

GUIDING BELIEFS ABOUT MIDDLE SCHOOL STUDENTS

Middle school students develop at different social, emotional, physical, and cognitive rates. Middle school students need high quality academic programs that provide structure and consistency, as well as opportunities for self-expression, self-discovery, and physical activity. Middle school students seek acceptance and meaningful experiences in school, home and community. Middle school students need encouragement, direction, and support from caring adults as they strive for both academic and personal success.

GUIDING BELIEFS ABOUT JEFFERSON MIDDLE SCHOOL

Jefferson Middle School must be safe, nurturing, motivating, and focused on student's best interest. Jefferson Middle School needs to provide a structured, academically rigorous curriculum that encourages positive, decision-making, individual growth and multiple avenues of assessment. Jefferson Middle School must foster meaningful relationships with parents and community in order to support students in becoming emotionally healthy members of our community.

STUDENT RIGHTS AND RESPONSIBILITIES

We believe that by accepting and fulfilling appropriate responsibilities, individuals will come to value resultant privileges. Responsibility is inherent in the exercise of every right and it must be emphasized that lack of responsibility means a weakening of rights.

It is the student's right to:

- attend school in the district in which his/her parent or legal guardian resides.
- express his/her opinions verbally or in writing.
- dress in such a way as to express individual choice.
- expect that the school will be an orderly place for all students to gain an education.
- be afforded due process in the event of disciplinary action brought against him/her including suspension and/or expulsion.
- be represented by an active student government selected by free school elections.
- be afforded equal and appropriate educational opportunities.
- be afforded an informal opportunity to be involved in the planning and evaluation of curriculum instruction.
- be afforded the channels of communication to the Board of Education.
- be afforded the opportunity to develop school publication such as school newspapers.
- be afforded the opportunity to participate on athletic teams, regardless of sex, except pursuant to Regulations of the State Education Commissioner.
- Have the opportunity to participate in available extracurricular activities.
- have access to relevant and objective information concerning drug and alcohol abuse, as well as access to individuals or agencies capable of providing direct assistance to students.
- have his/her student records available for inspection by his/her parent or legal guardian upon request.
- be free from illegal intrusion upon his/her person or property by school personnel or police agencies.
- be given ways to express and solve problems which cannot be solved by informal discussions.
- be respected as an individual, free from discriminatory practices, entitled to his/her personal dignity and integrity.
- to have an accurate record, which represent his/her school performance.

It is the student's responsibility to:

- attend school daily and be on time to all classes except when ill.
- express his/her opinions and ideas in a respectful manner so as not to offend, slander, or restrict the rights and privileges of others.
- dress so as not to endanger physical health, safety, limit participation in school activities or be unduly distracting (see dress code).
- be aware of all rules and expectations regulating student behavior and conduct him/her self in accordance with these guidelines.
- be willing to volunteer information in disciplinary cases if he/she has important knowledge in such a case.
- take an active part in student government by running for office, or conscientiously vote for the best candidates. Make his/her problems known to his/her representatives.
- be aware of available educational programs in order to use and develop capabilities to maximum.
- express his/her opinions in response to presented material in an appropriate manner.
- express views concerning the operation of the school system.
- refrain from libel and obscenity, and observe the normal rules for responsible journalism.
- be physically fit, participates in and/or supports athletic events to the best of his/her abilities.
- be aware of and follow all rules and expectations of extracurricular activities.
- be aware of the information and services available and to seek assistance in dealing with personal problems, when appropriate.
- be aware of the right of availability of his/her records related to his/her educational performance.
- be aware of actions, which constitute serious and dangerous wrongdoing and refrain from such acts (possession of contraband, drugs, etc.).
- discuss his/her concerns with a person involved and try to resolve the problem before discussing it with the principal.
- demonstrate appreciation for the dignity and integrity of all, refraining from participating in discriminatory practices.

PARENTAL RESPONSIBILITIES

The ultimate responsibility for a student's behavior rests with the student and with his or her parents. The administration and staff of Jefferson Middle School appreciate parental cooperation and support in all school matters especially ones involving their child. Anything that can be done in the home to reinforce the school's effort to instill self-discipline and a positive attitude toward school is greatly appreciated. Through the joint efforts of students, staff and parents, we are certain that the student will have a successful learning experience.

