

**EMERSON J. DILLON  
MIDDLE SCHOOL  
2018-2019**

**STUDENT HANDBOOK**

**Susan B. Anderson**  
Principal

**Jessica R. Ariola**  
Assistant Principal

**Katherine J. Barber**  
School Counselor

**Andrew R. Quirk**  
School Counselor

Check us out on the web @ [www.phoenixcsd.org/schools/EJD](http://www.phoenixcsd.org/schools/EJD)

**This Agenda Belongs To:**

Name \_\_\_\_\_ Grade \_\_\_\_\_

Homeroom \_\_\_\_\_ Team \_\_\_\_\_

You are expected to carry your agenda with you to each class and to use it to record homework assignments and other important information. Teachers may choose to use your agenda as a communication tool with your parents, asking that they sign it daily or weekly. Teachers may also check your agendas daily. Your agenda will be required for signed hallway passes and to track your Homework Hall dates.

## OUR MISSION

*Our mission at EJD Middle School is to help our students make a successful transition from the elementary setting to the high school and beyond by using a variety of strategies and approaches that take into account the special needs and characteristics of the middle level student. We will provide an educational program which will help students develop solid academic skills, respect for self and others, a zest for learning, responsible citizenship, physical and emotional well-being, meaningful and challenging goals, and the ability to deal with constant change. We will strive to ensure the continual growth and success of all students so they may achieve their full and unique potential.*

## TELEPHONE DIRECTORY

### Main Office

.....315-695-1521

### Principal

Mrs. Susan B. Anderson

.....315-695-1521

### Assistant Principal

Mrs. Jessica R. Ariola

.....315-695-1521

### Main Office Secretaries

Mrs. Gwen Schmidtman

.....315-695-1521

Mrs. Michelle Goodfellow

.....315-695-1521

### School Counselors

Mrs. Katherine Barber

.....315-695-1522

Mr. Andrew Quirk

.....315-695-1522

### School Psychologist

Mrs. Jillian Lunn

.....315-695-1522

### Student Services Secretary

Mrs. Christi Sharkey

.....315-695-1522

### Health Office

Mrs. Charlene Gill

.....315-695-1524

### Special Education Office

Mrs. Kathie Palladino

.....315-695-1648

### Transportation

.....315-695-1551

### Director of Athletics

Mr. John Jeffries

..... 315-695-1681

## From the Principal's Desk

Dear Parents and Students,

The faculty and staff of Emerson J. Dillon Middle School welcome you and look forward to working with you and your child this year. You are very fortunate to be attending a school as fine as the Emerson J. Dillon Middle School.

The purpose of this agenda/planner is to increase communication between school and home, increase student organizational skills and make available information pertaining to our rules, policies, programs and procedures. You will find that the rules and regulations that govern our lives here at Emerson J. Dillon Middle School make it possible for all of us to work together. You are expected to know and to follow the rules and procedures. We urge all parents to carefully review and discuss the written assignments, teacher messages and printed contents of this agenda with your student throughout the school year.

Here at EJD we believe in the "Dillon Way" where Respect + Responsibility = Success. Emerson J. Dillon Middle School will be whatever you make it. Be proud of it. Take good care of it. Become part of it. You have the power to determine your successes and failures. Start on the right foot. Remember, the longest journey starts with a single step. Put your best foot forward and remember following the Dillon Way will ensure success.

**Susan B. Anderson, Principal**

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## "Dillon Way"

Respect + Responsibility = Success

### Respect

- You treat others the way you want to be treated.
- You choose words and actions that do not verbally or physically hurt others.
- You take care of your own property and the property of others, including the school and the town around you.
- You take care of your body. No drugs, tobacco or alcohol.

### Responsibility

- You are on time for all of your classes.
- You are prepared for class with material, assignments and any other required items.
- You request homework/assignments that were missed.
- You don't make excuses or blame others for your actions.
- You use your head to think before you act: imagine the consequences.

### Success

- You are the best you can be; you never give up.
- You take care of your own business, and you do what you must to get the job done.
- You think for yourself.

