

JOHN JAY MIDDLE SCHOOL



ABC FAMILY HANDBOOK

2023-2024

A GUIDE FOR STUDENTS AND
THEIR FAMILIES

August 2023

Dear John Jay Middle School Students and Families,

Welcome to the 2023-2024 school year at John Jay Middle School! We hope you have had a restful and enjoyable summer and that you are coming to us recharged and ready for an exciting school year. We are so excited to get to meet each of you throughout the school year.

Success at John Jay Middle School can be the result of knowing what to do, what not to do, and who to go to if you are not sure or need help. To help you, please read the [ABC Family Handbook](#). It will answer many of your questions about rules, procedures, and opportunities to make this school year a productive one.

This year's [JJMS ABC Family Handbook](#) is a companion to the [Katonah-Lewisboro Code of Conduct](#). The Code offers detailed definitions of practices, policies, expectations, and consequences for students and families in the district. Topics that are addressed sufficiently in the Code are not expanded upon in the **ABC Handbook**. Families are responsible for reading the Code of Conduct and this ABC Handbook, reviewing it with their children, and acknowledging that they have done so. Items in this handbook are cross-referenced to the District Code of Conduct Article # where appropriate.

Please read this information closely and work to realize our goal to maintain a strong community each day.

We have been taking time this summer to develop a plan to have a great year! That starts with each student coming to school ready to learn each day.

We look forward to seeing you soon and plan on having a great year together.

Sincerely,

Mr. Swiatowicz, Ms. Graybosch, and New Assistant Principal

TABLE OF CONTENTS

Topic	Page
<u>John Jay Middle School Staff</u>	<u>4</u>
<u>John Jay Middle School Faculty</u>	<u>5-6</u>
<u>Academic Honesty</u>	<u>7-8</u>
<u>Attendance Procedures</u>	<u>8-9</u>
<u>Before School and After School Procedures</u>	<u>10-11</u>
<u>Bathroom Use/Washing Hands</u>	<u>11</u>
<u>Behavioral Expectations</u>	<u>11</u>
<u>Bell Schedule</u>	<u>13</u>
<u>Bus Etiquette</u>	<u>13</u>
<u>Book Bags</u>	<u>13</u>
<u>Cell Phones</u>	<u>14</u>
<u>Closings/Early Dismissals</u>	<u>14</u>
<u>Communication to Students and Families</u>	<u>15</u>
<u>Dining Room/ Lunch Information and Expectations</u>	<u>15</u>
<u>Dress Code</u>	<u>16</u>
<u>Early Dismissal</u>	<u>17</u>
<u>Grading Policies</u>	<u>17</u>
<u>Hallways</u>	<u>18</u>
<u>Homework</u>	<u>18-19</u>
<u>Lockers</u>	<u>19</u>
<u>Lost and Found</u>	<u>19</u>
<u>School-Issued Mobile Computing Devices</u>	<u>20</u>
<u>Nurses' Office</u>	<u>21</u>
<u>Parent Information</u>	<u>22</u>
<u>Special Services</u>	<u>23</u>
<u>Student Work Room & Study Halls in Grade 8</u>	<u>23</u>
<u>Telephones</u>	<u>23</u>
<u>Vaping, Smoking and Tobacco Use</u>	<u>24</u>
<u>Visitors</u>	<u>24</u>
<u>Water Bottle Use and Care</u>	<u>24</u>
<u>Working Papers</u>	<u>24</u>
<u>Sign-Off Form</u>	<u>25</u>

John Jay Middle School Staff 2022-2023

ADMINISTRATIVE STAFF

Jeffrey Swiatowicz	Principal
Catherine Graybosch	Assistant Principal
NEW	Assistant Principal
Christian McCarthy	Director of Athletics, Health, PE & Nurses
Meagan Sullivan	Director of Special Services

CLERICAL STAFF

Mary Cannova	Guidance Secretary
Amy DeCrenza	Guidance Secretary
Laura Giardina	Secretary to the Principal
Susan Giudice	Main Office Secretary
TBA	Attendance Secretary
Susan O'Malley	Library Clerk

Custodians	Monitors
Dave Cook – Head Custodian	Sally Cruz – Full Time
Gregory Kraus	Tina Primavera – Full Time
Vincent Kennedy- Head Night Custodian	Gloria Levine
Anthony Cassone	Maria Corrado
Ken Ciofreddi	Joe Bueti
James Dibra	Danilsa Matias
Anthony Lago	Jackie Ferraro
Patrick Mazza	Kathy Downz
Martin Regan	Diana Adorno
Doris Taday	Winston Batista
Nick Lomax	Joann Marin
	TBD
	TBD

	TBD
	TBD

SECURITY GREETER

Harry Bachrach

John Jay Middle School Faculty 2023-2024

Sixth Grade:

<u>Team Aspire</u>	<u>Team Curiosity</u>
Kathy O'Neil – ELA/SS Annette Milne – Math/Science Nicole Esterow – Special Education Peter Iannarelli- Special Education	Marcia Daley-Savo – ELA/SS Anna Loeb – Math/Science
<u>Team Progress</u>	<u>Team Tapestry</u>
Kerrie Ghiozzi– ELA/SS David Fritsch – Math/Science	Guy Amdur – ELA/SS Jesse Weiss – Math/Science Jeanne Kellachan – Special Education
<u>Team Zest</u>	
Mary Dillon – ELA/SS Audrey Faulkner – Math/Science Diana Keith – Special Education	