We recognize that there are times parents may have questions or concerns about a school matter and welcome the opportunity to speak with parents. If there is a concern, you may contact the Main Office during school hours to reach a teacher or administrator. The teacher or administrator will contact you as soon as they are available to address parental issues.

EMERGENCY INFORMATION CARDS

Parents are required to fill out emergency information cards each year for each child attending Jamestown Public Schools even if there are no changes from the year before.

SHARED DECISION-MAKING COMMITTEE

Jefferson Middle School is committed to the shared decision-making process. A committee consisting of staff, students and parents meets on a regular basis throughout the school year to discuss student achievement. We develop and implement programs that seek to support and improve student achievement efforts at the classroom and building level. We encourage any parent who is interested in serving on this committee to contact the school.

VISITORS TO THE SCHOOL

All doors to the school are locked at all times. To gain entry, a visitor must buzz the office and state their business before entering the school.

Parents and other citizens are encouraged to visit the school periodically during the course of the school year. **Persons who are not students or staff must report immediately to the Main Office upon entering the school building.** Student visitors from other schools, unless they have specific reason and prior approval of the building principal, are not permitted to be on the school premises.

Visitors must sign in at the Main Office and wear a visitor's badge while in the school. Before leaving the premises, all visitors must sign out and return the badge to the Main Office.

We request that visitors refrain from smoking (including in cars) while on school property and dress appropriately. In addition, we ask that gentlemen remove their hats when entering the building.

EMERGENCY EVACUATION PROCEDURES

Fire Drill Instructions: According to state law, at least 12 fire drills must be held each school year, eight of which must be held prior to December 1. Students are reminded that silence is necessary during fire drills. Directions to nearest exit are posted in each classroom. It is the student's obligation to the school community not to infringe on the others' rights of safe conduct while leaving and returning the building. If, for any reason a teacher determines a student's behavior inconsistent with that for the safety of all students, a teacher may take appropriate disciplinary action. The strict enforcement of all fire drill rules and procedures applies to exiting and re-entry.

Evacuation Instructions: If there is a need to evacuate the school building and the school grounds, students will follow set procedures, which will be practiced at least two times per year. Parents will be notified of such evacuation through District Office channels.

Emergency Closings: The Superintendent of Schools may close schools or dismiss students/staff early when hazardous weather or other emergencies threaten health or safety.

Parents are requested to avoid calling school on days of poor weather because it is important to keep school phone lines open. School closing and delayed start times will be announced over local radio stations. The following stations will carry information on closings and delayed openings.

WKSJ (1340 AM) WWSE (93.3 FM) WJTN (1240 AM) WHUG(101.9) KISS (106.9 FM)

If no report is heard, it can be assumed that schools are opening on time. If a delayed opening of school is necessary, school will begin at 9:30 or 10:30 a.m. In the event of a delayed opening, students that are transported would be delayed one/two hours. If school is delayed, there will be no band, chorus, orchestra, AM Jeff Advantage program or breakfast served.

GUIDANCE SERVICES

Guidance counselors are available at Jefferson Middle School providing counseling, consultation and coordination of services to students, teachers, parents and administrators. Counselors help students as they seek to identify and achieve personal goals and assume responsibilities in various life roles at each developmental stage. Counselor functions include academic planning, personal/social growth, crisis intervention services and family support.

PROMOTION AND RETENTION OF STUDENTS

Jefferson Middle School will make every effort to communicate potential promotions or retentions of students to their parent/legal guardian. Conferences to discuss mutual concerns are encouraged and can be arranged through the Guidance Office.

Retention will be limited to those situations where, in the best interests of the child, a successful learning experience is reasonably assured. All available resources will be used to determine the child's appropriate placement, including class achievement, standardized test scores, teacher observations and recommendations, and student's social/emotional maturity.

REMEDIATION/SUMMER SCHOOL ENRICHMENT

Students that struggle academically during the school year should attend summer school. Joint recommendation by teachers, counselor and principals will be made for students to attend summer sessions. This recommendation must be considered with the utmost seriousness by parents.

HONOR/MERIT ROLLS

Three times a year, after report cards are issued, an Honor Roll/Merit Roll will be released based upon grades received during trimester. All subjects including all exploratories, band, orchestra and physical education are included in determining honor and merit rolls.