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### DAILY SCHEDULE

Period	Grade 5	Grade 6	Grade 7	Grade 8
<b>HR</b>	7:50-7:57	7:50-7:57	7:50-7:57	7:50-7:57
<b>1</b>	8:01-8:41	8:01-8:41	8:01-8:41	8:01-8:41
<b>2</b>	8:45-9:25	8:45-9:25	8:45-9:25	8:45-9:25
<b>3</b>	9:29-10:09	9:29-10:09	9:29-10:09	9:29-10:09
<b>4</b>	10:13-10:53	10:13-10:43 LUNCH	10:13-10:53	10:13-10:53
<b>5</b>	10:57-11:27 LUNCH	10:47-11:27	10:57-11:37	10:57-11:37
<b>6</b>	11:31-12:11	11:31-12:11	11:41-12:21	11:41-12:11 LUNCH
<b>7</b>	12:15-12:55	12:15-12:55	12:15-12:55 LUNCH	12:15-12:55
<b>8</b>	12:59-1:39	12:59-1:39	12:59-1:39	12:59-1:39
<b>9</b>	1:43-2:23	1:43-2:23	1:43-2:23	1:43-2:23
<b>HH</b>	2:27-3:05	2:27-3:05	2:27-3:05	2:27-3:05

## SCHOOL CALENDAR 2018-2019

### September 2018

3	No School/Labor Day
4	Staff Development Day
5	Students' First Day
13	EJD Open House

### October 2018

8	No School/Columbus Day
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### November 2018

9	Staff Development Day
12	No School/ Veteran's Day
15	Career Day
15	Half-Day/Parent Conferences afternoon and evening
16	Half-Day School
21-23	Thanksgiving Vacation
29	Half-Day/Parent Conferences afternoon and evening
30	Half-Day School

### December 2018

21-31	Christmas Vacation
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### January 2019

1	No School/New Year's Holiday
21	No School/Martin Luther King Jr. Day

### February 2019

1	Staff Development Day
18-22	No School/Winter Recess

### March 2019

18	Staff Development Day
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### April 2019

2-4	NYS ELA Testing
11	Half day/Parent Conferences afternoon and evening
12	Half-Day School
15-22	No School/Spring Recess

### May 2019

1-3	NYS Math Testing
22-31	Science Performance Exam
27	No School/Memorial Day

### June 2019

3	Science Written Exam
21-26	Half-Days of School
26	Last day of School/Students

## ATTENDANCE

Absence is one of the leading causes of low and failing grades. Your attendance will be carefully monitored and will be recorded on your permanent record.

There will be times when you cannot be in school. New York State law accepts the following legal excuses:

1. illness of student
2. serious illness/death in student's family
3. serious contagious disease in student's residence
4. medical/dental appointment
5. religious observance
6. religious education
7. required court attendance by student
8. impassable roads
9. educational activities as approved by principal

**Absence due to family trips is not considered a legal absence.**

Upon returning to school after an absence, you must bring a written excuse, signed by your parent or guardian, stating your name, the date, length of absence, and reason for absence. You must show the excuse to your homeroom teacher, who will then have you take the excuse to the main office.

**It is your responsibility to see each of your teachers for any missed assignments.**

**\*\*For more detail, refer to the District Comprehensive Attendance Policy. (#5100 & 5100R)**

## ONE HOUR DELAY SCHEDULE

Period	Grade 5	Grade 6	Grade 7	Grade 8
HR	8:50-8:57	8:50-8:57	8:50-8:57	8:50-8:57
1	9:00-9:33	9:00-9:33	9:00-9:33	9:00-9:33
2	9:36-10:10	9:36-10:10	9:36-10:10	9:36-10:10
3	10:13-10:47	10:13-10:47	10:13-10:47	10:13-10:47
4	10:50-11:24	10:50-11:20 LUNCH	10:50-11:24	10:50-11:24
5	11:27-11:57 LUNCH	11:23-11:57	11:27-12:01	11:27-12:01
6	12:00-12:34	12:00-12:34	12:04-12:38	12:04-12:34 LUNCH
7	12:37-1:11	12:37-1:11	12:41-1:11 LUNCH	12:37-1:11
8	1:14-1:47	1:14-1:47	1:14-1:47	1:14-1:47
9	1:50-2:23	1:50-2:23	1:50-2:23	1:50-2:23
HH	2:27—3:05	2:27—3:05	2:27—3:05	2:27—3:05

