

# **John. F. Kennedy Middle School**

200 Jayne Boulevard  
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## **Parent & Student Handbook**

2023-2024



### **Principal**

Dr. Amanda M. Prinz

### **Assistant Principals**

Rebecca L. Bellezza

James P. Hilbert

August, 2023

Dear Parents and Students,

Welcome to John F. Kennedy Middle School. Our dedicated team of professionals are committed to each of our students and their growth academically and social-emotionally. For each of our families, our team is here, eager to collaborate with you as we work together encouraging our students to dream big and work toward their successes!

The John F. Kennedy Middle School Handbook is designed to assist you throughout your journey in middle school. Please acquaint yourself with the policies and procedures and use the handbook as a reference tool throughout the year. We encourage each family to discuss the handbook together at home as our students prepare for the coming year.

Please feel free to call the school if you have any questions, our door is always open. We are looking forward to working with you towards a successful academic year that enables your student to flourish.

Sincerely,

**Dr. Amanda M. Prinz**  
Principal

**Mr. James P. Hilbert**  
Assistant Principal

**Ms. Rebecca L. Bellezza**  
Assistant Principal

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JFK Website  
<http://jfkms.comsewogue.k12.ny.us/>

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# **Administration & Personnel**

## **2023-2024 Comsewogue Board of Education**

President	Alexandra Gordon
Vice President	Richard Rennard
Trustee	Francisca Alabau-Blatter
Trustee	Robert DeStefano
Trustee	Margaret Mitchell
Trustee	Corey Prinz
Trustee	James Sanchez

## **District Administration**

Superintendent of Schools	Jennifer J. Quinn, Ed.D.
Associate Superintendent	Susan M. Casali
Assistant Superintendent for Instruction	Jennifer Polychronakos, Ed.D.
Assistant Superintendent for Staff & Student Services	Joseph Coniglione
Assistant to the Superintendent for Human Resources	Michelle Lautato
District Administrator for Pupil Personnel Services	Timothy Dornicik
District Administrator for Instructional Technology	Donald Heberer, Ed.D.
Director of Athletics, Health and Physical Education	Matteo DeVincenzo
Director of Pupil Personnel Services	Lisa Scott
Director of Curriculum	Tracie DeRosa
Director of Guidance, K-12	Kitty Klein

## **John F. Kennedy Middle School Administration**

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## Art Honor Society

Students who achieve a high level of academic success in their academic as well as their fine arts classes will be eligible for membership in 7<sup>th</sup> and 8<sup>th</sup> grade. The standards used for selection are as follows:

Eligibility: (7<sup>th</sup> Grade students are eligible for induction at the end of 7<sup>th</sup> Grade meeting the following criteria)

- a. Students must have and maintain an overall average of 90
- b. Students must have an average of 95 in their fine arts class

Eligibility: (8<sup>th</sup> Grade Commitment)

- a. Maintain an overall average of 90
- b. Maintain an average of 95 in their fine arts class
- c. 2 hours of art-related community service
- d. Participation in the annual JFK Art Show
- e. Project submission for consideration in the NAEA Art Show
- f. \$5 fee to be forwarded to the NAEA

## Assemblies

Assemblies are special events and call for exemplary behavior. Students should be a polite, attentive, and respectful audience. These guidelines are to be followed during each assembly:

1. Remain with your class and teacher.
2. During the program, please be polite, respectful, and attentive, so that all can enjoy the activity, and performers are acknowledged for their hard work and talent. Students are expected to applaud politely at appropriate times.

Students that do not follow these requests will be escorted from the assembly to a building administrator, which may result in the need to forfeit attendance at future programs or other disciplinary consequences.

## Attendance

Exemplary attendance is regular attendance. To succeed academically and develop a good work ethic, you must come to school regularly, and prepared to work.

If you are sick, a parent/guardian needs to telephone the school at (631) 474-8157 to notify us of your absence. **Please bring an absence note on the day you return to school** and give it to your homeroom teacher.

If you arrive to school late, you must report to the attendance office to sign in and receive a late pass. Please bring a note from your parent/guardian to the attendance office excusing your lateness. Unexcused absences and/or lateness may result in disciplinary action if found to be excessive.

Students who are absent from school, sign in after period four, or are assigned to the Alternative Learning Center are not permitted to participate in extracurricular activities on that day.

