
Superintendent's Welcome

September 1, 2017

Dear Students:

Welcome to a new school year! Whether you're a returning student, an incoming seventh grader, or a student who is new to our school, my hope is that this will be a productive and enjoyable year for both you and your family. Jefferson Central School offers many outstanding academic, athletic, and extra-curricular programs and our faculty and staff are committed to your success and achievements.

This handbook contains information about our school and the policies and procedures in which you and your parents will need to be familiar with to have a successful year. Please keep this handbook for reference and use it as a resource throughout the school year as questions and concerns arise.

Please review the handbook's contents and acknowledge the receipt by returning the last page of this book signed. This signed acknowledgement by both you and your parents is important as it also allows you to participate in classroom activities that require the use of the Internet. If you have questions about this handbook or its contents, please contact the school at 652-7821.

On behalf of the entire staff, we wish you well and hope you have a happy, healthy and successful school year. We welcome you to visit our website at www.jeffersoncs.org.

Sincerely,

Mr. Brian Corey
Superintendent

Mission

"All who enter will be educated to their fullest potential in a safe and healthy environment that allows and encourages each individual to develop the necessary skills to be productive and successful members of society."

Community Relations

Public Information

Parents and members of the community are encouraged to attend and participate at Board of Education meetings. These meetings are generally held on the third Tuesday of each month in the school's library. Please see page 6 for exact dates and times.

Notes and flyers regarding school activities are often sent home with students. Parents and community members wishing to obtain further information about the school should inquire through the office or on our district's website.

Telephone Contacts

The main number for the district is (607) 652-7821. Specific offices may be reached at the extensions noted below:

◆ Athletic Director	Rick Cammer	107
◆ Buildings and Grounds	Brian Stoutenburg	108
◆ Main Office/Principal	Barb Anderson/	101
◆ Cafeteria Manager	Alesia Eppich	124
◆ Committee on Special Education Chair	Cheryl Jory	125
◆ District Office/Superintendent	Dulcie Fowler/Brian Corey	103
◆ District Treasurer		110
◆ Director of Guidance	Alicia Caldara	128
◆ Health Office	Joy Musella	106
◆ Receptionist	Donna Barker	105
◆ Transportation Supervisor	Russ Broveto	101
◆ Psychologist	Thomas Olsen	119

Visitors to the School

All visitors will enter through the doors at the front of school. Visitors must sign in at the Main Office when they enter the building and obtain a visitor permit. The visitor permit is to be displayed at all times. When leaving, visitors must sign out.

- ◆ Students who attend other schools and wish to visit JCS must obtain approval from the Principal in advance. These visits will be granted only under special circumstances as they disrupt instructional focus.
- ◆ Parents are asked to make appointments, **in advance**, when wishing to meet with teachers, counselors, and administrators to discuss student progress or programs.

Official Newspapers

The Oneonta *Daily Star* and the *Mountain Eagle* are the official newspapers for the Jefferson Central School District.

Newsletters

School newsletters are sent home several times a year. Our student publication, *The Loop*, is circulated three times each school year - fall, winter/spring, and Graduation - and is also published on our website.

eSchoolPlus

eSchoolPlus is our web-based, district-wide student management system. Some of the following applications that eSchoolPlus will manage are: Demographics, Scheduling, Attendance, Discipline, Parent Access to Student Grades, Progress Reports, Report Cards, Transcripts, Medical Records, Locker Assignments, and State Data Collection.

Parents have access to this information through eSchool's Home Access Center. Please contact the Main Office for sign-up information.

School Calendar

A copy of our school calendar is located inside the back cover of this handbook.

<h2>Emergencies and Safety Plans</h2>
--

School Closings

The determination to close school is made by the Superintendent and will be announced on the following radio and TV stations: WDOS/WSRK - Oneonta, WSKG - Binghamton, WZOZ 103.1, WRIP 97.9, WGY, WNYT TV, WRGB TV, and WTEN TV.

Each household will receive an automated phone message from our School Messenger System on days of school closings by 6:45 a.m. as well as a message being posted on the district's website.

Emergency Go-Home Procedure

1. Prior to dismissing students, we will make an automated phone message to all households and emergency contacts of each student K-12.
2. If we learn (from a parent or emergency contact) that a K-6 student should be dropped off someplace other than his/her home, the nurse will provide the child's teacher with a bus note and instructions for the driver.
3. Local media (radio and television stations) will be notified any time our school dismisses earlier than expected to keep parents and community members informed.
4. All students (except student drivers and those who ride home with faculty/staff members) will be leaving the building by bus. This includes "walkers" who live in town and usually walk to/from school. All students (including walkers) have been assigned a bus route for use during emergency dismissals.
5. All extracurricular and after-school activities shall be cancelled any time we dismiss earlier than expected. This includes all after school activities including modified, JV and varsity athletic practices and games.
6. Students in grades 7-12 will be dropped off at their home unless we have a note on file that specifies otherwise.
7. No student in grades K-6 shall be dropped off at an empty house. Bus drivers have been instructed to visually confirm a parent/guardian or other adult supervisor and a classroom aide has been assigned to each bus to help insure a safe drop-off. If there is no parent/guardian present (and no older sibling accompanying the child), the child will be kept on the bus and returned to school (or a safe off-site location) where we will make suitable arrangements.

School-wide Evacuation

In the case of an emergency in which an evacuation of building and grounds is necessary, we will be activating our school-wide evacuation procedures. Our district has established two off-site shelters at Charlotte Valley Central School and Stamford Central School.

Fire Drills

Fire drills are to be held periodically during the school year. Fire drills are practiced in order to instruct students and staff in exiting the school building in an emergency in the shortest time possible and without confusion and panic. Fire drills shall include instruction on fire drill exits and fire alarm boxes, as well as fire drill procedures. All students are expected to cooperate with staff members during fire drills, and to leave the building in a quiet (absolutely no talking) and orderly manner. The exit route is posted in each room. Students must stay with their teacher. Distracting behavior will be subject to either teacher or administrative discipline, and may merit a consequence.

After School Safety Plan

Fire Drill

- Once the alarm has sounded, students and school personnel will follow the emergency evacuation plan provided in each room.
- Students and school personnel will convene at designated areas and await further instructions.
- After all students have been accounted for, the “all clear” signal will be sounded and students can return to the school.
- If the school building is unsafe to enter, please refer to Emergency Evacuation protocol.

After School Emergency Evacuation

- Following an alarm or an announcement, students and school personnel will exit the school following fire drill protocol.
- If two or more school buses are present, students will load the buses and attendance will be collected. School personnel will notify the main office of student attendance using the bus radio system. Once students are accounted for, the school buses will transport the children to an off-site shelter and calls home will follow.
- If the emergency evacuation occurs and school buses **are not present**, staff will escort the students to an off-site shelter and await instructions from school officials.