## TWO HOUR DELAY SCHEDULE

Period	Grade 5	Grade 6	Grade 7	Grade 8
HR	9:50-9:53	9:50-9:53	9:50-9:53	9:50-9:57
1	9:56-10:23	9:56-10:23	9:56-10:23	10:00-10:30
2	10:26-10:53	10:26-10:53	10:26-10:53	10:33-11:03
3	10:56-11:23	10:56--11:23	10:56-11:23	11:06-11:36
4	11:26-11:53	11:26-11:53 LUNCH	11:26-11:53	11:39-12:09 LUNCH
5	11:56-12:23 LUNCH	11:56-12:23	11:56-12:23	12:12-12:42
6	12:26-12:53	12:26-12:53	12:26-12:53	12:45-1:15
7	12:56-1:23	12:56-1:23	12:56-1:23 LUNCH	1:18-1:48
8	1:26-1:53	1:26-1:53	1:26-1:53	1:51-2:05
9	1:56-2:23	1:56-2:23	1:56-2:23	2:08-2:23
HH	2:27—3:05	2:27—3:05	2:27—3:05	2:27—3:05

## SCHOOL HOURS

School officially starts at 7:50 am and ends at 3:05 pm. If you complete all of your homework assignments for the day, you will be rewarded with an early dismissal from school at 2:23. If, however, you have not completed an assignment, you will be issued a **Homework Hall** pass which requires that you stay until 3:05 with an assigned teacher. A 3:05 pm bus will be provided for you. Students who have completed their homework, and wish to stay after school to work with a teacher or go to the library MUST report to that teacher at 2:25 and sign in with the teacher. The teacher will send an attendance sheet to the MO at 2:35 pm. Those students may take a 3:05 bus home.

## READING WEDNESDAY SCHEDULE

Period	Grade 5	Grade 6	Grade 7	Grade 8
HR	7:50-8:20	7:50-8:20	7:50-8:20	7:50-8:20
1	8:24-9:01	8:24-9:01	8:24-9:01	8:24-9:01
2	9:05-9:42	9:05-9:42	9:05-9:42	9:05-9:42
3	9:46-10:23	9:46-10:23	9:46-10:23	9:46-10:23
4	10:27-11:04	10:27-10:57 LUNCH	10:27-1:04	10:27-11:04
5	11:08-11:38 LUNCH	11:01-11:38	11:08-11:45	11:08-11:45
6	11:42-12:19	11:42-12:19	11:49-12:26	11:49-12:19 LUNCH
7	12:23-1:00	12:23-1:00	12:30-1:00 LUNCH	12:23-1:00
8	1:04-1:41	1:04-1:41	1:04-1:41	1:04-1:41
9	1:45-2:23	1:45-2:23	1:45-2:23	1:45-2:23
HH	2:27—3:05	2:27—3:05	2:27—3:05	2:27—3:05

## END OF DAY ACTIVITY SCHEDULE

Period	Grade 5	Grade 6	Grade 7	Grade 8
HR	7:50-7:57	7:50-7:57	7:50-7:57	7:50-7:57
1	8:00-8:33	8:00-8:33	8:00-8:33	8:00-8:33
2	8:36-9:10	8:36-9:10	8:36-9:10	8:36-9:10
3	9:13-9:47	9:13-9:47	9:13-9:47	9:13-9:47
4	9:50-10:24	9:50-10:20 LUNCH	9:50-10:24	9:50-10:24
5	10:27-10:57 LUNCH	10:23-10:57	10:27-11:01	10:27-11:01
6	11:00-11:34	11:00-11:34	11:04-11:38	11:04-11:34 LUNCH
7	11:37-12:11	11:37-12:11	11:41-12:11 LUNCH	11:37-12:11
8	12:14-12:47	12:14-12:47	12:14-12:47	12:14-12:47
9	12:50-1:24	12:50-1:24	12:50-1:24	12:50-1:24
Activity	1:27-2:23	1:27-2:23	1:27-2:23	1:27-2:23
HH	2:27-3:05	2:27-3:05	2:27-3:05	2:27-3:05