Unified Arts – Jean Capuano-Art; Laura Woelfel-Family and Consumer Science;
Steve Zoeller - Technology

World Language – Kaitlyn Conlan, Robert Hoffman, Susan Reiss

Health – Tyler Sayre

Seventh Grade:

<u>TeamGrit</u>	<u>Team TBD</u>	<u>Team Dream</u>
Jessica Balandia - ELA	Jodi Jeran - ELA	TBD- ELA
Gregg Kastanis - Science	Suzanne Guziec - Science	Nicholas Stathis – Science
Katie Beckley - Math	Allison Palmer - Math	TBD - Social Studies
David Ley – Social Studies	Kelsey Madonna – Social Studies	Nicole Hyman- Math
Melissa Smythe – Special Education	Greta Laffey – Special Education	Sean Murphy – Special Education

Unified Arts – Holly Kellogg-Art; TBD – Family and Consumer Science;
Tina Russo-Technology

World Language – Robert Hoffman, TBD, Susan Reiss, Nathalie Dembele

Health – Tyler Sayre

Eighth Grade:

<u>English</u>	Lisbeth Arce, Amy Baisley
<u>Math</u>	Jacob Ryder, Catherine Smollon
<u>Science</u>	Zach Miller, Patricia O’Gorman
<u>Social Studies</u>	Claire Balassi, Paul Ciancio
<u>Unified Arts</u>	Kendra Collins-Art, Evan Lucieer-Technology

<u>World Language</u>	Christina Clark, Nathalie Dembele
<u>Health</u>	Tyler Sayre

Additional Staff Grades6-8:

<u>Special Education:</u>	<u>Music:</u>
Katrina Costello	Jonathan Flores
Diana Keith	Jennifer Fraczek
Sean Murphy	Elissa Leventhal
Jessica Nappi	Carley Spaeth
Elissa Rekow	
Will Seibert	<u>Physical Education:</u>
	James Clark
<u>RTI Interventionists</u>	Joseph Mammoser
Stacey Husband - ELA	Tyler Sayre
Jane Williams - Math	Adrianna Palmiero
<u>ENL:</u>	<u>Speech and Language:</u>
Jesse Fung	Dawn Dall
	Elayna Krebser
<u>Teaching Assistants:</u>	
Karla Arell	<u>Librarian:</u>
Gabriella Arroyo	Jennifer Useted
Laura-Ann Habal	
Patricia Caban	<u>Counselors:</u>
Patricia Vickers	Annemarie MacSweeney
Laura Ann Habal	Jennifer Makover
Lisa Hufnagel	Katie Burns
Michele Jensen	
Heather Koles	<u>Psychologists:</u>
Patrice Henderson	Sarah Fryd
<u>Teaching Aides</u>	Madison Olsen
Toyin Akinbolajo	
Anne Marie Della Penna	<u>Social Worker:</u>
Diva Ferris	Ray DiStephan
Theresa Fiscella	<u>Nurses:</u>
Linda Hall	Mary Mullaney
Marjorie Hall	Anna Iamiceli
Kathy King	

Greg McLaurin	
Maria Valvano	

ACADEMIC HONESTY

Per the KLS D Code of Conduct's Article IV, Prohibited Student Conduct, students may not represent the work of others as their own. We always expect all students to do their best. To help students understand the difference between what is permitted and what is considered dishonest and/or unacceptable, teachers review in detail with students the definitions of plagiarism, cheating, and copying as they apply to work in specific classes. An outline of those definitions is included below. **Families are reminded to review student work at home to ensure that work is completed with integrity.**

At JJMS:

Cheating on homework is...

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

Cheating on a test is...

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

Cheating when using technology is...

- Direct use: copying and pasting or copying by typing text that is not yours without giving appropriate credit to the author. ChatGPT or other AI generated work is an example of this.
- Paraphrasing or using ideas that are not your own from published material* without giving appropriate credit to the source or creator.
- Entering or using other students' or teachers' files without permission from a teacher.
- Printing a file created by someone else, attaching your name and submitting it as your own.
- Providing another student with a copy of your completed homework so that they might look at or copy it before completing it or submitting it as his/her own.
- Published material includes, but is not limited to, books, articles, web sites, and software.

Committing forgery is...

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

Working in teams/collaborating

Students often work in teams in class or on projects. Collaboration is not cheating. It includes discussing directions or purpose of assignment, discussing ways to solve problems, brainstorming ideas, composing written responses, etc. Collaboration becomes cheating when work is not shared, but instead is provided to another student or accepted from another student, without direct involvement in its creation. When work being submitted to a teacher is the result of collaboration, the names of all the group members should appear on the work. Teachers will determine when collaborating is recommended for students.

Consequences for cheating, copying, forgery, and plagiarism

Parents will be contacted by the teacher whenever a case of cheating/forgery is uncovered. The penalty for cheating, copying, or plagiarism may be that no credit will be awarded for work that falls into the categories named in this section on any kind of assignment including, but not limited to, homework, tests, written work, research, and projects. The penalty for forgery may result in disciplinary consequences.

