between 3:30-4:30 p.m.

Alternative Placement Program

The Alternative Placement Program (APP) is a program for students who have been removed from our day school component for disciplinary reasons. It is a program in which students are enrolled for a minimum of 40 school days. It is housed at JHS and runs from 2:45 – 8:15 p.m. along with the OSS program.

Parental Notification

Parent/guardian will be notified verbally and/or in writing when ISS, ISS/OSS, suspension, or extended detention is assigned.

Section 504 Notice Procedures

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

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

If there are any questions regarding individual circumstances, parental rights, educational records, or any other issues, please feel free to contact our Section 504 coordinator, Mrs. Sheryl Johnson at 483-4385. You may also refer to <http://www.jamestownpublicschools.org>

Student Dress and Appearance

The school has a responsibility to guide students in becoming employable. Personal appearance may determine employability; therefore, good taste, safety and health determine the policy on school attire. 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.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief/tight fitting garments such as tube tops, net tops, halter-tops, spaghetti straps, plunging necklines (front and/or back), bare mid-ribs/backs, see-through garments, short shorts and micro-mini skirts (**anything shorter than mid-thigh**), and any other garments deemed inappropriate are not permitted unless covered at all times by a blouse, sweater, or sweatshirt.
3. Ensure that underwear/undergarments are completely covered with outer clothing.
4. Include acceptable footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of sunglasses, outerwear, hats, bandanas, headbands or other head attire in the classroom except for a medical or religious purpose.
6. Not include items that are vulgar, obscene and libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability. Items promoting tobacco, alcohol, illegal items or substances, inappropriate behavior, or those that are deemed offensive or inappropriate will not be allowed.
7. Not promote and/or endorse the use of alcohol, tobacco, illegal drugs and/or encourage other inappropriate, illegal or violent activities.

A student who is in violation of the dress code will be required to change into acceptable clothing. Class Two disciplinary procedures will apply.

Right to Search

School officials have the right to search students, their possessions, lockers, desks and/or automobiles parked on school property, if there is reasonable suspicion that the student is in violation of any school rule or policy, or poses a threat to self or others while on school property. This search may include any device deemed useful in protecting the health and welfare of the school population.

The school district declares its ownership of all student lockers, that it possesses a master key for all lockers, and that officials can and will conduct random locker searches as described above. Students are responsible for all of their personal property stored in school lockers.

Radios, Headsets, Beepers, Cellular Telephones, Hats/Headgear

Radios, headsets, beepers, laser pointers, and/or cellular telephones are not permitted in school during school hours. This equipment will be confiscated and released only to a parent or guardian within two weeks. Extended detention will be assigned, as well. If an item is confiscated for the second time during the school year, it will not be returned.

Sexual Harassment

The district is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when the student perceives such behavior as unwelcome, such as inappropriate touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, blocking a student's movement, rape or attempted rape.

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

In the absence of a victim's complaint, the school, upon learning of or having reason to suspect the occurrence of any sexual harassment, will promptly begin an investigation.

Any investigation, which determines that sexual harassment has occurred, will result in disciplinary action by the school and/or police.

Drinking, Smoking, Use of Illegal Drugs

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

Students caught smoking or spitting in school will be suspended for three days for the first offense; the second offense, they will be referred to the County Health Department. If found guilty under Article XX IV, Section 2 (c) of the Sanitary Code, students will be subject to:

1. \$250.00 fine
2. Up to 15 days in jail
3. 50 hours of supervised community service

RULES OF STUDENT CONDUCT

Each student has responsibility to abide by all Rules and Regulations. Failure to assume this responsibility will result in disciplinary actions.

The following rules and guidelines have been formulated to effect orderly conduct within the building, on school grounds, and on school vehicles. These rules of student conduct are set forth by class of offense and indicate consequent measure of punishment. In case of rule violation, these measures will be implemented.