## HALF-DAY SCHEDULE

Start	End	Grade 5	Grade 6	Grade 7	Grade 8
7:50	7:55	HR	HR	HR	HR
7:58	8:14	1	1	1	1
8:17	8:33	2	2	2	2
8:36	8:52	3	3	3	3
8:55	9:11	4	5	4	4
9:14	9:30	6	6	5	5
9:33	9:49	7	7	6	7
9:51	10:06	5	4	8	8
10:09	10:24	Homeroom LUNCH	Homeroom LUNCH	9	9
10:27	10:42	8	8	7	6
10:45	11:00	9	9	Homeroom LUNCH	Homeroom LUNCH

## ARRIVAL TIME/HOMEROOM

Students should not arrive before 7:30 a.m. There is no staff supervision available until that time. At 7:40 a.m. you should go to your locker. You must report to your homeroom by 7:50 a.m. At that time, attendance, the pledge to the flag, and daily announcements will be completed.

## TARDIES

**School begins at 7:50.** If you are late, you must report to the main office to get a tardy pass. Legal excuses will be accepted with a written note from home. Excessive illegal tardies to school will result in having lunch detention that day during your lunch period.

## EARLY DISMISSAL

If you must leave school early for an important reason, you must bring a written request signed by your parent or guardian to the main office before homeroom. It should state the time you are to be dismissed and the reason for dismissal. You will then receive a passport slip to show to the teacher of the class at the time you are leaving.

## PERFECT ATTENDANCE

Students at EJD receive a certificate each year if they have perfect attendance. To be eligible for perfect attendance, a student must have no absences. Students who arrive at school, visit the nurse, and go home without attending any academic classes are not eligible for this award. If a student should have perfect attendance for all four years at EJD, s/he will receive a special award at the Eighth Grade Awards Day ceremony.



## **CELL PHONES—ELECTRONIC DEVICES**

### **CELL PHONES/PHONES**

Cell phones may be brought to school, but **must remain in the student's locker** or in the main office during the school day (7:50-3:05). Phones found outside school lockers will be confiscated and brought to the main office. **Failure to surrender a cell phone to staff is insubordination.** The phone may be returned at the end of the day, or a building administrator may contact a parent to pick up the phone in the main office.

Students are to use the classroom, Main Office, or Student Service phones only with adult permission and supervision.

### **OTHER ELECTRONIC DEVICES**

Due to the potential disturbance to the educational process, other electronic equipment may be used between 7:50 AM and 3:05 PM with a teacher's permission. Examples of "other electronic devices" include but are not limited to: tablets, *Smart Watch*, book readers, ear buds/headphones, laptops, and music/audio players. Bringing personal electronic devices to school is discouraged. **Students who do bring them to school accept all responsibility for them. Investigations of lost or stolen electronic devices will not be conducted by school staff.**

Unapproved, non-school related photo & video recording/transmission are strictly forbidden. If there is a report that photos/videos are being transmitted on the bus or in school, the device could be confiscated and parents will be contacted. The BOE authorizes the use of equipment capable of recording images to monitor activity on school property and recording images and sounds to monitor activity in school vehicles (Policy 8213). Access to live or recorded video from district security cameras shall be limited to authorized personnel of the district (8213R).

## **CLASSROOM MATERIALS**

- Agenda
- Textbook
- Pen
- Pencil
- Paper
- Ruler
- Notebook
- Calculator—Math
- Protractor—Math

## **COMPUTERS/NETWORK USE**

Computers and peripherals are to be used for educational/instructional purposes only. Each student who uses the PCSD network has agreed to this policy by signing the PCSD Acceptable Use Policy. This form is also signed by each student's parent or guardian to indicate agreement with this policy.

The following actions are examples of policy violations:

- Sharing passwords
- Using any other person's account
- Consuming food or drink around computers.
- Vandalizing or tampering with the equipment
- Using the equipment for activities not related to instructional/educational purposes
- Accessing or distributing pornography
- Hacking into the PCSD network or using PCSD equipment to hack into another computer in the network
- Damaging the district's network system

Violations of the PCSD technology use policies may result in loss of computer privileges from one week up to one year, parental contact, referrals, and suspension from school. See page 20 for the complete PDS Acceptable Use Policy.

## **FIRE DRILLS/EMERGENCY DRILLS**

State law requires that every school conduct a certain number of fire/emergency drills during the year. This law has been made for your safety. It is every student's responsibility to take these drills seriously and obey instructions completely. Know where your fire exits are.