HOMEWORK

Completing homework assignments is one of a student's most important responsibilities. If a student is having difficulty understanding assignments, he/she should meet with his/her teachers. Although written assignments are not given every evening, reading or studying may be assigned and also encouraged. Parents can help students develop good study habits by establishing a set room and time for schoolwork to be completed.. The District offers parents/guardians the ability to access grades and attendance on line through Parent Portal. Contact the Guidance Department for details.

CHARACTER EDUCATION

Components of character education are integral parts of the instructional program in response to the needs of our student population. Jefferson Middle School is committed to building student character as well as improving student performance. Community service has become an important component in promoting character education. We encourage students to participate in the many community service projects our schools are involved in throughout the school year.

CONFIDENTIALITY

The procedures for confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations, and the Commissioner's Regulations. The District shall arrange to provide translations of the following notice to non-English speaking parents in their native language:

To: Parent/Legal Guardian/Eligible Student:

This section is intended to advise you of your right with respect to the school records relating to your son/daughter (you) pursuant to the Federal "Family Educational Rights and Privacy Act of 1974". Parents of a student under 18, or a student 18 or older, have a right to inspect and review any and all official records, files, and data directly related to their children or themselves, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores). Attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

A parent of a student under 18 years of age or a student 18 years of age or older shall make a request for access to that student's school records, in writing, to the Superintendent of Schools, Guidance Counselor, or Principal. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period of time, but in any case, not more than forty-five (45) days after the request has been received.

HEALTH SERVICES

If a student becomes ill or hurt during the day, he or she should get a pass to seek assistance from the nurse. The nurse will evaluate how best to handle the problem. In case of injury or illness, a parent or their surrogate will be contacted. The parent may be requested to transport their child home or to the emergency room. If a parent cannot be reached and the injury or illness is so severe, an ambulance may need to be called. The parent will be requested to contact the school as soon as possible of the diagnosis and treatment in order for the proper forms to be filled out for insurance purposes. An accident report will be completed immediately after any injury.

If a student receives medication in school (including over the counter such as Tylenol or cough drops) there must be both parental and physician approval in writing. All medications must be in their original prescription bottle with doctor's orders for dispensing. All medications are kept locked and are only dispensed in the Health Office. A student may self-medicate himself/herself only when there is a self-medication slip on file and there is evidence that the student is properly trained to medication him/herself. No student will be allowed to carry any medication on their person during the school day.

As required by law, fifth and seventh grade students will have a health appraisal by a physician or nurse practitioner. Students entering Jamestown Public Schools for the first time will be required to present, upon entrance, certificates of immunization and physical examination.

**New York State Immunization Requirements
For K-12 School Attendance**

Diphtheria	3 doses	
Polio	3 OPV or 4 IPV	
MMR	Born before 1985	1 dose
	Born on or after 1985	2 doses measles
		1 dose each mumps and rubella
Hepatitis B	7 th graders entering school on or after 9/1/00	3 doses
	Born on or after 1/1/93	3 doses
Varicella	Born on or after 1/1/98	1 dose
Tdap	6 th graders entering school or 11 years or older	1dose

Pediculosis (Head Lice)

1. Students found to have live head lice will be excluded from the classroom. Removal of all nits is recommended to minimize recurrence.
2. At the discretion of the school nurse, students found to have nits only will either be sent home immediately or at the end of the school day, depending on the severity of the case, and past student/ family history.
3. Students who are sent home with either live lice or nits are to be examined by the school nurse or health and attendance clerk before entering returning to class following treatment.
4. Students are to receive treatment and should return to school the following day.
5. A report of child neglect and/or educational neglect based on poor parental compliance and/or poor attendance due to recurrent head lice may be filed with Child Protective Services.
6. In cases of chronic poor parental compliance and treatment, the school nurse and the principal may set a "no nit" policy for that particular family, at that particular time. Prompt treatment is still expected. The school will closely monitor the family to avoid extended absences due to the "no nit" policy.
7. The school nurse may examine all children in the affected student's classroom. The nurse may also check any other classroom(s) where there may have been potential spread due to the student's participation.
8. Families with repeated problems with lice will be counseled and advised by the school nurse. These families may also be referred to the health department for assistance from a public health nurse.
9. A report of child neglect and/or educational neglect based on poor parental compliance and/or poor attendance due to recurrent head lice may be filed with Child Protective Services.
10. In cases of chronic poor parental compliance and treatment, the school nurse and the principal may set a "no nit" policy for that particular family at that particular time. Prompt treatment is still expected. The school will closely monitor the family to avoid extended absences due to the "no nit" policy.