School Board and School Personnel

Board of Education Members

Michael Jonker, President
Peter Pochily, Vice President
Laurel Bedford–Sara Bonafine –David Lapinel

Board of Education Meetings

Regular board of education meetings are held on the third Tuesday of each month beginning at 6 p.m. in the school library. The board is scheduled to meet on the following dates:

2017 - September 19th, October 17th, November 21st, December 19th

2018 - January 16th, February 13th, March 20st, April 17th, May 7th, May 15th, June 19th

Budget Hearing- May 7th and Budget Vote/Election - May 15th

District Administration and Staff

Administration

Brian Corey, Superintendent
TBD, K-12 Principal

Guidance Staff

Alicia Caldara, Guidance Director K-12
Thomas Olsen, Psychologist

Office Staff

Dulcie Fowler, Secretary to the Superintendent and District Clerk
Barb Anderson, Secretary to Guidance, CSE and Principal
Donna Barker, Receptionist

Business Staff

TBD, District Treasurer

Health Office Staff

Joy Musella, School Nurse

Buildings and Grounds Staff

Brian Stoutenburg, Director of Facilities
Jim Snyder
Wayne Maciura
Allen Hillis

Transportation Staff

Russ Brovetto, Director
Larry Musella
Victor Figueroa
Jim Steel
Lora Cordone

School Meals Staff

Alesia Eppich, Manager
Sharon Knapp
Terri Loveless
Karen Harris

Teaching Faculty and Staff

K-6 Teachers

Dawn Snyder, Kindergarten
Andi Cammer, First Grade
William Hicks, Second Grade
Melissa Makarowski, Third Grade
Meghan Malette, Fourth Grade
Kyra McKissick, Fifth Grade
Michelle Decker, Sixth Grade
Meghann Moser, Elementary Inclusion
Deb Palmer, Learning Specialist
Connie Spanhake, Learning Specialist

Special Areas

Janet Wenner, Library
Kristin Davis, Art
Noah Vella, Music/Choral
Dana Higgins, Music/Instrumental
Luke VanCleaf, Computer Lab

7-12 Teachers

Rick Cammer, Physical Education
Patricia Graig-Tiso, Learning Center
TBD, Social Studies
Joan Clayton, English
Stephanie Hillis, Foreign Language
Kyle Wright, Science
Cheryl Jory, Special Ed./CSE Chair
Tom Jory, Business/Tech. Coordinator
Emily Serensky, English
John Palmer, Math/Science/Technology
Christine Seals, Math
TBD, Social Studies
Shannon Rice, Special Ed.
Ryan Fries, Physical Education/Health
Laura VanGlad, Science
Martha Hacklin, Art

Staff

Kathy Bulka, Teaching Assistant
Christine Hannigan, Teaching Assistant
Kim Dorosky, Teaching Assistant
Deb Hornbeck, Aide
Nicole Merwin, Teaching Assistant
Lesley Kendall, Teaching Assistant
Jennifer VanCleaf, Teaching Assistant

Instruction / Student Progress

Course Load Requirements

- Jefferson’s high school program is a minimum of four years in duration. The school program is based upon full-time, daily attendance (8:00 a.m. - 2:55 p.m.). Any exception to this provision will be reviewed on a case by case basis by the Principal.
- All students in grades 9-12 are required to carry a full schedule (five courses, minimum) and would include no more than one approved independent study. Any exception to this provision will be reviewed on a case by case basis by the Principal.

CSE

The Committee on Special Education (CSE) and the Committee on Preschool Education (CPSE) are multidisciplinary teams established in accordance with the provisions of section 4410 of the Education Law. Students who are suspected of having a disability are referred to one of these multidisciplinary teams upon teacher or parent referral. The Committee on Special Education is responsible for servicing children with disabilities from five to 21 years of age; whereas the Committee on Preschool Education services children from age’s three to five. Special Education means specifically designed individualized or group instruction, or special services or programs, which meet the unique needs of students with disabilities. The committee meets to establish classification, placement, appropriate services and most importantly, to write the Individual Education Plan (IEP).

Response to Intervention

Response to Intervention (commonly abbreviated RtI) is a method of academic intervention used to provide early, effective assistance to children who are having difficulty learning. Response to Intervention was also designed to function as a data-based process of diagnosing learning disabilities.

The RTI process brings more clarity to the Specific Learning Disability (SLD) category of the Individuals with Disabilities Education Improvement Act ([IDEA 2004](#)), which has been referred to as a residual category for children with moderate learning problems.

Academic Intervention Services

Students not meeting the New York State standard for achievement, based upon a student's class performance, standardized test results, attendance record, and teacher and/or parent recommendations, are eligible for and will receive Academic Intervention Services (AIS). These services are scheduled as small classes with teachers certified in the areas in which the student needs assistance.

Services and interventions available to students may include:

1. Additional assigned time with teachers to work on improving basic academic skills
2. Additional supports in the classroom

College Credit Coursework

Jefferson Central School has a College in the High School Program (CHS) with SUNY Cobleskill and the ONCE Distance Learning Network. There are several benefits from participating in such a program which include:

1. Students gain a head start on earning college credits prior to enrolling in college and may gain advance standing.
2. Students transition into college level rigor by engaging in college courses. When they can acquire confidence, they can succeed in college courses.
3. Courses can target a broader range of students within a wider range of academic disciplines, not just the top academic achievers.
4. Students may save money on college costs. The 2017-18 CHS cost is \$50 per credit, while the same tuition as a New York State full-time student is \$400 per credit (a 90% discount on the cost of tuition).
5. Participation in this program can address student rigor for high school seniors through more efficient use of seniors' time.
6. Aspiring students strengthen their college applications and make them more competitive by signaling motivation and preparedness.
7. Closer collaboration between high school teachers and college faculty enhance networking and professional development while also increasing understanding of curriculum common to high school and college.

Currently, Jefferson offers 24 credits of college classes. These include:

ENGL 101 - Composition I (3 credits): In this composition course, students will write personal essays developing a point or an idea with evidence drawn from their own lives and academic essays organized around an intellectual task, such as arguing in favor of an idea, comparing, defining or analyzing. A student must demonstrate competency in (1) organizing and paragraphing, (2) clarity of main point, (3) appropriateness, logic and specificity of development, (4) maturity of content, and (5) sentence structure, grammar, spelling, and punctuation. This course will include an introductory research component.

ENGL 121 - Readings in Literature (3 credits): An examination and critical analysis of selected readings which reflect significant intellectual attitudes as they appear in the drama, the novel and in poetic forms. Evaluation will be based upon such factors as class participation, tests including essay questions, and written assignments.

SPAN 201 - Continuing Spanish I (3 credits): This is the first semester of a two-semester sequence in intermediate-level Spanish. Following a thorough review of basic grammar, this course will focus upon development of fluency in reading, writing, understanding and speaking the Spanish language.

SPAN 202 - Continuing Spanish II (3 credits): A sequel to SPAN201, this is the second semester of a two- semester sequence in intermediate-level Spanish.

MATH 131 - Pre-Calculus/Calculus (4 credits): A course designed to provide the necessary foundation for a standard calculus course. The focus of Pre-Calculus is the concept of a function with special emphasis on graphing functions. Topics include types of functions, graphing techniques, properties and graphs of polynomials and rational functions, exponential and logarithmic functions, and trigonometric functions.

BADM 223 - Business Law I (3 credits): A study of contract law and the Uniform Commercial Code relating to contracts, bailment and sales.