[Click Link to view the Comsewogue School Board Policy 7110 regarding Comprehensive Attendance.](#)

# **2023-2024 Bell Schedules**

## **Regular Day Bell Schedule**

Homeroom	7:41am – 7:46am
Period 1	7:49am – 8:28am
Period 2	8:31am – 9:10am
Period 3	9:13am – 9:52am
Period 4	9:55am – 10:34am
Period 5	10:37am – 11:16am
Period 6	11:19am – 11:58pm
Period 7	12:01pm – 12:40pm
Period 8	12:43pm – 1:22pm
Period 9	1:25pm – 2:04pm
X-Time	2:05pm – 2:35pm

## **2-Hour Delay Bell Schedule**

Homeroom	9:41am – 9:52am
Period 1	9:55am – 10:20am
Period 2	10:23am – 10:48am
Period 3	10:51am – 11:16am
Period 4	11:19am – 11:44am
Period 5	11:47am – 12:12pm
Period 6	12:15pm – 12:40pm
Period 7	12:43pm – 1:08pm
Period 8	1:11pm – 1:36pm
Period 9	1:39pm – 2:04pm
X-Time	2:05pm – 2:35pm

## **1-Hour Delay Bell Schedule**

Homeroom	8:41am – 8:49am
Period 1	8:52am – 9:24am
Period 2	9:27am – 9:59am
Period 3	10:02am – 10:34am
Period 4	10:37am – 11:09am
Period 5	11:12am – 11:44pm
Period 6	11:47pm – 12:19pm
Period 7	12:22pm – 12:54pm
Period 8	12:57pm – 1:29pm
Period 9	1:32pm – 2:04pm
X-Time	2:05pm – 2:35pm

# Bicycles

Students may ride bicycles to school; however, the security of the bicycle is the responsibility of the student. We recommend that all bicycles be locked on the bicycle rack located in the rear of the school.

# Buses

A. The following are the rules for riding on the bus:

1. Be on time. We advise that students be at the bus stop five minutes before the bus is due to arrive.
2. Wait for the bus on the side of the road, off private property. Please be mindful of all traffic conditions.
3. Wait for the bus to come to a complete stop before entering or leaving it.
4. Line up before entering the bus, enter quickly with no pushing, and sit two in a seat.
5. Remain seated at all times while the bus is moving and wear your seatbelt.
6. Do not open windows, unless authorized to do so by the bus driver.
7. Do not climb over or under the seats.
8. Keep arms, hands, and head inside the bus at all times.
9. Keep your hands to yourself and do not do harm to others.
10. Never throw objects from the bus windows.
11. Keep books and other objects out of the aisles.
12. Talk quietly. Do not shout or make loud noises that might disrupt the driver.
13. Never tamper with latches on the emergency windows and doors.
14. Never light matches or lighters on the bus.
15. Eating and/or drinking are not permitted on school buses.
16. Always depart from the bus at your designated stop unless the bus driver has received prior written permission from a parent and/or principal.
17. Never stop to pick up objects near the bus because the driver may not see you. When it is necessary to cross the street after leaving the bus, please do so while the bus is at a standstill. Cross at least 15 feet in front of the bus, first looking both ways for moving traffic.
18. Obey the directions of the bus driver at all times. The bus driver is entitled to the same respect given to parents and teachers.
19. Please avoid bringing large objects onto the bus.
20. IN CASE OF EMERGENCY:
  - i. Follow instructions of the bus driver.
  - ii. Get off the bus quickly, but in an orderly manner.
  - iii. After leaving the bus, get a safe distance away.

Any disciplinary incidents will be reported to the school administration. Bus riding is a privilege. Violation of the above rules may be cause for suspension from riding the bus.

B. Bus Assignments and Changes:

Each student is assigned a specific bus and designated stop on which to travel to and from school. **In emergencies only**, permission may be granted for a student to go home on the bus with another student on a particular day, provided the change does not create an overcrowded condition on the bus and these procedures are followed:

1. Students must have a note from their parent, giving them permission to go home with the other student on a particular date.
2. The parent who is allowing the student to go to his/her home must also send a note with his/her child giving this permission.
3. The notes are to be brought by both students to the building administration early in the school day for his/her approval.
4. The students deliver the signed notes to the bus driver, who will permit the student to ride the bus if there is space.

## Clubs/Organizations

There are clubs and organizations that meet on different days after school. Meetings are announced during the morning announcements. You may wish to join more than one club. The following clubs/organizations are available to you:

Art Club  
Art Honor Society  
Book Club  
Chefs' Club  
Computer Club  
Drama Club  
Eye Witness News Club  
Greenagers

Literary Magazine  
National Junior Honor Society  
Science Club  
Science Research Club  
Student Council  
Tri M  
Yearbook Club

## Code Of Conduct

It is expected that each student abides by the Code of Conduct outlined in School Board Policy 7310. See Appendix A for a Plain Language Summary of this policy, or [visit this link to view the Comsewogue School District Board Policies](#).