Consequences because of cheating may include:

- Completing the assignment with integrity for no credit so that the teacher and student can assess student learning together.
- Educational opportunities to improve a grade (e.g., working hard to make up for the mistake, completing challenge work offered to all students by the teacher).
- Parent/administrative/support staff conferences, particularly with regard to repeat occasions of cheating.

Finally, students and their families should be aware that plagiarism is easy to recognize. Teachers are familiar with the general skill levels of students in their grade level. It does not take much time for the teacher to recognize the skills and style of work done by an individual. This includes new technology which allows teachers to check Artificial Intelligence (AI) generated work.

ATTENDANCE PROCEDURES

Regular attendance at school is essential for a student to achieve success. When students are absent from school, parents must report the absence **by email or phone** on the morning of the absence. Please email jjmsattendance@klschools.org or call (914)763-7501 and press # 2 for **all attendance-related questions or calls**.

A written note with the reason for and dates of absence must be sent upon your child's return to school. The absence will be marked as "illegal" until we receive this communication.

Excused absences

KLSD Policy related to *excused absences* from school include only: illness of the student; death in the family; religious observance; required attendance in court; approved school-sponsored activities (such as field trips, interscholastic athletics, musical and other competitions), directed or authorized presence at the administrative, counseling, or health office, quarantine, emergency medical or dental appointments. Excused absences require a written note from a parent/guardian or doctor/physician.

Unexcused absences

Any absence not provided for on the excused list shall be deemed an unexcused absence. This includes classes missed due to oversleeping or missing the bus to school in the morning. If unexcused absences become excessive, you will be contacted by a counselor and/or an administrator to develop a plan to address the absences.

Lateness to school

It is important that students get to school on time and begin the day in an orderly way. Students who arrive to school after 8:10 a.m. are considered tardy and must report directly to the main office where they will receive a pass. A note explaining the lateness should be submitted upon arrival at the Main Office window. Excuses such as “overslept”, or “traffic” are *unexcused*. Three unexcused lates to school in a month will result in the development of a support plan or disciplinary action.

Lateness to class

Students must be on time for class sessions. Being on time is a practice that is continually reinforced at JJMS. Because no official passing times are included in the school’s schedule, each teacher determines a reasonable time to begin instruction each period- usually 2-3 minutes after the previous class ended. Students are late to class if they are not in the classroom when the teacher expects the students to engage in learning. Locker stops are not an excuse for lateness. If a student is late “for cause,” they should present a note from a staff member. Lateness is addressed first by the teacher. If lateness persists, a support plan or disciplinary consequences may be necessary.



BEFORE SCHOOL AND AFTER SCHOOL PROCEDURES

All students are invited to participate in after-school activities.

For bus times and bus run information, please click [here](#).

ARRIVAL

Drop Off:

There is a seat for every student on our buses. You will be able to access your child's transportation information through the "transportation" tab on the **Parent Portal**. Please check the information carefully and get to the bus stop early this year.

If you are driving your child to school, please drop them off at the middle school in the upper parking lot. Please do not drop students off at the high school, the shopping center, or track and have them walk the rest of the way as this creates an unsafe environment for our students.

School arrival

- Each morning, students will begin to enter the building at 7:55 AM once buses begin to drop students off.
- Students riding the bus will be dropped off at our Main Entrance.
- If you must drop your child off, this needs to be in the Middle School upper parking lot. We ask parents to drop their children no earlier than 7:50 a.m. Please consider weather and traffic in your plans. Students will need to wait outside until the doors open at 7:55.
- Students should be prepared to exit the vehicle so that the flow of traffic can continue to move.

DISMISSAL

At the end of the day, all students should leave the school campus on the buses unless they are attending an after-school activity, being picked up, or they are walking off campus. Students are not permitted to "hang out" on campus without adult supervision. Students who are being picked up at the end of the day should meet their parents in the upper parking lot.

- Students will be dismissed from school at 2:48 pm.
- For pick-ups after 3:00 p.m., students must meet their ride at the JJMS main entrance circle. Students will stay in the building so that they are supervised.
- Most after-school activities begin at 2:50 p.m. Activities end at different times.

- Extra help will end at 3:25 p.m.
- Most clubs end around 3:50 p.m.

Permanent walkers: If your child is a permanent walker (will never ride the bus), a note needs to be sent to Susan Giudice in the Main Office. She will make the grade-level administrator aware.

BUS PASSES

Bus passes are only required for students who would like to ride a bus other than their own or be let off at a different stop. If you would like to give your child permission to ride a different bus or be let off at a different stop, please fill out this form each day you are requesting the change: [BUS PASSES](#) Once this form is filled out, the Main Office will create a pass for students for that day. The bus pass needs to be picked up from the main office before students leave the building or the students will not be allowed to make the desired change.

WALKING OFF CAMPUS - NEW

At the end of each day, students will be permitted to walk off campus* without a note. This is a change from the 22-23 school year. Once students leave campus, they are not permitted to return to campus for any reason unless accompanied by a parent/guardian.