Students With HIV-Related Illnesses

The Board of Education recognizes the public concern over the health issues surrounding Acquired Immune Deficiency Syndrome (AIDS) and Human Immunodeficiency Virus Infection (HIV). The Board also recognizes, based upon the current state of medical knowledge, that the virus associated with AIDS is not easily transmitted and there is no evidence that AIDS or HIV can be transmitted by casual social contact in the open school setting.

The Board acknowledges the rights of those students diagnosed as having AIDS or HIV to continue their education as well as the rights of all students in the school district to learn and participate in school activities without being subjected to significant risks to their health. The Board also takes notice that under current law and regulations the disclosure of confidential AIDS and/or HIV-related information must be strictly limited.

Accordingly, it is the policy of the Board of Education that no student shall be denied the opportunity to attend school, continue his/her education or take part in school-related activities solely on the basis of being diagnosed as having AIDS or HIV. In accordance with current state law and regulations, it is also the policy of the Board of Education to prevent any student from being subjected to adverse or discriminatory treatment or stigma because he or she has been diagnosed as having AIDS or being HIV-infected.

The Superintendent of Schools has developed administrative regulations in regard to the education of students diagnosed as having AIDS or being HIV-infected.

Section 504 Notice (Parents rights under Section 504)

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 at 483-4385. You may also refer to <http://www.jamestownpublicschools.org>

ARRIVAL/DISMISSAL

Students will enter the building at 8:30 a.m., except for music students, Jeff Advantage Program and the breakfast program. Any other early entry will require an authorized pass which gives students the opportunity for them to go directly to their lockers and then to the designated location.

Students are dismissed at 3:05 p.m. unless the student is at an after school activity or detention. Failure to leave the building when requested may result in disciplinary action. Students must leave school property as soon as the student is dismissed.

Students are allowed to use school phones should they have to stay after school for educational reasons. Students receiving an office or teacher detention are encouraged to call home and let parents know. Office detentions are usually given for the following day to make sure that proper notice and arrangements are made for transportation.

ABSENCES/EXCUSES

1. Notification-Anytime a student is absent, a parent/guardian is expected to call the school to report the reason and length of the absence. Our answering machine is on from 3:00 p.m. to 8:30 a.m. everyday. Phone calls are made to verify a student absence.
2. Written Excuse- All excuses for absences are to be written by a parent/guardian. The note should state the date(s) and reason for the absence and be signed by them.
3. Return of Excuse-Students must give their written excuse to the homeroom teacher on the day following the absence. If the excuse is not brought in within three days, the absence is considered unexcused and appropriate administrative action will be taken.
4. Unexcused Absences-An unexcused absence with the knowledge of the parent/legal guardian can be considered truancy.

The following reasons for student absences from school are recognized as valid by the Board of Education in the State of New York:

- sickness or death in the family
- impassible roads or weather making travel unsafe
- religious observance
- sickness requiring attendance at a medical clinic
- approved school-sponsored trips
- quarantine
- required court appearances

We highly discourage any family from taking vacations during the school year. These absences are considered unexcused. The teacher is not obligated to provide work for the student prior to any unexcused absence.

TRUANCY/TARDINESS

Students must be in homeroom by 8:36 a.m. Students not in homeroom by the designated time will be marked tardy. Students who accumulate three tardies during the course of the year, will serve one office detention on the day of the third tardy. Once a student accumulates nine tardies, they will serve an office detention on the day of their ninth tardy and an office detention every time they are tardy thereafter. Continued excessive tardiness (ex. arrival after 10:00 a.m.) will result in more serious penalties.

A student absent without the knowledge and consent of the parent or legal guardian is considered truant. Truancy is a violation of New York State Law and is subject to disciplinary measures imposed by both the school and Family Court. Suspicion of truancy will warrant a visit by the District's Attendance Supervisor.

Excused reasons for tardiness are the same as excused student absences. The following reasons while understandable are not excused: "I overslept; the alarm didn't go off; car problems; long walk; etc." A note from the parent/legal guardian explaining the tardiness is required. However, if the tardiness is not excused, students will be required to serve the office detention if they meet the criteria stated above.