## Computer, Network & Media Use

The following is a summary of the rules and regulations governing the use of the district's computer network system and access to the Internet. For access to the full Board Policies, please visit the district website: [www.comsewogue.k12.ny.us](http://www.comsewogue.k12.ny.us)

### Internet Access

- ☐ Students will be provided filtered Internet access during the school day.
- ☐ Students will be provided with individual access accounts.
- ☐ Students may have Internet access for educational purposes only.
- ☐ Student Internet access may be restricted depending on the grade level.
- ☐ In order to access the Internet students must use the district's network only.
- ☐ All users will be prohibited from accessing and/or sharing inappropriate, questionable, and/or illegal materials.
- ☐ Students may not construct their own web pages using district computer resources unless for the purposes of a school assignment and/or project.
- ☐ Age-appropriate students may have individual email address access on a restricted basis, only between specific pre-approved email addresses/domains.

## **Acceptable Use and Conduct**

- ☐ Access to the district's computer network is provided for educational purposes and research consistent with the district's mission and goals.
- ☐ Use of the district's computer network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
- ☐ Each individual in whose name an access account is issued is responsible at all times for its proper use.
- ☐ All network users will be issued a login name and password.
- ☐ All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive or sexual language or images, vulgarities, and swear words are all inappropriate.
- ☐ Network users identifying a security problem on the district's network must notify the appropriate teacher or administrator. Under no circumstance should the user demonstrate the problem to anyone other than to the district official or employee being notified.
- ☐ Any network user identified as a security risk or having a history of violations of district computer use guidelines may be denied access to the district's network.

## **Prohibited Activity and Uses**

The following is a list of prohibited activity concerning use of the district's computer network. Violation of any of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the network.

- ☐ Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the district computer network.

- ☐ Using the network to receive, transmit, or make available to others obscene, offensive, or sexually explicit material.
- ☐ Using another user's account or password.
- ☐ Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials.
- ☐ Using the network to send anonymous messages or files.
- ☐ Revealing the personal address, telephone number or other personal information of oneself or another person.
- ☐ Stealing data, equipment, or intellectual property.
- ☐ Gaining or seeking to gain unauthorized access to any files, resources, or computer or phone systems, or vandalize the data of another user.
- ☐ Using the network while access privileges are suspended or revoked.
- ☐ Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

## **No Privacy Guarantee**

Students using the district's computer network should not expect, nor does the district guarantee, privacy for electronic mail (email) or any use of the district's computer network. If a student is using his/her personal device to access the district's network, the student must keep schoolwork separate from personal files, since schoolwork is subject to district access. The district reserves the right to access and view any material stored on district equipment or any material used in conjunction with the district's computer network.

## **Sanctions**

All users of the district's computer network and equipment are required to comply with the district's policy and regulations governing the district's computer network. Failure to comply with the policy or regulation may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

## **District Responsibilities**

The district makes no warranties of any kind, either expressed or implied, for the access being provided. Further, the district assumes no responsibility for the quality, availability, accuracy, nature, or reliability of the service and/or information provided. Users of the district's computer network and the Internet use information at their own risk. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided.

## **Photography and Digital Media**

In some cases, student photos may be used in media publications that highlight the District's programs. These include but are not limited to the Comsewogue website, social media, newspapers, newsletters, magazines, videos, and television shows.

## **Internet in the Classroom**

All students will receive supervised internet access in schools. Many of the textbooks, resources, and learning materials are only available in an online format. Computer devices with internet access will be part of students' learning environment.



## **Opting Out Media, Computer and Internet**

If you do not want your child to receive access to the internet and computer devices and/or be used in media publications, you must write a letter to District Office. In the letter, be sure to provide your name, phone number and the name of the student. Please state which type of access you would like to terminate for the student.

Comsewogue District Office  
290 Norwood Avenue  
Port Jefferson Station, NY 11776  
Attention: Natasha Zublionis

## **Detention**

A school administrator may assign students who misbehave in school or at a school activity, detention.

Lunch Detention is held in the Alternative Learning Center (ALC) during a student's lunch period. During this time, students will be given the opportunity to eat their lunch within the ALC classroom.

After School Detention is held after school, and you must attend on the day assigned. Failure to attend may result in additional detention being assigned. Administrative detention is held from 2:05 p.m. to 3:25 p.m. A late bus is available for those students needing to take a bus home.

## **Dress Code**

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. All District personnel should reinforce acceptable student dress.

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.

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 repeatedly fails to comply with the dress code shall be subject to disciplinary actions.

A student's dress, grooming and appearance, will:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Include footwear at all times. Footwear that is a safety hazard will not be allowed.

3. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, disability, or other protected categories.
4. Not promote nor endorse the use of alcohol, tobacco or drugs nor encourage other illegal or violent activities.
5. Reflect that extremely brief garments, garments that resemble undergarments are not appropriate. Clothing must be appropriate for the classroom, physical education, athletics or extra-curricular settings. Clothing must not be provocative or too revealing.
6. Not include the wearing of hats in the classroom, K through 8, unless for a medical or religious purpose.

## Drop Off/Pick Up

- ☐ Please do not drop off or pick up children on Jayne Boulevard, at any time. Crossing that road and the semi-circle to get to a ride or to get into the school is extremely dangerous.
- ☐ Please, at all times, be mindful of all traffic and safety laws, particularly those pertaining to school buses.
- ☐ Please do not double-park in the circle to drop off or pick up children.

### 1. Student Drop Off:

- ☐ Children will be allowed into the building starting at 7:38 a.m. via the Main Entrance.
- ☐ Students entering the building after Homeroom begins (7:41 a.m.) will use the Main Entrance of the building only to sign in with attendance.

### 2. Student Pick Up:

- ☐ For 2:04 p.m. Dismissal, please use the Main Entrance of the building starting at 1:55 p.m. Please note, busses take priority; parents will remain on Jayne Boulevard until all buses are in the circle and loaded with children.
- ☐ When picking children up between 2:15 p.m. and 3:30 p.m., (not including athletics), please use the front entrance only.
- ☐ When picking children up after 3:30 p.m., (for any reason), please use the rear entrance by the gymnasium only.

## Electronic Devices

Electronic devices used for communication are for emergency use only. If brought to school by a student, these devices must be turned off and kept out of sight unless being used for instructional/educational purposes under the direct supervision of faculty. Students may not, AT ANY TIME, have electronic devices visible in the bathroom or in a locker room. Students may not utilize electronic

devices at any time during school hours without administrative approval. Students who need to use any electronic device for parental communication must do so in the front lobby.

Students violating these rules may be subject to disciplinary action.

Students who contact a third party and request they come to school without administrative approval violate our school safety procedures, create unnecessary situations that disrupt the educational environment, and may be subject to disciplinary action.

Students are not permitted to order food or beverages from a delivery service. Any food delivered to JFK, from a delivery service, will be refused. Parents may still drop off food for their child to eat during their lunch period.

Please understand that the school assumes no responsibility for damaged, lost, or borrowed electronic devices. Electronic devices used in violation of school policy may be confiscated from students and returned only to their parents or guardians with appropriate proof of ownership.

## **Elevator Usage**

JFK Middle School has an elevator to assist students unable to use the stairs. Only those students who have permission from the Nurse may use the elevator.

## **Emergency Codes**

All Comsewogue students and staff are required to be familiar with these following procedures:

### **Comsewogue School Safety Plan**

- ☐ Shelter-in-Place
- ☐ Hold-in-Place
- ☐ Evacuation
- ☐ Lock-out
- ☐ Lock-down

### **Shelter-in-Place**

- ☐ External Threat (severe weather, chemical/biological hazards).
- ☐ Announcement will state “shelter in place” and include where to go (stay in room, cafeteria, etc.) based on the external threat.
- ☐ Stay in place until further announcements are made.

### **Hold-in-Place**

- ☐ Internal Threat or Disturbance (medical emergency, maintenance issues, fighting in hallway).
- ☐ Announcement will state to “hold in place” or not to enter certain area of building.
- ☐ Stay in place until further announcements are made.

### **Evacuation**

- ☐ Internal Threat (fire, explosion).
- ☐ Announcement will state to EVACUATE building – staff take students to designated evacuation spot.
- ☐ Teachers take class roster(s).
- ☐ Listen carefully for further announcements are made.

### **Lock-Out**

- ☐ External Threat (police action in town – bank robbery).
- ☐ Announcement will state to a LOCK-OUT is in place.
- ☐ Listen carefully for further announcements and directives.
- ☐ All classroom window blinds down/1<sup>st</sup> floor windows closed.
- ☐ Normal activity inside.

### **Lock-Down**

- ☐ Internal Threat (intruder on grounds/in school).
- ☐ Announcement will state to a LOCK-DOWN – “LOCK-DOWN – LOCK-DOWN – LOCK-DOWN.”
- ☐ IF announced, immediately gather students from hallways and areas near your room into classroom/office.
- ☐ Lock your door(s) and have students/staff move to the designated safe area of the room.
- ☐ **\*\*REMAIN SILENT\*\***
- ☐ Leave lights on and classroom window blinds as they are.
- ☐ Cover all door windows and side glass panels with blackout blinds.