CJUS100 - Criminal Justice -SUNY Delhi (3 credits): This course provides a general introduction to the subject of criminal justice in the United States. Among other topics, the course examines the history of our criminal justice system; the political, social, and cultural forces that shape crime definitions and society's responses; and measurement of crime statistics. The course is divided into four sections: the nature of crime; police and law enforcement; the judiciary system; and corrections.

MATH 120- College Algebra- TC3 (3 credits): This course covers college algebra between beginning algebra and pre-calculus. Topics include linear, quadratic, absolute value, polynomial, rational, exponential, and logarithmic expressions/equations/functions, function notation, graphing functions, transformations of functions, inverses, complex numbers, and linear, absolute value, and quadratic inequalities.

Graduation

Any student who has not fulfilled the graduation requirements for his/her diploma will not be allowed to participate in the graduation ceremony. The Board of Education is responsible for establishing the procedures of the graduation ceremony. As graduation is a solemn celebration, the standards and procedures established by the Board of Education and the administration will be followed on a yearly basis. The Graduation Rehearsal date and time will be shared with all seniors. Attendance at rehearsal is mandatory. If a senior is not at the graduation rehearsal, he/she will not be allowed to take part or attend the ceremony unless permission is granted by the Principal.

Physical Education/ Health/ AIDS Instruction

Each student in grades 9-12 must successfully complete the Physical Education Course during each year of attendance in school in order to qualify for graduation. Two units of Physical Education are required by the Commissioner of Education for a diploma. Students must have the following change of clothing for P.E. classes: sneakers, t-shirt, socks, and shorts/sweats. Clothing for Physical Education must comply with the dress code.

In compliance with the Regulations of the Commissioner of Education, the district will provide classroom instruction concerning Acquired Immune Deficiency Syndrome (AIDS) as part of a sequential and comprehensive Health Program for all students K-12. The school provides age appropriate instruction which must include the following information: the nature of the disease, methods of transmission of the disease, and methods of prevention of the disease (stressing abstinence as the most effective and appropriate protection against AIDS). A copy of the course outline (by grade level) is available through the teachers. Parents may request to have their student excused from the segment of AIDS instruction regarding the methods of prevention of the disease by filing a request with the Superintendent. The request must give assurance that instruction will be given at home.

BOCES

BOCES stands for "Board of Cooperative Educational Services." BOCES is a public organization that was created by the New York State Legislature in 1948 to provide shared educational programs and services to school districts. Jefferson Central School is one of 19 component schools associated with the Otsego Northern Catskills BOCES. Otsego Northern Catskills BOCES has two locations throughout the region. The main administrative offices are at the two occupational centers: Northern Catskills Occupational Center (NCOC), located in Grand Gorge, NY, and Otsego Area Occupational Center (OAO), located in Milford, NY.

Goals of the Otsego Northern Catskills BOCES

- Provide high quality instructional programs that will prepare all students to be responsible, productive, and informed contributors to their community.
- Provide effective leadership and support to assist districts in meeting the needs of all students.
- Develop and enhance partnerships to provide high quality, cost effective collaborative services.
- Develop and enhance communication within ONC BOCES and the region.

Career and Technical Education (CTE)

Students may elect to pursue studies through the Career and Technical Education (CTE) at ONC BOCES. Prior to beginning studies in Occupational Education, students must meet the following prerequisites:

1. You must be at least a Junior to be considered for BOCES Occupational Education courses.
2. You must be a student in good standing. Good standing means:
 - ◆ A student will be current with all of their coursework
 - ◆ A student will have credit for their Regents courses by the end of their sophomore year.
 - ◆ A student will have passed required grade level Regents exams by the end of their sophomore year.
3. A student will have submitted a letter from his/her parents stating their support for their son/daughter to explore the option of BOCES.
4. A student must submit a written justification that clearly states that the course they wish to take clearly fits within their four-year career plan.

Procedure for awarding credits in CTE Programs

Students who attend CTE programs at BOCES can receive high school credits for Math, Science, and Career and Financial Management courses given the following conditions:

1. Successful completion of the required regents.
2. Successful completion of the CTE program

For more information please visit: www.oneboces.org

Schedule

Bus Arrival	8:00	Report to Buses	2:55
Attendance	8:05	Bus Departure	3:00
Announcements	8:50		

Bell Schedule

Period 1 --- 8:05-8:44	Period 6ab --- 11:50-12:29
Period 2 --- 8:47-9:41	Period 6bc --- 12:10-12:49
Period 3 --- 9:44-10:23	Period 7 --- 12:52-1:31
Period 4 --- 10:26-11:05	Period 8 --- 1:34-2:13
Period 5 --- 11:08-11:47	Period 9 --- 2:16-2:55

ONE HOUR DELAY:

Buses arrive and unload at 9:00 a.m.
First bell will be at 9:00 a.m.
Late bell will be at 9:05 a.m.
Students will attend period 1 until 9:41
Regular bell schedule will follow

TWO HOUR DELAY:

Buses arrive and unload at 10:00
First bell at 10:00
Late bell at 10:05
Students will attend period 1 until 10:23
Regular bell schedule will follow

Progress Reports and Report Cards Dates for 2016-2017

	<u>Progress Reports</u>	<u>Report Cards</u>
<i>FIRST QUARTER</i>	Friday, October 13 th	Thursday, November 9 th
<i>SECOND QUARTER</i>	Friday, December 15 th	Friday, January 26 th
<i>THIRD QUARTER</i>	Friday, April 2 nd	Friday, April 13 th
<i>FOURTH QUARTER</i>	Friday, May 18 th	Wednesday, June 22 rd (mailed)

Parent / Teacher Conferences

Parent-teacher conferences are an important element in reporting student progress to parents. Time permits only a limited number of conferences on days set aside for this purpose. Parents may initiate a conference by calling the school office and making an appointment with the teacher or counselor. When a parent requests a conference with a teacher, the teacher will make every effort to arrange a mutually convenient time. Such conferences will be planned around the teacher's schedule so as not to interfere with class time. If a parent cannot attend a scheduled conference, he/she should notify the school as far in advance as possible so that another conference time may be arranged.

Mandatory Parent/Teacher Conferences for grades K-6 will be held after the first quarter, November 9th and the third quarter, April 13th.

Guidance

Guidance Services

- **Crisis Intervention** – Our counselor can meet individually with a student who is dealing with a crisis situation such as a death, a family issue, abuse, mental health problems, anxiety, substance abuse, extreme anger, etc. Students can come in to speak on their own or can be referred by a staff member. If you know of a student who is dealing with a difficult issue, please let our counselor know and she will make every effort to reach out to that student.
- **Individual Counseling** – Our counselor can meet with students to discuss problems related to academics, personal and social issues; can help students to develop strategies to deal with these problems; and can meet with students on an on-going periodic basis.
- **Group Counseling** – Our counselor can meet with students in small groups to resolve a problem or to aid in the development of a skill. An example would be to create a lunch group for a student to aid in the development of his or her social skills.
- **College/Career Planning** – The school counselor is available to meet with high school students for college and career planning purposes. She can help students to set realistic career and educational goals and to formulate post high school plans and can provide students with college application materials, SAT registration packets, fee waivers, career information, financial aid resources, etc. Our counselor has many college catalogs that students can borrow to research specific programs. She also has a folder containing scholarship information that students can browse through.
- **Scheduling/Report Cards/Transcripts** – Our counselor will meet with high school students to create their schedules for next year. In doing so, she will review requirements for graduation to ensure that each student is on an appropriate educational path and can make adjustments to student schedules as necessary.
- **Parent Communication** – Our school counselor will be in frequent contact with parents for a variety of reasons: providing information about services and programs available to students, assist parents in tracking student progress or act as a liaison between parents and teachers.