If you will permit your child to walk off campus, we suggest discussing the following with your child:

1. Make a plan with your child. What time will the child be picked up? Who will be picking the child up? Where will the child be picked up?
2. Remind your child they will be in a public setting with community members and to follow the expectations of your family and the school.
3. Remind your child their behavior reflects the JJMS community.
4. Students walking to the Cross River Plaza need to walk up to the track. It is unsafe to walk through the woods.

*If issues do arise for any student walking off our campus, the privilege may be revoked.

JJMS Administrators will be inviting our community business owners to meet and partner with us on

supporting our students in the larger community.

Late Buses:

Students participating in extra help and/or clubs may take the modified after-school bus home at 4:15 p.m. or 5:15 p.m. or get picked up.

Please note: The 4:15 p.m. and 5:15 p.m. activity buses have different routes than the normal bus, and the stop is likely to be farther away from your home. The 4:15 and 5:15 bus routes are also different from each other. Please make sure your child knows both bus route assignments.

Students should ask a school staff member or read the bus information board located in the dining room if they have questions about the Late Buses.

Early Dismissal

Students need to have a note from a parent or designated adult to leave the campus before the regular dismissal time. Students may drop this note off in the morning or parents may email a picture of a handwritten note to: JJMSAttendance@klschools.org Parents will be expected to sign their child out with the security greeter upon arriving at school. Please park in a visitor spot and enter the building to sign your child out.

After-School Supervision

- Students may remain after-school for school sponsored activities. Students must always be under the direct supervision of a staff member if they stay on our campus.
- Students are not permitted in any unsupervised locations on our campus at any time. For example, students may not congregate on the track, back field, or sports fields while after-school activities are in session.
- Students who leave campus will not be permitted to return for any reason unless accompanied by a parent or guardian.
- Students staying to cheer for a classmate at an after school athletic activity will need to attend an activity of their own while they wait for the game to begin.
- Students who show a pattern of not being able to follow these expectations will lose the privilege to stay on campus after school.

*If we receive word that a student is not representing school well when they walk off campus, the student must go home directly after school.

BATHROOM USE

When students need to use the bathroom, they should sign out, and then return to class without delay.

BEHAVIORAL EXPECTATIONS

The rules and regulations applying to all students in the Katonah-Lewisboro School District are detailed in the

District Code of Conduct (Articles IV – VII). The rules and regulations apply to all school activities whether they are at the school or off-site. Highlighted below are rules, regulations, and disciplinary actions of particular importance at the Middle School.

Students must comply immediately with directives from all staff, **including administrators, teachers and monitors**, who are supervising hallways, the dining room, and recess areas. Students who question whether a directive from a staff member was reasonable may discuss the matter with the staff member or an administrator *after* they have complied with the directive.

Recess and PE: Students are expected to engage in play that is safe and considerate of those around them. As an example, take football is not permitted during PE recess. Aggressive play, roughhousing, or engaging in behavior intended to embarrass or humiliate will lead to disciplinary action that may include detention or internal or external suspension from school.

Unintended Consequences

Students and parents should be aware that JJMS holds students responsible for the unintended consequences of their actions. Explaining that, “I didn’t mean to hurt anyone” does not excuse careless or risky behavior. This can be especially important when it comes to a possible case of harassment or bullying. *“I was just kidding” is not an excuse for students who are involved with inappropriate behavior.*

Disruptive and/or uncooperative classroom behavior

If a student is disruptive or uncooperative, the teacher will address the situation and may assign a disciplinary action (removal to the office or detention). When a student is chronically disruptive or uncooperative, the teacher may ask the teaching team to consider action, discuss the matter with the family, the school counselor, and/or an administrator. Appropriate behavioral and learning strategies will be developed, implemented, and monitored for progress. Appropriate school referrals may result from this process.

Reporting Incidents

Students are expected to report incidents or threats of incidents of physical, emotional, or sexual harassment (bullying) that occur in the school environment to an adult at school or at home. The Dignity for All Students Act (DASA) is a law that requires adults (school staff, family, others) who learn about such incidents to report them to a school official. Such incidents or threats may result in consequences as outlined here and in the Code of Conduct.

[DASA LINK](#)

Students may report these events to any staff member at any time in person or via email.

BELL SCHEDULE

Period	Time	Period Minutes
HB & Announcements	8:10 a.m. – 8:30 a.m.	20
1	8:30 a.m. – 9:12 a.m.	42
2	9:12 a.m. – 9:54 a.m.	42
3	9:54 a.m. – 10:36 a.m.	42
4	10:36 a.m. – 11:18 a.m.	42

	(7th Gr. Lunch)	
5	11:18 a.m. – 12:00 p.m. (6th Gr. Lunch)	42
6	12:00 p.m. – 12:42 p.m. (8th Gr. Lunch)	42
7	12:42 p.m. – 1:24 p.m.	42
8	1:24 p.m. – 2:06 p.m.	42
9	2:06 p.m.- 2:48 p.m.	42

BUS ETIQUETTE

The ride to and from school on a school bus needs to be safe and orderly. Students must remain seated while the bus is moving. Bus personnel may assign student seating on the bus in order to maintain safe and proper behavior during the ride. Students must follow the directions of the bus driver. Failure to behave properly on the bus may result in the suspension of bus privileges and/or other disciplinary consequences.