DISCIPLINARY CODE

1. Class One Offenses POSSIBLE CONSEQUENCES

Student Conduct Code	a. The staff member involved
a. Violation of classroom, hall, or lavatory rules.	will take appropriate discipline measures which may include the following:
b. Disruptive behavior.	
c. Refusal to follow directions of staff member.	1. Verbal/written warning
d. Tardiness (unexcused 1-3 times).	2. Reprimand
e. Unprepared for class.	3. Withdrawal of certain privileges
	4. Assigned after-school teacher detention
	a. Office detention
	b. Extended detention
	c. ISS
	5. Office referral
	6. Notification of parent

2. Class Two Offenses POSSIBLE CONSEQUENCES

Student Conduct Code	a. The administration
a. Repeated Class One Offense	shall take appropriate disciplinary measures which may include the following:
b. Truancy	
c. Cutting class	1. Office Detention
d. Loitering in school buildings or on school grounds while school is in session	2. Extended Detention(s)
e. Violation of student driving and parking rules	3. Suspension in school/out of school
f. Cheating, lying, forgery, gambling, and games of chance	4. Communication with parent
g. Possession of obscene material	
h. Use of profanity	
i. Act of endangering the safety and welfare of others	b. When school parking violations are issued, the Main Office will be notified and the following action will be taken:
j. Skipping Detention	
k. Student/peer harassment	
l. Spitting	
o. Possession of radios, beepers, headsets, cellular phones	
p. Insubordination	
q. Possession of food or drink outside cafeteria	1. Loss of parking privileges
r. Wearing a hat in the building	2. Parent contact
s. Racial harassment	3. Towing of an

- t. Dress code violation illegally parked car to the police garage
- c. Repeated violations of these rules will be considered a class three offense and will result in suspension.

3. Class Three Offenses POSSIBLE CONSEQUENCES

Student Conduct Code

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| <ul style="list-style-type: none"> a. Repeated Class Two Offenses b. Smoking/chewing tobacco c. Fighting d. Tampering with safety equipment and emergency systems e. Theft f. Plagiarism g. Vandalism h. Threatening/or harassment of a staff member i. Failure to complete assigned In-School Suspension | <ul style="list-style-type: none"> a. The administration may suspend for a period of between one and five days. <p>Other consequences may be:</p> <ol style="list-style-type: none"> 1. Removal from class 2. Extended detention 3. Referral to Alternative Education Program 4. Removal of bus riding privileges 5. Curtailment of afterschool activities 6. Initiation of claims needing restitution for damages 7. Notification of legal authorities of violations of penal law 8. Notification of parents 9. Automatic zero for plagiarized assignments. |
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4. Class Four Offenses POSSIBLE CONSEQUENCES

Student Conduct Code

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| <ul style="list-style-type: none"> a. Repeated Class Three Offenses b. Possession or being under the influence of alcoholic beverages and/or illegal drugs while on school property or under school supervision. This includes being in possession of imitation drugs. c. Physical assault d. Commission of any act endangering the health and safety of others e. Possession of weapon f. Possession of fireworks | <ul style="list-style-type: none"> A. Smoking/chewing tobacco <ul style="list-style-type: none"> 1st offense: 3-day suspension 2nd offense: 5-day suspension with a referral to the Chautauqua County Health Department for violation of Article XXIV, Section 2(C) Sanitation Code. B. Fighting: <ul style="list-style-type: none"> 1st offense: 5-day suspension 2nd offense: 5-day suspension and referral to Altered Day Program/or Superintendent's Hearing. |
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C. Failure to complete assigned In-School Suspension will result in:

1st offense: 1-5 days OSS –

must return with a parent/guardian.

2nd offense: Referral to Altered Day Program.

**In other extenuating circumstances, the Principal reserves the authority to impose lighter or heavier penalties.

**Violation of State, Federal/or Local laws may be a Class 2, 3, or 4 offense contingent on the nature of the violation involved.