- **Consultation and collaboration with outside service providers** – For students working with outside service providers, our counselor can communicate and collaborate with these individuals to develop a plan to best meet the needs of the student. For students with diagnosed mental health conditions, she will be in frequent contact with outside counselors and doctors and can also provide a student or parent with information on how to access outside services.
- **Elementary Character Education Program** – The goal of the program is to promote a more positive school environment by addressing issues that affect students at these levels. Possible topics to be covered include bullying, friendship, conflict resolution, character education, etc.

Nurse's Office

Health Services

- If your child is absent due to illness for more than 3 days, please send him/her with a doctor's note for re-entry into school.
- If your child is absent, please call the school nurse at 652-7821 to inform the school and follow up by sending in a written note. This will help keep our attendance records up to date.
- If your child is ill, running a fever, vomiting or has diarrhea, please keep him/her home until symptom free for 24 hours.
- If your child has injuries or is ill and cannot participate in gym, a doctor's note stating "no gym" for a specific amount of time is required.
- If a child becomes ill during school hours the school nurse will make the appropriate contact with the parent or guardian to release him or her. The parent, guardian or emergency contact person must sign the student out at the front desk. Students may not be released to anyone that is not documented on the student information form provided by the parent/guardian.
- If prescription or over the counter medication such as *Benadryl*, *Tylenol* or *Advil* is to be given at school, a medication authorization form from the health office will need to be signed by a parent/guardian and a written doctor's order will be required to release the board and its employees of liability for the administration of medication. Medication needs to be sent in an original container that will remain at school. The pharmacy will prepare a bottle for the school if asked. Medications need to be brought to the health office by an adult.
- The school nurse will provide emergency care for students in accidental or unexpected medical situations. If medical treatment is necessary for a student who is injured in school or at a school sponsored activity, parents must follow the procedure: contact Health Office staff immediately, submit claims to your own health insurance provider, submit proof of payment or claim denial from your health insurance provider to the business office. The school covers only the cost not covered by your own insurance.

Thank you for your cooperation in these health matters. If you have any questions contact the Health Office at 652-1259.

Medication

Non-prescription medicines may not be brought to school or used by any student on school premises. Occasionally a student may require Tylenol and/or ibuprophen. These over the counter medications will be given to students only when a parent has signed the emergency card giving permission. Whenever possible, prescription medicines should be administered at home. When a physician specifies that medicine must be administered during the school day, the guidelines for supervision of medication are:

- All medicine must be brought to the Health Office by a parent or designated adult.
- Medications that need to be administered daily or for emergencies, need to provide the following information:
 - the prescription label and the name of the drug
 - directions for administration including times of administration and dosage
 - the patient's full name
 - **written authorization from a physician
- Prescription medications that need to be administered for a limited/short duration need to include the following information:
 - the prescription label and number
 - the name of the drug
 - directions for administration including times of administration and dosage
 - the patient's full name
 - **note from parent giving permission for the school nurse to administer medication and authorization from a physician.

**The note must include start date.

<h2>Library</h2>

The Library/Media Center offers a wide variety of materials and services to students. It is a comfortable, well-equipped area providing a quiet atmosphere for reading, studying and research. A teaching assistant and a library media specialist are available for support.

The library is open every day from 8:00 am to 2:55 pm. Passes are required, except for those students who are on honors or senior pass privileges.

Most books may be borrowed for a two week period and may be renewed. In all instances, it is the responsibility of the student to return items borrowed. Overdue notices are sent after one week, and privileges will be restricted until such time as all items are returned.

Jefferson participates in the BOCES School Library System Network. This service allows students and faculty to obtain books from other libraries.

Middle school students receive 60 hours of mandated information skills instruction in conjunction with planned curriculum offerings.

Students in grades 7-12 are welcome and encouraged to join the Library Club.

Computer Lab

The Computer Lab contains personal computers, each with educational programs. These are used for classes and independent work by students. Students who wish to use the computer lab during a study hall will need to sign-out with the Study Hall Monitor. The signed Internet Permission on the back page of this handbook is required to access the Internet.

Community Hours for our Library and Computer Center

The JCS Library and Computer Lab are open to students, parents, residents and taxpayers. Please contact the Main Office for hours. During community hours, our library and computer lab will be staffed by an adult supervisor and a student assistant. Please note that children in the pre-school and elementary grades must be directly supervised by a parent or guardian during community hours.

Code of Conduct

Introduction

The Jefferson Central School Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, identify the possible range of consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopts this Code of Conduct ("code").

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

What follows, is a summary of our Code of Conduct. Copies of the code are available for review by all employees, students, parents, and other community members on the school website, main office, library and staff room. A hard copy is available upon request. The code will be reviewed by the Principal with all 7-12 grade students the first day of school in a general assembly to review and clarify any questions students may have regarding the code.

Rights and Responsibilities

Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

- Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation or disability.
- Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
- Access school rules and, when necessary, receive an explanation of those rules from school personnel.

Student Responsibilities

All district students have the responsibility to:

- Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
- Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
- Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
- Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
- Work to develop mechanisms to control their anger.
- Ask questions when they do not understand.
- Seek help in solving problems before they lead to discipline.
- Dress appropriately for school and school functions.
- Accept responsibility for their actions.
- Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. 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. Students shall maintain personal attire and grooming standards that promote health, safety, modesty, and a sense of professionalism that enhances, rather than disrupts, the educational environment. Specifically, students shall:

1. Dress in a manner that is safe, appropriate, and does not disrupt or interfere with the educational process.
2. Wear shirts that are school-appropriate and modest in appearance. Recognize that extremely brief garments such as tube tops, net tops, halter-tops, spaghetti straps, plunging necklines, and see-through garments are not appropriate. Tops may not expose a student's waist, hips, or midriff.
3. Wear pants, shorts, or dresses/skirts that are school-appropriate and modest in appearance. Pants, shorts, and skirts/dresses may not have holes or slits that reveal skin above the midpoint of the thigh.
4. Ensure that underwear (underpants, bras, and other undergarments) is completely covered with outer clothing at all times.
5. Wear appropriate footwear at all times. Footwear that is a safety hazard will not be allowed. Acceptable styles of footwear include sneakers/athletic shoes, boots, loafers, dress shoes, clogs or sandals. Flip-flops and strapless sandals are not permitted for students in grades K-6 except on prearranged days determined by teacher. Excessively high heels (2" or greater) may pose a safety hazard and students may be restricted from wearing heels in excess of 2 inches.
6. Refrain from wearing hats, caps, hoods, bandanas, or sunglasses except for a documented medical or religious purpose.
7. Refrain from wearing apparel or accessories that contain messages deemed vulgar, obscene, libelous, or insensitive to others on account of race, color, religion, creed, national origin, gender, sexual orientation, disability, or other protected statuses.
8. Refrain from wearing apparel or accessories that promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
9. Coats and other outerwear shall be stored in student lockers. Sweatshirts or sweaters may be worn by students if weather requires additional layers.