Students who question whether a directive from a bus driver or bus monitor was reasonable may discuss the matter with an administrator after they have complied with the directive. Careless or risky behavior is subject to disciplinary action. Students should immediately report incidents of physical or verbal harassment (bullying) directed to them or to others to the driver, to a parent, or to a staff member.

Taking photographs, videos, or recording conversations on the bus is strictly forbidden.

There is video and audio on the bus which is checked regularly when a concern is brought to the attention of school administrators.

BOOK BAGS/BACKPACKS

Students are not permitted to use book bags in school as all students will be assigned a locker. Traditional two-strap backpacks are encouraged for getting to and from school.

When packing your backpack, only bring what is essential for your success in school:

- Portable school issued device
- Headphones
- Notebook/s (as needed)
- Writing utensils (as needed)
- Folder/s (as needed)
- Lunch
- Independent Reading Book
- Water Bottle

CELL PHONES and AIRPODS/HEADPHONES

Cell Phones

Students are **not permitted to use cell phones during the school day** (8:10 a.m.-2:48 p.m.). Cell phones must be **turned off during the school day and left in the student's locker**. Students with cell phones visible and/or on will be collected and turned in to the main office. Students will receive one warning and have their cell phones returned to them at the end of the day. The second time a cell phone is collected, a parent or guardian must retrieve the phone during regular school hours.

Students may not use cell phones to take photographs, videos, or make recordings of any sort while at school, on school buses, or at a school event. Taking photos, making a video, or recording may lead to disciplinary action including suspension from school (see Article XVII). Publishing or posting photos or videos taken at school or related to school may lead to suspension from school. Such incidents may be referred to legal authorities by school authorities or by victims of such behavior.

Parents: We ask for your help. Please do not engage in text conversations with your children during the school day. We have seen this become a major distraction for students at school as it disrupts student learning during the day.

Sickness and Communication: Students who are sick should report directly to the nurse. Students may not use their cell phones to contact parents before meeting with the school nurse. The nurse will evaluate the child's condition, administer first aid, and, if necessary, contact the parent.

LAND LINE TELEPHONES

A school telephone is available in the dining room and main office for student use during lunch and after school. Calls made from this phone should be brief and not of a social nature.

AirPods or Headphones

AirPods or headphones must be removed as soon as the student enters the school building.

At times, students are permitted to use AirPods or headphones in a classroom per teacher's direction. However, students with AirPods or headphones visible and/or on, without a teacher's permission, will be collected and turned into the main office.

JJMS Cell Phone and AirPods/Headphone Consequences:

- **On the first offense, students will receive a warning and their cell phone, AirPods, or headphones back at the end of the day.**
- **On the second and each subsequent offense, parents or guardians must come to the school to retrieve the student's cell phone, AirPods or headphones.**
- ***Smart devices (i.e. watches) must be removed*** during class (based on teacher request) and during all schoolwide testing.

CLOSINGS/DELAYED OPENINGS/EARLY DISMISSALS

School is in session except during hazardous weather conditions or in the event a school building is unsafe for use. Families will receive an automated phone call (Connect Ed) and an email notifying them of a

school closing or delayed opening. Radio stations WVIP – 1310 AM (106.3 FM), WHUD – 100.7 FM, WINE – 95 AM, WDJF- 107.9 FM, WFAS – 1230 AM (103.9 FM) carry school closing notices beginning at approximately 6:00 a.m. The best way to be informed of school closings is to consult the district’s website <https://www.klschools.org/>

If there is a delayed opening, buses will arrive for pickup 2 or 3 hours later than usual, indicated by the phone call/email from the District. If school is dismissed early, announcements will be made over the radio stations and through Connect Ed. In an emergency dismissal, students MUST ride their own buses unless there is prior indication on the school emergency form indicating that in an emergency a child is to go home with a specified friend/relative.

Have a Plan: It is important you have a plan in place at home so your children will know what to do in an emergency closing. Please create a plan that does not rely on their ability to use the phone at school or that will not work when power has been lost.

COMMUNICATION TO STUDENTS AND FAMILIES

JJMS uses its website, email, Connect Ed, Schoology and other appropriate means to communicate with parents. The PTO regularly publishes important information to parents. Families should ensure that the school, the PTO, and staff members with whom they interact regularly have up-to-date email addresses for them. Parents are reminded to consult the school’s website and their own email accounts for messages on a continuing basis. [Campus Parent Website](#)

This year, we will be using a platform called SMORE to send most of our JJMS communication. SMORE allows all language in the communication to be easily translated into any language.

COMMUNITY BUILDING CIRCLES

To help us with our goal of “Creating an environment which promotes a sense of community where each member feels like they belong” we will be implementing community building circles throughout the building this year. The purpose of these community building circles is to build and maintain relationships in each classroom throughout each student’s day. We will provide more information about this throughout the year.

DINING ROOM INFORMATION AND EXPECTATIONS

Students may bring their lunch to school or purchase it from the dining room. “Charging” lunch is not allowed, but families can pre-pay by clicking on [Food Services](#) link.

BREAKFAST:

Based on the Breakfast Survey that was sent out to all families in the spring, we will be implementing a breakfast program for John Jay Middle School students. We are asking that you please fill out this [Breakfast Form](#) if you are interested in your child purchasing breakfast at school. For those of you who are not interested in the breakfast program at this time, please do not complete the form.