## **Emergency Contact**

Any change to your contact information must be reported to the school. Please contact the district office for any changes in address, the guidance office for changes in phone/e-mail information, and the health office for any changes in emergency or medical information.

## **Extra-Curricular Eligibility**

All student eligibility will be based on School Board Policy 7413. Seasonally, lists of members of teams and clubs will be distributed to your teachers and building administration. If you are experiencing difficulties with grades, your club advisor or coach will be notified.

[View this link to view the Comsewogue School Board Policy 7413 regarding Extra-Curricular Eligibility at JFK.](#)

## **Extra-Curricular Events**

Many events take place for students at JFK outside of the school day. These special events include sporting events, dances, plays, and such. When attending these events, students are reminded the following:

- ☐ If you are absent from school the day of the event, you *may not* attend the event.
- ☐ Proper attire, as outlined in our student dress code, is to be worn.
- ☐ Be sure to arrange transportation to and from any event at the appropriate time. Students may not remain at school to attend an event.
- ☐ Remember that all school rules are in effect at school events.
- ☐ Our events are for John F. Kennedy Middle School *students only*.

## Fire Drills

A fire evacuation plan is posted in each room.

We are required to have fire drills each year. When you hear the fire drill bell, you are to do the following:

1. Listen to the teacher for instruction.
2. Remain silent - talking is not permitted during a fire drill.
3. Leave your classroom as quickly as possible, in an orderly manner.
4. Stay with your class.
5. Respond promptly when your teacher takes attendance outside the building.
6. Remain outside the building, at least 50 feet away, until you are given the signal to re-enter.

Remember, fire drills are serious procedures. Absolute silence is necessary for your safety.

## Guidance

Guidance Counselors are trained to help you with a variety of student concerns. You will be assigned a counselor in August. Counselors are available to talk to you and your parents and to assist you in personal, social, family, and school matters.

If you want to see your counselor, stop by the guidance office before your lunch period and fill out an appointment slip. You will be informed when the guidance counselor will be able to see you. If it is an emergency, you will be given help immediately.

Guidance counselors will not give you a late pass for unscheduled visits unless they deem the appointment necessary.

## Hall Passes

You must have a hall pass signed by a teacher if you wish to leave your classroom. You should not be in the hall without a pass. **Always be sure to get permission from your classroom teacher prior to going to the bathroom, main office, guidance office, or the health office.** If a teacher detains you at the end

of a period and you may be late to your next class, the teacher will give you a pass noting that you had been detained.

## Harassment Of Students

The School District and we here at JFK take the harassment of students, in any way, very seriously.

[Click this link to view the Comsewogue School Board Policy 7532 regarding Peer Sexual Harassment and School Board Policy 7533 regarding Student Harassment and Bullying Prevention and Intervention \(DASA\).](#)

## Health Office

You must have a pass from your classroom teacher if you need to go to the Health Office. Health Office visits are for in-school emergencies, not out-of-school accidents, cuts, etc.

## Homeroom

All students must be in their assigned homeroom when the homeroom bell rings. Homeroom period is from 7:41 a.m. – 7:46 a.m. Attendance is taken in homeroom. During this time, announcements are read about school activities, clubs, and athletic events.

Remember:

1. Be in homeroom on time.
2. Attendance will be taken and absence notes collected.
3. Listen (quietly) to the announcements.

## Honor Roll

The criterion for the Honor Roll is as follows:

1. 89.5 or higher overall average.
2. No failing grades.
3. No suspensions during that quarter.

## Injuries

All accidents should be reported to the Health Office as they occur. If a child is injured on school property or at a school related activity, these procedures should be followed:

1. Promptly report the accident to the teacher or coach when the injury occurs in the classroom or during any extracurricular activity.
2. The adult supervisor will complete an accident report in the Health Office as soon as they are informed. If medical treatment is required, parents will be notified. If the accident occurs after school, the report needs to be reported on the next school day.

## Interscholastic Athletic Programs

Wide ranges of interscholastic teams are available to you. In order to participate on a school team, you must have a physical examination by a doctor, **which needs to be approved by our school physician.** We offer a physical by the school doctor five times a year. The following sports are offered during the year:

### Fall Season

Cross Country  
Soccer  
Girls' Field Hockey  
Football  
Girls' Tennis

### Late Winter Season

Girls' Basketball  
Boys' Volleyball  
Wrestling

### Spring Season

### Early Winter Season

Boys' Basketball  
Girls' Volleyball

Baseball  
Boys' Tennis  
Lacrosse  
Softball  
Track & Field

## Spectator Policy

Students are encouraged to attend home games; however, they may not wait at school until games begin. Transportation to and from a sporting event is the student's responsibility. Late buses after games are for athletes only, not spectators. During games, cheering is encouraged and good sportsmanship is expected by all. At all times, spectators should be respectful of all the players, coaches, officials and other attendees. Unruly spectators will be escorted off school grounds.