The 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.

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

Prohibited Student Conduct

The Jefferson Central School Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

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

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

- ◆ Engage in conduct that is disorderly. Examples of disorderly conduct include:
 - Running in hallways.
 - Making unreasonable noise.
 - Using language or gestures that are profane, lewd, vulgar or abusive.
 - Obstructing vehicular or pedestrian traffic.
 - Engaging in any willful act which disrupts the normal operation of the school community.
 - Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
 - Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.

- ◆ Engage in conduct that is insubordinate. Examples of insubordinate conduct include:
 - Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
 - Lateness for, missing or leaving school without permission.
 - Skipping detention.

- ◆ Engage in conduct that is disruptive. Examples of disruptive conduct include:
 - Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.

- ◆ Engage in conduct that is violent. Examples of violent conduct include:
 - Committing or attempting to commit an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee.
 - Committing or attempting to commit an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property.

- Possessing or attempting to possess a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
 - Displaying or attempting to display what appears to be a weapon.
 - Threatening or attempting to threaten to use any weapon.
 - Intentionally damaging or destroying or attempting to damage or destroy the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
 - Intentionally damaging or destroying or attempting to damage or destroy school district property.
- ◆ Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:
- Lying to school personnel.
 - Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
 - Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
 - Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
 - Harassment, which includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning.
 - Intimidation or bullying, which includes engaging in actions or statements that put an individual in fear of bodily harm.
 - Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
 - Selling, using or possessing obscene material.
 - Using vulgar or abusive language, cursing or swearing.
 - Smoking a cigarette, cigar, pipe, using chewing or smokeless tobacco, or using electronic cigarettes and/or nicotine products.
 - Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, synthetic drugs, and any substances commonly referred to as "designer drugs."
 - Inappropriately using or sharing prescription and over-the-counter drugs.
 - Gambling.
 - Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
 - Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- ◆ Engage in misconduct while on a school bus.
- It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

◆ Engage in any form of academic misconduct. Examples of academic misconduct include:

- Plagiarism.
- Cheating.
- Copying.
- Altering records.
- Assisting another student in any of the above actions

Reporting Violations

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, principal, superintendent or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the Principal, the Guidance counselor, or the Superintendent of Schools.

All district staff that are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Code of Conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction, which may include permanent suspension and referral for prosecution.

The Superintendent or his/her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the Principal or his/her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the Code of Conduct and constituted a crime.

Penalties, Procedures and Referrals

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.

5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations unless the violation is substantial in nature.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this Code of Conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability as determined by a review of the CSE.

Student Searches and Interrogations

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district Code of Conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the Superintendent of Schools, Building Principals, the school nurse and district security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district Code of Conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

Student Lockers, Desks and other School Storage Places

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

Visitors to the Schools

The Board encourages parents and other district citizens to visit the district's school and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Superintendent or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the school:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the main office upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the district office before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Superintendent or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.
8. Students from other schools who are not on school recognized business that wish to visit a student may do so with the Superintendent's approval for one lunch period. District transportation will not be provided to the student and the student must leave school property at the conclusion of the designated lunch period.

Public Conduct on School Property

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

Policy/Guidelines/Expectations

Academic Success Policy

The board of education recognizes that athletics, co-curricular, and extracurricular activities are a vital part of a student's overall education. This policy is intended to provide guidelines to insure that students are aware that their participation in all athletic, co-curricular, and extracurricular activities is predicated on their meeting ambitious academic requirements.

Students not performing satisfactorily (passing grade: 65%) in one or more academic courses shall be required to develop an academic improvement plan (for each failing course) and show consistent academic improvement as a condition for continued participation in all athletic, co-curricular, and extracurricular activities.

1. At five week intervals, the Main Office shall produce a list of all students who are failing one or more courses. The list shall be composed no later than the first academic day following the end of the five-week academic reporting period.
2. Each student whose name appears on the report shall receive a "blue card" for each failed course within one day of the list's publication.
3. A student whose name appears on the list must meet with the teacher of each course he/she is failing and mutually develop an academic improvement plan by the end of the first week following publication of the list.
4. The classroom teacher shall "sign off" that the academic improvement plan has been developed to his/her satisfaction on the student's blue card. All blue cards shall be submitted (by the student) to the Main Office by 2 p.m. on the last day of school each week (typically Friday).
5. All students who develop satisfactory academic improvement plans shall be eligible for co-curricular and extracurricular activities in the following week. All students who fail to develop the required academic improvement plans shall be listed as "ineligible" in the following week.
6. Each week thereafter (weeks 2-5 of the five-week reporting period) the student must secure the signatures of teachers in each course he/she is failing. The signature shall indicate that either the student is passing the course or making satisfactory effort toward academic progress.
7. It shall be the responsibility of the student to secure teacher signatures on his/her blue card and submit his/her blue card to the office in a timely manner. Failure to submit the blue card on time with all necessary signatures will deem the student "ineligible" in the following week.
8. All students who maintain a passing grade or satisfactory academic progress shall be eligible for co-curricular and extracurricular activities in the following week. All students failing to maintain satisfactory effort toward academic progress shall be listed as "ineligible" in the following week.

9. At the end of the five-week reporting period, the Main Office shall produce a new list of all students who are failing one or more courses---and students and staff will follow the same schedule (outlined above) in developing academic improvement plans and maintaining satisfactory academic progress.
10. For the purposes of this policy, the terms “athletic,” “co-curricular,” and “extracurricular” shall be understood to include all modified, junior varsity, and varsity athletics (practices and games), all school-organized intramural or recreational athletic programs, all student clubs and activities, all non-credit school sponsored events and activities, school related work opportunities, and attendance at school related events.
11. The building principal shall closely monitor student and staff compliance with this policy through periodic review of student blue cards and student academic improvement plans.
12. Students shall be notified of the Academic Success Policy...
 - a. annually (via student handbook)
 - b. on or before the start of every athletic season (for 7-12 athletics)
 - c. upon joining an organized club or activity.
13. A plain-language copy of the Academic Success Policy shall be included with students’ five-week progress reports and ten-week report cards; as an alternative, a link to the policy may be pre-printed on the progress reports and report cards.
14. Any parent or student who feels that one or more teachers have improperly withheld verification of a student’s academic improvement plan or satisfactory academic progress may appeal the teacher’s decision. Prior to appeal, the student and/or parent must have alerted the teacher to his/her concerns and afforded the teacher with an opportunity to justify his/her actions. If the student/parent is still dissatisfied he/she may request (in writing) that the building principal conduct an informal review of the student’s progress. The principal, upon review of the student’s progress, may uphold the teacher’s decision or facilitate a conference including the parent, student, and teacher to discuss alternative remedies. Following the conference, the principal shall respond to the student and his/her parent in writing with a formal decision on their appeal. The principal shall deliver his/her decision within two school days following the parent/student/teacher conference. During the student’s appeal, the student shall remain ineligible.
15. All decisions of the building principal (regarding appeals) are final.