Since excessive tardiness and absences are not conducive to good work habits or learning, parents/legal guardians should make every effort to have their children in school every day and on time. Chronic tardiness and truancy are disruptive to both teachers and fellow students and therefore, will not be tolerated.

LEAVING DURING SCHOOL HOURS/EARLY DISMISSAL

Permission to leave the school must be secured from the administration or nurse; otherwise the student will be considered truant. The student must "sign in" or "sign out" respectively in the Attendance Office for all-late arrivals or early departures, or student will be considered truant. When returning from a "short time" excuse, students must obtain a pass at the Attendance Office.

STUDENT ABSENCES FROM CLASS

Students who are absent will be given 3 days for each day absent up to 10 days in order to make up missed class work. Tests must be made up at the teacher's discretion. If the required work or tests are not completed within the established guideline, a zero may be recorded for the grade.

It is the student's responsibility to request all make-up assignments from his/her teachers during or following absence from class. The student must request assignments early enough to allow adequate time for completion prior to the end of the marking period.

PHYSICAL EDUCATION EXCUSES

If a student is unable to participate in physical education for health reasons, a physician's excuse must be submitted to the nurse. The excuse must state the reason for being excused and the length of time to be excused. Change of clothing is required for Physical Education classes. Failure to comply may result in disciplinary action and may affect grade.

HALL PASSES

To leave a class while in session, the student must have a hall pass. It is the student's responsibility to make sure that classroom procedures are followed regarding hall passes.

CARE OF SCHOOL PROPERTY

All students must show respect and care for middle school property. Any damage to property should be reported to the main office or the appropriate teacher. Acts of vandalism are crimes against the school district and the community, which supports the schools. Students who willfully destroy, damage, or deface school property shall be subject to disciplinary action, and may be prosecuted to the fullest extent possible under the law. If a student damages school property, such student and/or his/her parent/legal guardian shall be required to pay the district for the value of the damaged property to the limit of the law. State law now permits parental liability for up to \$2,500.

TELEPHONES

Students need to be given permission in order to use classroom/office telephones. Use of school phones by students, need to related to school business (ex-staying after for extra help, or detention). Students cannot make any personal phone calls from school phones (go to a friend's house after school).

HALL LOCKERS/LOCKS

Hall lockers and locks are assigned to every student. Each student is to use only his/her assigned locker and lock. Keep locker locked at all times. All students must use school locks. Administration reserves the right to search lockers at any time when there is reasonable suspicion that the health or welfare of students may be in jeopardy.

TEXTBOOKS/MATERIALS/SOFTWARE EQUIPMENT

Textbooks and other necessary learning materials are loaned to the student by the Board of Education. Students are expected to exercise reasonable care in the use of school equipment. Any damage done to library books, textbooks, software or other school equipment due to misuse or negligence must be paid for by them. Other school equipment, which is damaged, should be reported to the building principal, who will determine if negligence on the part of the student was the cause of the damage. If so, the student and the student's parent/legal guardian are expected to pay for the damage.

COMPUTER POLICY

Jefferson Middle School recognizes the tremendous impact technology and information technologies will have on the future of education. The opportunity to work with various computer technologies and the Internet will be provided for all students. Students are responsible for adhering to the District Computer Policy provided to them. Should you not wish to have your child have access to the Internet, a written notification by the parent is required.

ACADEMIC MISCONDUCT

Any type of academic misconduct will not be tolerated at Jefferson Middle School. Academic misconduct includes cheating, copying homework/tests from another student, altering scores, plagiarism or assisting another student in any academic misconduct. Any student participating in any misconduct of this nature will face disciplinary action.

RADIOS, HEADSETS, BEEPERS, CELLULAR PHONES, OTHER ELECTRONIC DEVICES

Radios, headsets, beepers, cellular phones or other electronic devices are not permitted to be used school during school hours. With a first offense, this equipment will be confiscated and released only to a parent/legal guardian within two weeks. If an item is confiscated for the second time during the school year, it will not be returned and student will face disciplinary action.

Possession of laser pointers is considered illegal and strictly prohibited for students under the age of 18.

BICYCLES, IN-LINE SKATES, ROLLER SHOES, SKATEBOARDS AND SCOOTERS

Students are permitted to ride their bicycles to school, weather permitting. Bicycles must be locked in the bicycle racks only. Students may ride skateboards, roller shoes skates and scooters to school at their own risk and are expected to comply with all City of Jamestown ordinances regarding these vehicles. Students are not allowed to ride these vehicles on school property. The school is not responsible for lost, stolen, or damaged bicycles, bike locks, skates, skateboards and scooters.