## Lateness To Class

You are given sufficient time to get from one class to another. If you are late once, you will receive a warning from the teacher. After that, your teacher may keep you for detention and notify your parents.

If you are speaking to a teacher, guidance counselor or secretary, be sure to obtain a late pass from them before going to your next class.

It is your responsibility to arrive on time to each of your classes. If you stop to talk to your friends, go to your locker, or stop in the bathroom, you may cause yourself to be late.

## Leaving Early

If you must leave school before the end of the instructional day, your parent/guardian must pick you up. If a person other than your parent/guardian arrives at the main office to pick you up, you will not be

permitted to leave school unless this person is listed as an emergency contact. This applies to older brothers/sisters, relatives and neighbors. If your parent/guardian permits you to leave school with another person, this must be arranged with a letter, email or a telephone call from your parent/guardian to a building administrator prior to your signing out of school. All parents/guardians must have identification to release the students to them.

## **Lockers**

Students will be given a locker at the beginning of each school year to store your books, coats, and equipment. The responsibility for the security of possessions in lockers lies within each student.

We ask that students respect the confidentiality of their combinations to maintain security, be the only one using their lockers (no sharing), and that they see building administration should they need a different locker.

If you have a problem with your locker at any time during the school year, ask your homeroom teacher for the proper form or stop by the main office to get one. Once the problem is resolved, we will return the form back to you.

## **Lost and Found**

The lost and found is located in the gymnasium, the cafeteria, and the Main Office.

## **Lunchroom/Recess Regulations**

There are four lunch periods at JFK.

Please follow these rules:

1. Be on time to lunch.
2. Sit immediately and wait to be called to the lunch lines.
3. Do not cut into the lunch lines.
4. Walk in the cafeteria at all times.
5. Throw away all of your garbage in appropriate receptacles.
6. During recess time outdoors, remain in areas monitored by teachers.
7. While games such as football, soccer, etc., are permitted during recess time, physical contact in these sports is not allowed. Safety is always a concern of ours.
8. You must have a pass to leave the cafeteria. Passes to the Main Office, Guidance Office, Locker Room, and Nurse's Office are available from the cafeteria teachers. Remember to sign out if you need to leave.

## **Media Center**

The Media Center is usually available for use during lunch periods. You may sign up to use the Media Center during your lunch period. Remember to treat books, and anything else you borrow from the library, with care. Be sure to return them when they are due.



## **Medication**

If you require medication during school hours, you must have a note from your doctor signifying the name of the medication, the dose, and the time it is to be taken. All medications are to be stored with the school nurse in the Health Office. The phone number to the Health Office is 631-474-8156.

## **National Junior Honor Society**

Students who achieve a high level of academic success will be eligible for membership in JFK's Clarus Chapter of the National Junior Honor Society in 7th and 8th grade. Students will be evaluated not only on their scholarship, but also in the areas of leadership, character, service, and citizenship. The National Junior Honor Society strives to recognize the total student: one who excels in all these areas. The standards used for selection are as follows:

Eligibility:

- a. Candidates eligible for selection to this chapter must be third-semester 7<sup>th</sup> or 8<sup>th</sup> graders.
- b. To be eligible for selection to membership in this chapter, the candidate must have attended John F. Kennedy Middle School for a period of one semester.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 91.5. This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership.
- d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, character, and citizenship.

## **Physical Education**

If you cannot participate in a physical education class, you must bring in a note from your parents. If you are to be excused for more than one class, a doctor's note is required. The note must include the dates you are to be excused and the date you may resume physical education classes.

It should be noted that students who cannot (or who do not) participate in their physical education class may not participate in interscholastic sports.

A locker will be issued to you at the beginning of the school year for your use during P.E. class. It is your responsibility to lock all personal belongings in this locker during class time. As always, valuable items should not be brought to school.

## **Parent-Teacher-Student Association (PTSA)**

Every family is encouraged to join the JFK PTSA (Parent-Teacher-Student Association). The PTSA provides support for programs to make the school year an enjoyable one for you. Meeting dates, days, and times can be found on the building calendar.

## Prohibited Items

There are items that should not be brought to school because they may disrupt the educational process or cause injury to others. If any item is confiscated, your parent/guardian will need to retrieve the item for you.

## Report Cards

Report cards can be viewed on the parent portal of our school management system, SchoolTool. You are encouraged to go to the district website and sign-up for access to this valuable program.