Internet Usage

Internet/Network Access Policy and Procedures:

- The use of any Jefferson Central School District computer which provides access to the Internet/Network is a privilege which may be revoked by teachers, staff, or administrators at any time for abusive or inappropriate conduct.
- I agree to use the Internet for appropriate educational purposes and research only as directed by my teachers.
- I agree to be considerate of other users on the Internet/network and use appropriate language for school situations. This includes never sending or encouraging others to send abusive, threatening, or “bullying” messages to other users.

- I understand that the district owned and managed e-mail account distributed to me is the only acceptable e-mail permissible on the school network.
- I understand that the only school and/or business material is acceptable for use using school owned and managed e-mail accounts.
- I agree not to intentionally degrade or disrupt Internet/Network services or equipment.
- I agree not to give out personal information such as my name, address, telephone number, or the name and location of my school without the permission of my parents and/or teachers.
- I understand that computer screens are randomly monitored by staff to ensure that students are not accessing inappropriate content.
- I understand that web content is filtered to block inappropriate content and I agree not to attempt to override the web filter settings.
- The Jefferson Central School District's computers are intended for the exclusive use of registered users. As a user, you are responsible for the use of your password and account. Any problems which arise from the use of a user's account are the responsibility of the account holder.
- Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
- Student use of personal laptops in the school is not allowed without permission.

Public Displays of Affection

Personal or intimate actions other than handholding prove distracting to both the participants and those sharing the building with them. Such public displays of affection are not permitted. Students are asked to use good judgment and avoid the embarrassment that may be involved when a teacher, administrator, or other school employee has to speak to you about your behavior. Parents of repeat offenders will be called and the Administration will take appropriate disciplinary action.

Attendance

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, each marking period a student's grade will be based upon classroom participation as well as a student's class performance on homework, tests, papers, projects, etc.

Students are expected to attend all scheduled classes. The discussions and interactions that develop during a class period cannot be duplicated the next day. If your child is missing classes and unable to participate, his or her classroom participation grades will suffer.

Excused ATEDs are defined as absences, tardiness, and early departures from class or school due to personal illness, illness or death in the family, impassible roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, or such other reasons as may be approved by the appropriate building administrator. **All other ATEDs are considered unexcused absences.**

Excessive ATEDs is defined as: five consecutive days and/or seven per quarter. Unexcused ATEDs may result in disciplinary action consistent with the district's code of conduct. Those penalties may include, for example, detention or denial of the privilege of participating in or attending extracurricular events.

Students in grades 9-12 may jeopardize course credit if they have an excessive number of unexcused ATED's (attendance, tardies, and early departures).

For a ¼ credit course, a student's unexcused ATED's may not exceed 4.
For a ½ credit course, a student's unexcused ATED's may not exceed 9.
For a full credit course, a student's unexcused ATED's may not exceed 18.

If your child is approaching the maximum number of ATED's, you will be notified by the main office.

If your child is ill, then he or she should not attend school. When your child is feeling well enough to return, please send a signed note in with your child to give to Mrs. Musella explaining the illness.

Although difficult at times, please try to schedule appointments after school hours or during vacations.

Jefferson Central School encourages informational college visits by college-bound high school students. If a student attends a college visitation program, the student or parent must provide the nurse's office with verification from the college for the absence to be considered excused.

Refer to School Board Policy #5100 for full Attendance Policy

Homework

The Jefferson Central School recognizes homework as an important component of the learning process. Homework activities should be part of the students' learning process beginning in kindergarten and continuing through 12th grade. It is understood that this is a developmental process that begins with basic skills in the primary levels and continues through advanced practice in the upper secondary levels. Ultimately, it contributes to preparation for skills needed beyond high school.

Homework Guidelines:

Teachers assign students homework based upon their knowledge of current research and instructional best practices. Variations in individual study habits and abilities may lengthen or shorten the period of time required to complete homework assignments.

In general, homework is assigned so that students may (1) preview new material, (2) review previously studied material, (3) engage in practice and skill-building, (4) or engage in reading and/or writing outside of class.

Homework will get progressively more difficult and time consuming as students progress from one level of school (K-4, 5-8, and 9-12) to the next. If students find they are struggling to complete their assigned homework within a reasonable time period, a conference with the child's teacher should be requested.

Securing Assignments

When students miss 1-2 days of school they are expected to contact classmates for the assignment. If a parent becomes aware that a student will miss 3 or more consecutive days, they may contact the Main Office **before 10:00 a.m.** to request assignments. Teachers will be asked to submit assignments to the Main Office by 3:00 p.m. for pick up by parents. If calls come in after 10:00 a.m. we will make every effort to secure assignments by 3:00 that day, but we cannot guarantee it.

Mandatory Help **Grades 7-12**

It is an expectation of Jefferson Central School that assignments given to students are to be completed by the date they are due and the work is of good quality. If a student does not complete class work or homework assignments by the due date or the work is not of adequate quality, the student must attend mandatory help time. Mandatory help is scheduled Monday-Friday (EDP days only) from 3:00-4:30 p.m.

1. If a student comes to class without his/her assignment on the due date he/she is assigned mandatory help that day at 3:00 p.m.
2. The student fills out a mandatory help form and is sent out of the beginning of class to call their parent/guardian at home or work to explain that they did not complete their assignment and that they may have to stay after school for mandatory help.
3. If the assignment is not completed and signed off by the teacher as being adequately completed by the end of the day, they must stay for mandatory help.
4. A student is required to remain at mandatory help until the assignment is adequately completed. The student is excused when assignment is completed and turned into mandatory help supervisor. If the student is to take the EDP bus home they are to stay for the entire session (4:45 p.m.).
5. A student assigned to mandatory help must attend and will be ineligible to participate in extra-curricular events until assignments are completed or mandatory session is concluded. (Exceptions are made by principal on a case-by-case basis)
6. Late assignments are subject to the classroom teacher's policies.
7. If a student fails to report to assigned mandatory help, a disciplinary referral for cutting an assigned class will be issued.
8. If a student reports to mandatory help and refuses to attempt to finish assignment, a disciplinary referral for insubordination will be issued.
9. If the assignment is not finished the next school day, the student will be required to attend mandatory help until assignment is completed and handed in.

School Property and Materials on Loan

While at Jefferson Central, students are loaned textbooks, instruments, calculators and other school materials. These materials will be the student's responsibility to take care of until they are returned at the end of the semester/school year. Parents will be billed for lost or damaged materials and the school may require a security deposit. All students must show respect for school property. Any damage of property should be reported to the Main Office or the appropriate teacher. Acts of vandalism are crimes against the school district and the community. 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 or guardian shall be required to pay the district for the value of the damaged property up to the limit of the law.

Food and Drink

All food and drink is to be consumed in the cafeteria. Teachers may make special arrangements for special classroom events with the approval of the Principal.