CLUB AND ACTIVITIES

Activities enrich the curriculum of the school by making available a wide variety of opportunities in which a student can participate. Students are encouraged to join the many varieties of extracurricular clubs and activities the school has to offer.

INTERSCHOLASTIC ATHLETIC CODE

The Jamestown Board of Education has adopted a comprehensive interscholastic athletic code. Any middle school student who participates in an interscholastic activity will adhere to the guidelines set forth in the District's athletic code.

This written code will be provided to the athlete and his/her parent/legal guardian at the beginning of each athletic season. The student and his/her parent/legal guardian are expected to read it, and sign his/her pledge to adhere to the policy throughout the duration of the athletic season.

A copy of the Jamestown Public School's interscholastic athletic code will be kept on file in the Assistant Principal's Office.

FIELD TRIPS

Participation in field trips and extracurricular activities is a privilege, not a right. All school rules and policies are enforced when on any field trips. Parents will be given ample notice as to the conditions set forth by each team/grade concerning eligibility to attend field trips. Parents will be notified if a student is in jeopardy of being excluded from any activity. If a student is on suspension at the time of the field trip or any other activity, he/she will not be able to attend. Students must have a permission slip in order to attend a field trip.

CAFETERIA

Students must go to the cafeteria during their assigned lunch set. Students may choose the table they wish to eat at and may enjoy this privilege as long as they maintain good cafeteria conduct. Students are expected to stand in line and wait their turn, eat in the cafeteria, use good table manners, dispose of the garbage, and remain seated until dismissal. Monitors are assigned to each cafeteria period. All disposable items including utensils and uneaten food are to be deposited in the available trashcans only. Students spilling food or liquid must clean it up immediately for hygienic and safety reasons. No food or drink is allowed outside of the cafeteria. Failure to comply to cafeteria procedures will result in ISS lunch or other disciplinary action.

SCHOOL BUS TRANSPORTATION

Students riding on all school-operated buses are expected to behave in a reasonable and courteous manner. All school rules are in effect and will be enforced. Failure to follow proper bus procedures may result in loss of bus privileges and/or appropriate administrative intervention.

In order that the bus ride to and from school may be safe, the following rules will be observed:

1. Keep all noise levels at a low level.
2. Keep hands, feet and all possessions to yourself.
3. Obey the bus driver and aide.
4. Remain seated until the driver gives permission to exit the bus.

STUDENT DRESS/APPEARANCE

Clothing/Shoes worn by Jefferson Middle School students when on school property or at any school-related function (dances, field trips, etc.) must be safe, clean, non-distracting, non-dangerous and non-offensive to others. Examples of clothing that are unacceptable to be worn include, but are not limited to gym shorts, tube tops, tight shirts, tank tops, spaghetti straps, bare midriff tops, hip huggers, low-rise jeans, short shirts, shorts, skirts, or dresses. All shoes must be tied.

The District rule establishing appropriateness of length is as follows: Stand with hands at sides. If shorts, skirts, dresses are above fingertips, they are not appropriate. Students will refrain from wearing apparel advertising all drugs, alcohol, or tobacco, or displaying any obscenity, violence or cult-related items. Student's pants must be worn at his/her waist. The wearing of headgear of any kind is not allowed. Examples include, but are not limited to hats, visors, kerchiefs and bandanas.

Should a student's dress/appearance be deemed by the school administration as violating the school dress code, the parent will be notified and requested to bring a change of clothing. Repeated violations of the dress code may result in disciplinary action.

RIGHT TO SEARCH

School officials have the right to search students, their possessions, lockers, or desks 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 locks, and the officials can and will conduct random locker searches as described above. Students are responsible for all of their personal property stored in school lockers, and are also responsible to keep the locker locked at all times. Continued failure to keep a lock on his/her locker, will result in disciplinary action.

WEAPONS-IN-SCHOOL POLICY

The possession of a weapon on school property, en route to and from school or while attending a school activity is strictly prohibited, except by law enforcement personnel. Any person possessing a weapon for educational purposes in any school building must have written authorization from the Superintendent or his/her designee.