Please see the details below about our breakfast program:

- Students who participate will enter the building during arrival time (beginning at 7:55 a.m.) and go directly to the cafeteria.
- “Grab and Go” breakfast bags will be available. Sample items include a bagel, muffin, or breakfast bar along with a piece of fruit with a choice of milk.
- Students will bring their “Grab and Go” breakfast to eat in their homebase classroom.
- Monthly Menus are available on the website.

Breakfast costs \$2.00. To see if you qualify for the Free and Reduced Priced Meal program (breakfast and/or lunch), please refer to [THIS LINK](#).

LUNCH:

Students are expected to clean up their own area after eating lunch before they move on to their next activity (recess, Makerspace, library, etc.) Tables will be wiped off by our custodial staff between lunch waves.

In the dining room students are expected to:

- Form a single line in the serving area with no one cutting the line or saving places.
- Follow directions and act courteously toward serving staff, supervising staff, and custodians.
- Adhere to the pre-determined number of students to a table (8 students/round, 12 students/long).
- **Clean up the table at which they sit. Each child sitting at a given table is responsible for the cleanup of their area. This may involve cleaning up after a person who has neglected to clean up after themselves.**
- Students will only be dismissed by monitors or administrators once the table is clean.
- Keep all food in the dining room unless permission is granted from staff or a written pass from a teacher allowing the student to bring lunch to a classroom is presented.

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

Lunch Passes/Movement:

- Students are expected to sign out of the dining room with a monitor when visiting a classroom teacher.
- Students may not go to their locker once they are in the lunchroom.
- During the second half of lunch, students have options:
 - Students may walk to the contest field to participate in recess. Indoor options are only available when there is bad weather.
 - Students may go to the library and must sign in when they arrive.

- Students may go to the MakerSpace and sign in when they arrive.

DRESS CODE

According to the KLS D Code of Conduct Article VI:

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

A student's dress shall:

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

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

Each building Principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. The final determination of whether a garment violates the dress code is at the discretion of the building administration.

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

EARLY DISMISSAL

Parents are requested not to ask to have children excused before the close of school except in the rare case when it is impossible to arrange appointments outside of school hours. **Parents are required to sign their children out at the greeter desk before the child may leave the school.**

THE PARENT MUST GIVE WRITTEN PERMISSION, STATING THE DATE AND REASON FOR SUCH A DISMISSAL. Please send notes in with your children or email a handwritten note to: JJMSAttendance@klschools.org.

EXTRA HELP

Extra help is on Tuesdays, Wednesday, and Thursdays on the following schedule:

Day	Departments
Tuesday	Science, Social Studies, Unified Arts
Wednesday	Music, English, World Language
Thursday	Math
T, W, Th- in Consult with teacher	Special Education

GRADING/ASSESSMENT

JJMS uses the following formal reporting mechanisms to communicate with parents:

- Interim Reports - Three times a year
- ReportCards - Three times a year

Reports of poor performance are made to families as necessary (for example: a D or F on a major assignment/test or whenever there is a significant drop in performance).

Grading

As most grading at the Middle School is done by letters*, with pluses and minuses, the following conversion table is provided for your information:

A+	97 – 100	(98)
A	93 – 96	(95)
A-	90 – 92	(92)
B+	87 – 89	(88)
B	83 – 86	(85)
B-	80 – 82	(82)
C+	77 – 79	(78)
C	73 – 76	(75)
C-	70 – 72	(72)

D+	67 – 69	(68)
D	65 – 66	(65)
F	Below 65	(60)

6 th Grade, 7 th Grade	<u>Alphabetic Grades</u>
8 th Grade	<u>Numeric Grades</u>

8th Grade Students: Drops and Transfers from Accelerated Courses

Students wishing to drop an accelerated course must do so by the end of the first trimester with the approval of the teacher and an administrator. The deadline is usually one week after the 1st trimester report card grades come out in December. The report card grade for the first trimester would be “N.G.” indicating no grade.

HALLWAYS

Students may not be in hallways during class time without a pass. When leaving a room, the student needs to request a pass from the teacher or take one of the “permanent” passes provided by the teacher.

Students are expected to “stay to the right” in each hallway. Students must walk directly to their next class. If a student arrives to a class with the door closed, the student should knock and wait for someone to open the door.

HOMEWORK

Homework expectations vary from course to course or grade to grade. Teachers and teams will share specific homework expectations with students and families as the school year begins.

Homework for Absentees

The first step for any student who is absent is to check their teacher’s Schoology page.

One day: Students are expected to request and complete work sent home by teachers during any excused absence. In cases where a student is absent one day, it shall be their responsibility to obtain the assignments by contacting another member of their class, or teacher, by phone/email/Teams/Schoology. Students should not interrupt a class to ask the teacher for the day's assignment because they are leaving early for health or other reasons. *Getting the phone number of a homework buddy is highly recommended.* If a student is absent from a class due to a field trip or music lesson, etc., they have a responsibility to get the assignments.