## Sports Physicals

You must have a sports physical to participate in interscholastic sports. You may be examined by either your own doctor or by the school physician. If examined by your own doctor, you must have him/her complete the school sports physical form, which may be obtained from the school nurse and **must be approved by our school physician**. Only one sports physical per year is required. Physicals are throughout the school year. Listen for announcements or ask your P.E. teacher for the times.

## School Closing Information

Emergency closing of school may become necessary in the event of snow, or other extreme conditions. In the event school is to be closed, you will be notified via the school's social media accounts and our district automated voice system. It is important to keep the school updated if you change your phone number.

## Student Council

We have a representative form of government at JFK. At the beginning of the school year, every homeroom votes on a representative to represent it at Student Council meetings. Student Council elections are held in the Fall. Officers serve for one year. Officers include the following positions:

- ☐ President
- ☐ Vice President
- ☐ Secretary
- ☐ Treasurer

## Textbooks

At the beginning of the school year, teachers may issue you books and other materials. Be sure to write your name immediately within the stamp on the inside covers. It is your responsibility to take care of your books and **KEEP THEM COVERED** at all times. If your book becomes damaged beyond the usual wear and tear expected, you will be charged a fine at the end of the year.

If you lose a book, be sure to check the lost and found. If your book has been stolen, report it to the subject teacher immediately

## Tri-M

Students who achieve a high level of academic success in their academic as well as their performing music classes will be eligible for membership in 7th and 8th grade. The standards used for selection are as follows:

Eligibility:

- a. Students must have and maintain an overall average of 90
- b. Students must have an average of 95 in their performing music class
- c. To maintain enrollment, members must also participate in the NYSSMA Festival

## “X”-Time

If you are absent, missed a class, or do not understand class work, you should attend “X” time to get assistance. Being no extra-curricular activities should occur during “X” time, you should use that time to obtain help from your teachers.

“X” time is a block of time at JFK from 2:05 p.m. to 2:35 p.m. each day during which students can see teachers for extra help. This time may also be used as follows:

- ☐ Faculty/Department/Team Meetings
- ☐ Parent/Teacher conferences
- ☐ IST meetings with teachers/parents
- ☐ Make-up exams
- ☐ Rotational make-up lessons for music classes
- ☐ Physical Education make-up classes

Children staying for “X”-time with a teacher will remain with that teacher from 2:05 p.m. – 2:35 p.m. At that point, students will go to the front lobby for parent pick-up or the cafeteria for late bus dismissal. All students taking the late bus must have a pass.

Children remaining after school without a valid reason are in violation of our building procedures and are subject to receive consequences.

Students leaving school grounds may not return to the property for parental pick-up or use of the late bus.

## **Appendix A**

### **CODE OF CONDUCT - SCHOOL BOARD POLICY 7310:**

#### **PLAIN LANGUAGE SUMMARY:**

The code of conduct has been written to meet the requirements of Project S.A.V.E. legislation (Education Law 2801) and section 100.2(1) of the Commissioner's regulations. Unless otherwise noted, all statutory references in the code are to education law. Copies of the code in its entirety are available in the main office of each school and at District Office.

#### **STUDENT RIGHTS:**

All Comsewogue students have the right to each of the following:

1. a learning environment free from physical danger, disruption, harassment, and ridicule;
2. a clean and healthy environment;
3. security for personal and school property;
4. a school that protects them from those who would steal their ideas through cheating and plagiarism;
5. orderly and secure lunch periods;
6. school-sponsored social events free from disruption;
7. access to all district activities on an equal basis, regardless of race, sex, religion or national origin; and
8. a code of conduct that guarantees their due process rights by providing them the opportunity to present their version of the facts prior to the imposition of any disciplinary penalty.

## **Student Responsibilities**

All Comsewogue students are responsible for:

1. their own actions;
2. being familiar with and abiding by all district policies, rules, and regulations pertaining to student conduct;
3. working to the best of their ability in all academic and extracurricular pursuits;
4. holding themselves to the highest standards of conduct, demeanor and sportsmanship;
5. attending school and classes regularly;
6. contributing to the maintenance of an environment that is conducive to learning;
7. seeking help in solving problems that might lead to disciplinary action;
8. dressing appropriately for school and school functions;
9. conducting themselves as representatives of the district when participation in or attending school-sponsored extracurricular events on or off school property.

## **Student Dress Code**

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. All District personnel should reinforce acceptable student dress.

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.