Notification of the Jamestown Police Department or other appropriate law enforcement agency shall be required in the event any weapon is possessed as set forth above. If outside the City of Jamestown, the appropriate law enforcement agency will be notified. For purposes of this section, weapon is defined to include, but not be limited to, any weapon defined in Articles 10 and 265 of the Law of the State of New York, as well as any rifle or shotgun or dangerous instrument as defined in Article 10 Section 10.00 (13).

The consequences for possession of non-firearms weapons include parent/legal guardian notification, police notification, five days out-of-school suspension, and a Superintendent's hearing.

GUN-FREE SCHOOL POLICY

No student shall bring onto school premises or have in his/her possession on school premises any "firearm" as defined by federal law. For purposes of this policy, the term "firearm" shall mean: any weapon (including a starter gun) which will be or is designed to be or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of such weapon; any firearm muffler, or silencer; or any destructive device.

In accordance with the Gun-Free Schools Act of 1994, any student found guilty of bringing a firearm onto school premises or having such a firearm in his/her possession on school premises after a hearing has been provided pursuant to Section 3214 of the Education Law, will be suspended from school for a period of not less than one year. However, after the imposition of the one-year penalty has been determined, the Superintendent of Schools may review and modify such suspension requirement for a student on a case-by-case basis.

ALCOHOL/TOBACCO/ILLEGAL DRUGS

Drinking alcoholic beverages and/or possession 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.

DRUG-FREE SCHOOL ZONE POLICY

The Jamestown Board of Education hereby declares that there shall be a Drug-Free School Zone around each school in the City as defined in Chapter 280 of Laws of 1986. Such zone shall consist of the area within the real property boundary of all schools with the City, together with 1000 feet beyond said real property boundary.

SEXUAL HARASSMENT/ASSAULT

Jamestown Middle Schools strive to promote a learning environment free from sexual harassment. It is a violation of the law for students to harass other students through conduct or communications of a sexual nature. Disciplinary action will be taken toward violators.

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, and/or blocking a student's movement. More serious or repeated behaviors may be considered sexual assault and will be dealt with accordingly.

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

The Title IX officer for the District for any sexual harassment issues is Karen Peterson, Human Resource, 483-4398.

THEFT

Students caught stealing or found in possession of stolen property on school grounds shall be subject to disciplinary action. Legal action will be pursued when necessary.

CODE OF STUDENT CONDUCT

Students at the Jefferson Middle School will be expected to display appropriate behavior at all times. We, at Jefferson Middle School, strongly believe in the need to teach middle school students personal responsibility and self-discipline. Thus, our purpose is to promote positive behavior and help students better understand the impact of inappropriate behavior on themselves, the team and the school while accepting the consequences for that behavior.

POTENTIAL CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

DETENTION- A teacher/team may assign a detention for a violation of the disciplinary code. The time of a teacher or team detention may vary. An office detention is assigned by a principal only. The office detention is usually assigned for one half hour after school is over. An extended detention for continuous violations of school policies or for more severe incidents may be added to the office detention. Individual schools may vary the length of the detentions.

SUSPENSIONS- A student may be assigned an in-school suspension (ISS) or an out-of-school suspension (OSS) by a principal. During an in-school suspension, a student is removed from his or her regular classes and is assigned to the ISS room under adult supervision at all times. While in ISS, the student is expected to complete his/her class assignments. The student is dismissed at the end of the regular school day unless a detention has also been assigned.

An out-of-school suspension may be assigned to a student when his or her behavior warrants the student to be removed from the school setting. The student will be sent to the designated District OSS Program. Parents will be responsible for transporting the student to the program. The student is prohibited from being on any school grounds during their suspension. The student is prohibited from participating in any after-school activities or field trips. Parents will be notified immediately when any OSS action must be taken.

REPEAT OFFENDERS

Even relatively minor offenses become serious when they are repeated and when they disrupt or distract from a student's education or the education of other students. When warnings, counseling, or light punishments, such as detentions are not effective, then more severe steps will be taken including out-of-school suspensions for 1 to 5 days and possible referral to the Alternative Education Program. This procedure will be followed in cases of students who engage in a large number of various types of offenses on a continuous or frequent basis.

Below are a list of offenses and the possible consequences that may occur for violating the established code of conduct for the Jefferson Middle School.