Cafeteria

All students are required to attend the cafeteria for lunch. If a student is purchasing a school lunch, they are to form a line in the hall, remain quiet and respectful. Once they have passed through the serving station and have paid, students are to find a seat and remain seated while consuming their lunch. Students may quietly socialize and are required to clean up after themselves when finished.

All students are required to enter their personal identification number (pin) at the cashier's table. Students can load money onto their account by cash or check made out to Jefferson Central School. Parents who are eligible may complete a Free and Reduced Lunch Program application located in the summer newsletter or please contact the Main Office.

Study Hall

The purpose of study hall is to provide a quiet time for study and homework, as well as an opportunity to receive academic assistance. To achieve this focus:

- ◆ Students are to arrive on time. Students are to study for the full period, so they should plan enough work in advance. This includes bringing books, pencils, papers, or other materials with them.
- ◆ Students who are late and/or unprepared 3 times per 5 week period may be assigned after-school detention.
- ◆ After attendance is taken, eligible students may ask to sign out to the library or computer lab, or present a pre-signed pass from other teachers. Students may not leave until the teacher/monitor provides a hall pass for them. Honor's Pass members are allowed to sign out to an approved location (Mezzanine (11th & 12th grades), outside (weather permitting), library, computer lab) without a pre-signed pass. Students who sign out of study hall to an approved location must stay in that location for the duration of the period.
- ◆ Ineligible students may not sign out of study hall unless they have a pre-signed pass from a teacher.
- ◆ Students who have demonstrated responsibility may be allowed to sign out (one at a time) to their locker or the restroom. Students may not sign out more than one time per 40-minute study hall.
- ◆ No general conversation is allowed. Students may work together only if they request and receive permission of the teacher/monitor to do so. Movement around the room is prohibited.
- ◆ There will be no food or drink in study hall, with the exception of breakfast.
- ◆ Once a student's work is complete, they have the option of free reading, writing or drawing.

Lockers

Lockers will be assigned to each student and may not be changed without permission. The locker is the property of the school. Keep your locker clean and neat; it may be inspected periodically without notice. Students are to note the following:

- ◆ Memorize locker combinations, and do NOT share the combination with anyone. This will prevent things from being stolen from your locker.
- ◆ If students are having a problem with their locker (combination or jam), please come to the office.
- ◆ Be prepared for class or study hall so that you do not have to go to your locker.
- ◆ Refrain from placing large sums of money or items with great value in the locker.
- ◆ Be sure your locker is closed and locked when leaving your locker area.

Proper care of lockers is expected. There should be no markings, decals or defacement of any kind inside or outside the locker. Magnets may be displayed inside one's locker.

Backpacks

Students may carry backpacks to and from school, but during school hours backpacks must be stored in your locker or gym locker.

Passes

Students must carry passes when in the halls to show they have legitimate reasons to be there. All staff members will use the pass system to assure the safety of all students.

Transportation

Jefferson Central School provides transportation to all students, in the morning and twice in the afternoon, at dismissal and at 4:45. Students are expected to follow and respect Jefferson Central School's bus safety and guidelines and our transportation drivers.

Assemblies

Student assemblies are scheduled to broaden the overall educational program in diverse ways. Faculty will escort students to all assemblies. Students should treat presenters with courtesy and respect.

Non-essential Electronic Devices

Non-essential electronic devices are often disruptions to the learning process, however can be used as educational tools in certain situations. These items are prohibited in school and in the classrooms unless they are permitted by a faculty and/or staff member for a specific educational purpose. Cell phone and communication device use is prohibited during school hours, unless specifically used for music under the

supervision of a faculty and/or staff member. Use of these devices will result in confiscation and held until a parent comes in to pick it up, or until the end of the day and/or school year.

Individual Music Use:

1. It is the responsibility of faculty and staff members to determine the management of student use for individual music players within their supervisory location.
2. Students are required to abide by the permanent or temporary supervisor's rules and policies regarding the use and possession of personal music players. Failure to do so may result in a disciplinary referral and possible loss of use.
3. iPods, cell phones, and personal music players may be used for listening to music while riding the school bus.
4. Personal music players are prohibited in the atrium and cafeteria.
5. Use of personal music players is prohibited in the hallways or outside the building.
6. Ear buds or headphones are not to be strung through clothing or in use in the hallways of the building.
7. Students are responsible for ensuring the *appropriateness* of the music available on their personal music players. All provisions of our Code of Conduct apply and lyrics that violate our Code of Conduct should not be stored and/or played on devices.
8. Students are responsible for the storage and safekeeping of their personal music players. iPods should be stored in lockers when not in use.
9. Students who violate one or more of these rules may have their privileges revoked or their hardware confiscated.

Field Trips

The Board of Education recognizes that field trips enhance the school's instructional and student development programs. Field trips are defined as any off-campus travel by a group of students, under the supervision of a teacher, which is conducted for the purposes of affording students a first-hand educational experience not available in the regular classroom setting.

Field trips are a part of the broader curriculum of the school and student attendance and conduct on field trips are governed by the same policies and rules that govern all other classroom activities.

The school shall obtain written parent/guardian permission for all students attending school-sponsored field trips.

Honors' Pass and Senior Privileges

Eligibility:

Seniors Privilege: Students must have passing grades in all classes at each 5-week interval. If seniors are listed as not passing 1 or more classes at a 5-week progress report, senior privileges are suspended until the next cycle of progress reports (typically 5 weeks) are issued.

Honors Pass:

(Grades 9-11): Students must have a quarterly average of 85% and must have passing grades in all classes.

(Grades 7-8): Students must have a quarterly average of 90% and must have passing grades in all classes.

- Students are permitted to sign out of study hall to the mezzanine (*11th & 12th graders only*).
 - Snacks are permitted, but meals must be eaten in cafeteria.
 - The area must be kept clean and orderly.
 - Appropriate behavior must be maintained.
- Students are permitted to sign out of study hall to the outside basketball courts (*weather permitting*).
- Students are permitted to sign out of study hall to benches in front of trophy cases.
 - Students must be sitting on bench. If no seat available, then student must return to study hall.
- Students are permitted to sign out of study hall to the library.
 - Students must remain at library for entire period.

Expectations and Procedures:

- Students must report to study hall at the beginning of the period to have attendance taken. Students must alert study hall supervisor of the desired location before leaving.
- Students must remain in location for the remainder of the period.
- Appropriate conduct must be abided by students in each location.
- Students should report directly to desired location. Wandering the halls is not permitted.
- 7th grade students will be eligible for Honors privileges after the 1st quarter.
- School administration holds the right to revoke privileges for academic or behavioral misconduct and/or abuse of current privileges.

Food Services

Accounts:

All students are given an account with the School Meals Programs. Each account will have a secure three to four digit PIN that students are required to memorize. Accounts are used as debit accounts, not credit. Money is deducted, rather than students being allowed to build a tab. Money can be placed in a student account by cash or check, payable to Jefferson Central School. All snacks and extras need to be paid with cash on day of purchase.

Breakfast:

Breakfast is available to all students grades K-12. Students in grades K-6 have an opportunity for breakfast between 8:00 a.m. - 8:45a.m. All 7-12 students will be assigned a nutrition break at the beginning or end of 2nd period. Each nutrition break will be 15 minutes long. This is the only opportunity for students to receive breakfast.