More than one day: When a student is absent for more than one day, the student should email teacher(s) to request work. After two days of absence, requests for assignments may be made every other day. Parents are responsible for arranging to pick up the requested assignments on the agreed upon day if the work will not be posted online. A student who has been absent should submit work completed during the absence to teachers upon their return to school.

Students who are absent (excused) for three consecutive days or more are responsible for completing work that has been sent home to them or posted online by teacher. If it was not possible to complete all the work during the excused absence, the student should complete missed work on a schedule mutually arranged with the teacher. The make-up schedule should not exceed more than

half the number of days of absence. Example: Work missed during five consecutive days of absence would be made up by the end of the third day of the return to school.

In the case of an unexcused (illegal) absence, teachers are not required to give information to students in advance of their absence. However, no student is penalized for the absence. The make-up schedule should not exceed more than half the number of days of absence. Example: Work missed during five consecutive days of absence would be made up by the end of the third day of the return to school.

LIBRARY BOOKS AND TEXTBOOKS

Library books and textbooks are on loan to the students, and a record is kept of the book and its condition. Students are responsible for their textbooks and other school-issued materials. If a book is lost or misused, the student will be required to pay for it.

LOCKERS

Hall lockers have built-in combination locks. Some guidelines to be followed with respect to lockers and locker use are:

- Teaching teams or grade levels will determine appropriate times to stop at lockers so that hallways are not congested.
- Students are advised to check that lockers are completely secured after each use and to keep their combinations to themselves. Neither the school nor the district is responsible for replacing items missing from student lockers.
- “Sharing” of lockers for any reason is prohibited.
- Since the lockers are the property of the school and are provided to the students for their use, lockers are subject to inspections or possible search at any time during the school year.
- Students are responsible for any damage done to lockers.
- Lockers should be kept neat and clean without items hanging out of them.
- Locker clean-outs will be scheduled multiple times in the year.

LOCKER DECORATION

Practice for students who want to decorate a locker:

Needs to be done between 7:50 and 8:05am. Students may not decorate lockers after school.

Students will check in with Harry at the front desk and give the following information:

- Whose locker is being decorated?
- Where is the locker?
- What are the names of the students decorating? Only FIVE students may decorate a locker

A bin of materials (tape, scissors, pen/pencil) will be available to borrow and must be returned to the security desk.

If students finish before 8:05am, they are to report to the before school grade-specific area. If they finish when the bell rings, they must get to Homebase on time.

LOST AND FOUND

Students should check the two Lost and Found Areas located in the dining room and gym for lost personal items. Books and belongings, including articles of clothing, should be labeled with the owner's name to promote recovery of lost items. Expensive, small items such as earrings, cell phones, etc., go to the main office.

Any items still in the Lost and Found in August (following a school year) will be sent to a local clothing drive location.

MASK WEARING

Masks have been used in schools to stop the spread of viruses. Students may choose to wear a mask covering their mouth and nose at any time. As such, students are expected to comply with any expectations for masks developed by the school or district for any reason.

SCHOOL-ISSUED MOBILE COMPUTING DEVICES

Each student will receive a device from the school district for daily use.

- 6th and 7th graders will receive an iPad
- 8th Graders will receive a MacBook

Tips for Success:

- Devices must be charged at home and brought back with a full charge for each day.
- For any student who struggles with remembering to charge, we suggest families purchase mobile power packs for charging during class.

The purpose of providing all students with a mobile computing device is to ensure our students are successful and engaged learners both in school and at home. We seek to provide educational experiences that seamlessly integrate technology throughout the day. JJMS also seeks to provide our students with learning opportunities beyond the normal school day and has designed district issued computers to operate off campus.

The use of technology is a privilege, not a right.

* Students who knowingly destroy technology (removal of keys off keypads, cracked screens, willful destruction) will be financially responsible for replacement of the destroyed device.

* The privilege of using the technology resources provided by the District terminates when a student is no longer enrolled in the District.

*Technology is subject to search at any time when there is a reasonable suspicion of inappropriate activity using a district-issued device or misuse of a program. Violations may result in disciplinary action for students. When applicable, law enforcement agencies may be contacted. Disciplinary action will

follow District policy and the guidelines contained within BOE Policy and Administrative Regulations for Acceptable Computer Use Policy for Students and the Code of Conduct Policy.

NURSES' OFFICE

Accidents and Illness/Health Services/Physical Exams

Availability: The school nurse is available during school hours to provide first aid for injuries and illness that occur during the school day. The telephone number for the Health Office is 914-763-7508. Except for emergencies, students should have a green health office pass from their teacher before visiting the nurse.

Special health needs should be shared confidentially with the school nurse.

Medication: State directives prohibit the dispensing of any medication, including any over-the-counter medication, without a written doctor's order. If your child needs to take any medication during the school day, please notify the nurse so that she can send you the blue medication form to be filled out and signed by you and your physician. This form can also be found on the website. No medication will be dispensed with parental permission only. Students who need medication during the school day must have written physician and parental permission on file in the Health Office. Students may not carry medication of any kind with them during the school day, with the exception of those students who must carry asthma inhalers Benadryl/epi-pen for bee stings or food allergies. Updated medical orders need to be on file in the Health Office.