Class One Offenses

- a. Violation of classroom, hall, or lavatory rules.
- b. Disruptive behavior
- c. Refusal to follow directions
- d. Tardiness (unexcused 3 or more times)
- e. Unprepared for class

Class Two Offenses

- a. Repeated class one offense
- b. Truancy/Skipping a class
- c. Cheating, lying, forgery, academic misconduct
- d. Possession of obscene material
- e. Use of profanity
- f. Act of endangering the safety and welfare of others
- g. Skipping detention
- h. Student/peer harassment
- i. Spitting
- j. Use of radios, beepers, headsets, cell phones during school hours
- k. Insubordination (refusal to follow a reasonable request)
- l. Possession of food or drink outside of cafeteria
- m. Wearing a hat in the building
- n. Racial harassment/Sexual Harassment

Class Three Offenses

- a. Repeated class two offenses
- b. Smoking/Chewing tobacco
- c. Fighting
- d. Tampering with safety equipment and emergency systems
- e. Theft
- f. Vandalism
- g. Threatening/or/harassment of a staff member
- h. Failure to complete assigned in-school-suspension

Class Four Offenses

- a. Repeat of class three offenses
- b. Possession of and/or under the influence of the use of alcoholic beverages and/or illegal drugs while on school property or under school supervision
- c. Physical assault
- d. Commission of any act endangering the health and safety of others
- e. Possession of a weapon/fireworks
- f. Possession of drugs while on school property or under school supervision
- g. Physical assault/sexual assault

Class One Possible Consequences

- a. Verbal/Written warning
- b. Notification to Parent
- c. Withdrawal of certain privileges
- d. Teacher detention
- e. Office Referral: Office detention, Extended detention, ISS

Class Two Possible Consequences

- a. Office Referral: Office detention(s), Extended detention(s)
- b. Suspensions: In-School/ Out-of-School
- c. Notification to Parent

Class Three-Possible Consequences

- a. Suspension – administration may suspend for a period between 1 and 5 days.
- b. Removal from class
- c. Referral to Alternative Day Program
- d. Superintendent Hearing
- e. Removal of bus riding privileges
- f. Curtailment of after-school activities
- g. Restitution for damages
- h. Notification to police regarding the violation of penal law
- i. Notification to parents

Class Four- Possible Consequences

- a. Suspension – administration may suspend for a period between 1 and 5 days.
- b. Removal from class
- c. Referral to Alternative Education Program

Each student at Jefferson Middle School has the responsibility to abide by the following rules and policies. Failure to assume responsibility will result in disciplinary actions. Jefferson Middle School students will:

1. Always respect the rights of others, the property of others, and the property of the school.
2. Come to school daily and on time. Bring in an excuse when absent.
3. Not use walkmans, cell phones, beepers or other electronic equipment and toys during school hours.
4. Wear clothing that is clean and is not distracting or dangerous. Clothing that displays obscenity, advertise drugs, alcohol, or tobacco will also not be allowed.
5. Not chew gum, eat candy or drink pop in school during school hours.
6. Enter the building at 8:30 a.m. and leave at 3:05 p.m. Students will use only assigned entrances and exits.
7. Not use obscene or abusive language at any time.
8. Not bring or be in possession of alcohol, drugs, tobacco, or any related materials, including lighters, matches or counterfeit materials being substituted as such.
9. Use only the locker/lock assigned to him/her. Keep locks on lockers at all times. Go to lockers only at team appointed times.
10. Not bring any gym bags or backpacks to class.
11. Remove hats and outerwear when entering the building and store in lockers.
12. Be on time and prepared for all classes including books and other materials.
13. Move through halls and classes in an orderly fashion. Running or yelling is not allowed.
14. Obey all cafeteria rules.
15. Comply with all reasonable requests from any school personnel immediately and without argument.
16. Leave the classroom with a hall pass. Students must have a pass upon entering the building prior to 8:30.
17. Be responsible to make up work missed due to absence or tardiness.
18. Be at an assigned detention by 3:10 p.m. with all materials to do school work for the duration of the detention.
19. Display appropriate behavior when on any school-sponsored activity or field trip.
20. Not be in possession of any type of weapon on school grounds.
21. Not be involved in any physical violence or horseplay on school grounds.



Student's Name _____ Team _____ Homeroom _____

I have read and understand the Jefferson Middle School rules and policies.

Parent's Name _____ Date _____