Free and Reduced Meals:

To apply for free and reduced meals, please fill out a family application for free and reduced prices on school meals/milk. Applications are available in the main office.

Clubs and Activities

Co-Curricular and Extracurricular Activities

Jefferson Central School recognizes the educational values inherent in student participation in the co-curricular life of the school for such purposes as building social relationships, developing interests in an academic area, and ongoing understanding of the responsibilities of good citizenship.

The following activities are available to students:

Art Club	Varsity Club	National Honor Society
Outing Club	Spanish Club	Junior National Honor Society
Yearbook	Music Club	NYS Math Honor Society
Mu Alpha Theta (a National High School and Two-Year College Mathematics Honor Society)		

Student Fund Raising

All clubs, classes, and organizations must have prior approval through the Principal for any fund raising efforts. No fund raising activities will be allowed to take place without this approval.

Posters/Postings in School

The Main Office will approve posters and their placement before they are put on display. Posters, both in school and out must be collected as soon as the event which they announce has taken place. At all times, posters must be neat, of good taste and design, and grammatically correct.

Student Senate

Jefferson Central School's Student Senate is a student run service organization, made up of two representatives per class, grades 7-12. Our mission is to serve as liaison between the student body and the school administration regarding issues of concern to both groups.

We also promote several projects each year for grades K-6, such as our annual Halloween Party and Haunted House. Student Senate sponsors one American Red Cross Blood Drives per school year as a service to the community. Students learn more about the democratic process in their quest for elected office as a class representative, and in the cooperative spirit of the Student Senate meetings.

If a student chooses to run for one of the four major offices of the organization, he or she will campaign, give a speech before the student body, and participate in the voting process. These activities are designed to facilitate a better understanding of our democratic system and how it works; and to encourage positive participation in society, now and in the future.

Athletics

Responsibilities

The privilege of participation in the inner-scholastic athletic program at Jefferson Central School will carry with it the following responsibilities:

1. An athlete is expected to attend every practice and game except those where sickness or a legitimate excuse occurs. The coach should be notified of the reason as soon as possible.
2. An athlete is expected to be supportive of all teammates and respectful to coaches, opposing players, and officials.
3. An athlete is expected to use appropriate language at all times.
4. An athlete is responsible for any damage to equipment and uniforms, which are assigned.
5. An athlete is expected to return their uniform to our coaches within two weeks following the season.

Eligibility

An athlete is expected to report to all classes to remain eligible to practice or play in a game on that day. The student should notify the school nurse and coach, as soon as possible, prior to any exception.

Exceptions:

- Medical Appointments
- Legal Appointments
- College Visitations (Approved by the Guidance Director)
- Family Emergencies
- School Sponsored Events
- Other Exceptions Approved by the Administration

A student that doesn't report to class due to illness is not eligible to practice or play in a game on that day.

Athletes must meet all standards of eligibility as outlined in the NYSPHSAA Handbook. This Handbook can be viewed online at www.nysphsaa.org. Copies of this Handbook may be obtained from:

New York State Public High School Athletic Association, Inc
8 Airport Perk Blvd.
Latham, NY 12110

Transportation

Athletes are expected to ride the bus to and from games. If an athlete is in a situation that prevents them from riding the team bus, they must present:

- written parental request to leave with the student's parent or legal guardian presented to the coach
- written parental request to leave with anyone other than the student's parent or legal guardian approved by the administration

Substance Abuse Policy

Students participating in athletics are expected: not use or possess tobacco products, alcohol, or drugs. Any athlete that violates this expectation will be penalized as prescribed by the Substance Abuse Policy:

Participants in athletics must not use or possess tobacco products, alcohol or drugs. Any athlete that violates the above statement will be subject to the following penalties:

1. Tobacco products

- First offense - A minimum suspension for the next two games.
- Second offense - A minimum suspension for the next four games and a minimum of three sessions with a drug and alcohol counselor or expulsion for the remainder of the sport's season.
- Third offense - automatic expulsion for the remainder of the school year.

2. Alcohol

- First offense - A minimum suspension for the next four games and a minimum of three sessions with a drug and alcohol counselor or expulsion for the remainder of the sport's season.
- Second offense- automatic expulsion for the remainder of the school year.

3. Drugs

- First offense - automatic expulsion for the remainder of the school year.

Any athlete expelled for the remainder of the sports year may appeal following intensive drug and alcohol counseling. Following the counseling sessions the athlete and their parents or legal guardian will meet with the following people who will rule on their case: superintendent, drug and alcohol counselor, and athletic director.

Athletes are permitted to practice during suspension periods. Athletes are permitted to attend games with the team but are not allowed to be in uniform.

Any athlete that has been penalized by the substance abuse policy will not be eligible for individual post season awards or honors.

CROP

Jefferson Central School's **CROP** is a grant funded program affording students in grades kindergarten through eighth a well supervised, safe environment with academic and recreational activities. If you are interested in the K-8 component, contact Mr. Luke VanCleaf for more information and an application.

CROP (K-8) meets daily from 2:55 to 4:45 on most days that school is in session. Students will be bused home at 4:45 unless other arrangements are made. A healthy snack will be available each day.

Summer School

Budget permitting, middle and high school students who fail a course may be eligible for summer school to earn course credit. Some also attend summer school to review prior to retaking a Regents Exam in August. A student can take up to two academic courses each morning during the summer school program. Information regarding summer school classes is available through the Guidance Office.

Student Driving and Parking Privileges

Student parking spaces are limited and will be limited to designated areas. Access to parking goes first to seniors, then juniors, etc. Students will be required to register their cars in the Office. Students who abuse driving privileges by being late, visiting the parking lot during school time, driving in an unsafe manner, transporting other students without permission, or leaving school without permission face the loss of driving privileges. Once a car is driven onto school property, it may not be driven off until the student leaves for the day. Exceptions may be granted upon written request from a parent or guardian. Once the car is parked, students are to enter and remain in the building until dismissed. Special circumstances must be discussed and approved by the Principal.

Jefferson Central School
Reporting Concerns

If you have a concern that you would like addressed, please use the following chart in order to have the appropriate staff member help to solve your concern. Please begin with the 1st contact. If your concern has not been addressed, please forward to the next contact.

Department	1st Contact	2nd Contact	3rd Contact	4th Contact
Academics	Teacher	Principal	Superintendent	BOE
Special Education	Teacher	CSE Chairperson	Principal	Superintendent
Transportation	Driver	Transportation Supervisor	Principal	Superintendent
Health/Attendance	Nurse	Principal	Superintendent	BOE
Finance	Treasurer	Superintendent	BOE	
Buildings and Grounds	Director of Facilities	Superintendent	BOE	
Guidance/Scheduling	Director of Guidance	Principal	Superintendent	BOE
Athletics	Coach	Athletic Director	Principal	Superintendent
CROP	Teacher	CROP Supervisor	Principal	Superintendent
Extra-Curricular Activities	Activity Leader	Principal	Superintendent	BOE
Nutrition Program	Cafeteria Manager	Principal	Superintendent	BOE