Accidents and/or illness that occur *during the school day* must be reported to the school nurse when they occur. Students may not use their cell phones to contact parents before meeting with the nurse. The nurse will evaluate the child's condition, administer first aid, and, if necessary, contact the parent. If any students sustain an injury outside of school, the nurse should be consulted prior to their return to determine any impact in their participation in school activities. **Students excluded from PE due to health or accident concerns are also excluded from recess, athletic teams, and intramural participation. Medical notes are needed for the use of crutches, a wheelchair, etc.** Medical notes need to be submitted every 30 days for "until further notice" restrictions.

Physicals: Each student wishing to participate in the sports program must have a current physical. A physical is valid for one year from the date it is performed and must cover the entire season of the sport. Students are also required to register electronically on Family ID.

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

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

Other reminders:

- ☐ Medication orders need to be renewed every school year
- ☐ A parent may write a one-day PE note. An MD note is required for further restriction.

PARENT INFO

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

<https://jjms.klschools.org/home>

then click on “Students & Parents”

The JJMSTeam structure provides the opportunity for parents to make direct connections with the entire team of teachers for grades 6 and 7. Conferences can be scheduled by contacting the team leader via phone/email/etc. Teachers not on teams may be reached by email or by calling the school and connecting to that teacher’s voice mail. Parents of students in grade 8 may contact the subject area teachers or the child’s guidance counselor with requests or concerns.

The PTO sponsors many projects and programs, including a regular joint school/PTO newsletter, cultural arts programs, a book fair, student photos, a library volunteer program, and other on-going parent, teacher, and student activities. All parents are welcome to attend the meetings and become involved. Please visit <https://jjmspto.membershiptoolkit.com/home> for more information.

Field Trips: The PTO has created a field trip fund to pay for any child who cannot afford the cost of a trip. If any request for field trip fees becomes a burden, please send a note to the school counselor or administrator. This information will be held in confidence.

Site-Based Compact Team: The Site-Based Team is a decision-making body and is part of New York’s Compact for Learning and serves as a vehicle for participation of parents, teachers, and administrators in school-based planning and shared decision making. Its charge is to address the educational goals, both academic and social, of the students, faculty and parents. The team meets regularly throughout the school year. If you would like to serve on the team, please contact the school principal.

Religious Observances: Our faculty is sensitive to the completion of schoolwork around religious holidays. Homework may be assigned, and tests may be given during these times. If a student or parent indicates to the teacher, prior to the holiday, that the student may have trouble doing the assignment or studying for a test, the student will not be penalized and will be given time to complete the work.

SPECIAL SERVICES

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

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

If you suspect that your child has a disability and may require special education services, you can make a referral to the Committee on Special Education (CSE). A referral is a written statement asking that the school district evaluate your child to determine if he or she has a disability and needs special education services. This written statement should be addressed to the chairperson of your school district's Committee (Meagan Sullivan, Director of Special Services; Christine Doherty, Assistant Director of Special Services; Monica Bermiss, Assistant Principal of Student Support Services) or your school principal. Upon receipt of a referral, the building principal may request a meeting with you to determine whether your child would benefit from additional general education supports that may be available. The referral may also result in the CSE sending a request for your consent to proceed with an initial evaluation of your child to assist in determining if he or she needs special education services. If you have any questions or need additional information, please call the Student Support Services Office at 763-7024 and/or visit the website [linked here](#).

STUDENT WORK ROOM

A student may be assigned to the school's SWR whenever a teacher determines that the student may be better able to focus on learning following a break. Assignment to the SWR is not considered disciplinary. Students with medical conditions, who are excused from PE, should report to the SWR during that period.

STUDY HALLS IN GRADE 8

Study halls present an opportunity for students to manage their time wisely. The time should be used to get started on or complete homework. Where possible, students might work together responsibly on a class project. Students may read or write independently. Students may do school-related work using available technology. Students may receive additional academic and social-emotional support during this time. Students should always have a plan for using study hall time well. The room should be functionally quiet and orderly.

VAPING, SMOKING AND TOBACCO USE

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

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

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

VISITORS

Please schedule a time to meet with a staff or faculty member before coming to school so that you are sure the person is available. Visitors must sign in with the security greeter and wait for the faculty or staff member to meet them. JJMS is not able to accommodate visiting students. Any visitor must comply with KLSD Board of Education Policies and with any expectations for health and safety.

Unexpected visitors need to stay with the security greeter until the proper person is available to meet them.

WATER BOTTLE USE AND CARE

Carrying personal reusable water bottles is encouraged to support good hydration throughout the day and for sustainability purposes. Hallway water fountains will be disabled until further notice. Responsible use of student water bottles includes never sharing, keeping the mouthpiece clean, and never handling any other student's water bottle. Refilling water bottles should be done with clean hands while never touching the mouthpiece of the water bottle OR the spout of the water source. Students must hold their bottle well below the refill spout in order to prevent cross contamination of germs.

WORKING PAPERS

Any student between the ages of 14 and 18 is required by New York State to obtain working papers before she/he may be employed. Working papers may be obtained in the Main Office. A current physical must be on file in the health office for the student.

ABC FAMILY HANDBOOK SIGN-OFF FORM

Please read the [ABC Family Handbook](#) on our website carefully so that you are aware of the procedures and regulations at John Jay Middle School.

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

Sign Here: [ABC Handbook Signature](#)