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. Upon referral, the principal will determine whether a student's attire is sufficiently disruptive of the educational process to warrant the student's removal from the learning environment. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

A student's dress, grooming and appearance, will:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
3. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, disability, or other protected categories.
4. Not promote nor endorse the use of alcohol, tobacco or drugs nor encourage other illegal or violent activities.
5. Reflect that extremely brief garments, garments that resemble undergarments are not appropriate. Clothing must be appropriate for the classroom, physical education, athletics or extra-curricular settings. Clothing must not be provocative or too revealing.
6. Not include the wearing of hats in the classroom, K through 8, or for a medical or religious purpose

## **Prohibited Student Conduct**

Students may be subject to disciplinary action, up to and including suspension from school, when they engage in conduct that is disorderly, insubordinate, disruptive, and violent or endangers the health, safety, or welfare of themselves or others. Examples of such conduct include, but are not limited to:

1. inappropriate language in general communication or directed at another person;
2. inappropriate cafeteria behavior;
3. disruptive noise, which is any noise that is excessive. Some examples of loud noises are whistling, screaming, yelling, and amplified music;
4. harassment;
5. insubordination, which is a student's disregard of directive issued by district personnel;
6. objectionable physical behavior. Some examples are running in the halls, shoving, fighting, throwing objects, and using offensive gestures;
7. inappropriate displays of affection;
8. cheating, plagiarism, writing papers or homework for others, and forging notes;

9. misuse of computer or electronic communication. Some examples are unauthorized use of computers, software, or Internet accounts; accessing inappropriate websites; or any other violation of the District's acceptable use policy;
10. smoking a cigarette, cigar or pipe, vaping or using chewing or smokeless tobacco;
11. possessing, consuming, selling distributing, or exchanging alcoholic beverages or illegal substances, or being under the influence of either;
12. selling, using or possessing weapons, or any items which can be construed as a weapon;
13. engaging in misconduct while on a school bus. Once a child boards the bus, and only at that time, does he/she become the responsibility of the School District. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.
14. any other violations of an individual's civil rights. In addition to the above, Building Principals may establish specific rules and regulations. Such rules will be outlined in student handbooks, which will be distributed to students annually. Specific classroom rules may be established by teachers and communicated on an annual basis.

## **Smoking/Vaping**

Smoking/vaping is prohibited by law on all school grounds.

## **Disciplinary Penalties**

Action, when necessary, will be firm, fair, and consistent so as to be most effective in changing student behavior. Student discipline shall be commensurate with the seriousness of the violation. When appropriate, disciplinary actions will be progressively applied; a student's first violation usually merits a lighter penalty than subsequent violations. All relevant factors shall be taken into account in determining an appropriate penalty, which may include:

1. verbal reprimand from any member of district staff;
2. written notification to parent from bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent;
3. detention from teachers, Principal, Superintendent;
4. suspension from transportation by Director of Transportation, Principal, Superintendent;
5. suspension from athletic participation by coaches, Principal, Superintendent;
6. suspension from social or extracurricular activities by Activity Director, Principal, Superintendent;
7. denial of other privilege by Principal, Superintendent;
8. in-school suspension by Principal, Superintendent;
9. removal from classroom by teachers or building administrators;
10. short-term (5 days or less) suspension from school by Principal, Superintendent, Board of Education;
11. long-term (more than 5 days) suspension from school by Superintendent, Board of Education.

## **Illegal Student Behavior**

Some behavior is so seriously destructive, dangerous, or invasive that it violates New York State Law. Examples of such behavior include, but are not limited to, the following:

1. making a bomb threat (a felony);
2. initiating a false fire alarm;
3. stealing;
4. vandalism;
5. selling, using or possessing weapons, fireworks, alcohol, controlled substances or contraband of any kind;
6. harassment; and
7. reckless endangerment of the health, safety and welfare of others.

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.

## **Disciplinary Actions For Illegal Behavior**

Any suspicion of illegal student behavior must be immediately reported to the Principal, who will investigate the case thoroughly. Upon completion of the investigation, the Principal will determine the appropriate disciplinary action. Penalties for such behavior include:

1. suspension from school;
2. Superintendent's hearing;
3. filing an official police report; and
4. pressing of formal charges

The Superintendent of Schools will be informed of disciplinary action in a manner consistent with existing administrative regulations.

## **Discipline Of Students With Disabilities**

If the Principal suspects that a specific student problem is a manifestation of a handicapping condition, the matter should be referred to the Committee on Special Education. The CSE will determine whether the offense was related to the student's handicap. Depending upon that determination, the CSE will either review the student's placement and individualized education plan (IEP) for possible change or return the case to the Principal for normal discipline. In the event that a handicapped student's behavior poses an immediate danger, the Principal may suspend without waiting for the CSE review.

Parents of students exhibiting poor behavior will be contacted and informed of any situation.