Below are some general rules for fire drills:

1. Absolute quiet must be maintained by all.
2. You should file out of the building and remain together with the teacher in charge.
3. You are to remain outside the building until the signal is given to return to class.
4. During this time you must remain with your teacher for directions and attendance.
5. The return to class must be as orderly as the exit from the building.

## **HOMEWORK**

Homework is an integral part of the educational process. Homework serves to reinforce the day's lesson, prepare for the next lesson, practice skills, develop study habits, develop responsibility and teach independent learning. All of us, students, parents and teachers serve a vital role in helping to assure homework success. **All homework is to be recorded in this agenda.** Parents and teachers should verify its contents and communicate with each other if there is any concern. Parents should encourage development of good study habits by checking their child's agenda every evening.

Student Responsibilities:

1. Homework is the responsibility of the student.
2. Homework assignments should be written in the student agenda, and students should ensure that all required materials are taken home.
3. Completed homework should be returned to school when due.
4. Students should select a time and place for homework, free from distractions.
5. Homework should be completed by the student within the assigned time frame.
6. When a student misses a class, it is his/her responsibility to complete the work assigned.

Doing homework results in higher grades and not completing homework continues to be a primary reason for student failure. In an effort to improve homework completion, several programs have been instituted.

### **Homework Hall**

School officially ends at 3:05 pm. If you complete **all** of your homework assignments for the day, you will be rewarded with an early dismissal from school at 2:23. If, however, you have not completed an assignment, you will be issued a Homework Hall pass. This pass **requires** that you stay until 3:05 (the end of our school day). If you are not a walker, a 3:05 pm bus will be provided for you. You may be asked to stay with a particular teacher for Homework Hall or to report to the chorus room.

Homework Hall has proven successful in increasing overall student performance. It is not intended to provide tutoring services, but rather to offer students a time and place to work on their homework. It is hoped that students assigned to Homework Hall will try harder to complete their homework on time, in order to be able to leave school at 2:23.

**If you are assigned Homework Hall you are to report to the assigned teacher or to Homework Hall in the chorus room immediately after 2:23 dismissal.**

If your parent/guardian is expecting you home on the early bus, it is **YOUR** responsibility to tell them you will be taking the 3:05 pm bus or walking home late. Students assigned to Homework Hall must complete the missing homework assignment and, when finished, must work on the following day's homework. **Homework Hall supersedes all extracurricular activities.**

**\* If a student skips teacher assigned homework hall, a disciplinary consequence will be given.**



## **LIBRARY MEDIA CENTER**

The library media center (LMC) has books, magazines, newspapers, encyclopedias, atlases, filmstrips, tape recordings, and DVDs which you may use for classwork, reference, pleasure, and general information. Loans from other libraries are often available if you can't find what you need here.

Hours: The LMC is open during homeroom period in the morning, throughout the school day, and after school—Monday through Friday.

Circulation of materials: Books may be signed out for two weeks and renewed by request if no one is waiting for them. DVDs, Videocassettes and sound books are available for shorter loans. Return all library materials to the circulation desk.

Overdue books: If you have an overdue book, we will send a notice to your homeroom. Please take these notices seriously and return the book or come and tell us if there is a problem.

Lost books: If you have lost a book, you will be expected to pay for it. We will gladly refund your money if the book is found later.

Finding items in the library: The library's computers can help you to find materials in our library and others; this includes books, encyclopedias, magazine articles, author information, and other items.

## **LOCKERS**

How to Operate a Lock

### **Step 1**

Turn the lock dial twice in a clockwise direction. After the second full turn, stop when you get to your first number. (Example: First number 32)

### **Step 2**

Next turn the dial in the opposite direction (counterclockwise) one full turn. After a full turn, stop when you get to your second number. (Example: Second number 26)

### **Step 3**

Finally, turn the dial slowly clockwise until you get to your third number. (Example: Third number 5)

### **Step 4**

Go past the last number until dial stops.

### **Step 5**

Pull the lock open.

## **LOCKER RULES AND EXPECTATIONS**

1. A locker is assigned to each student at the be-

gining of the school year. The locker remains the property of the school, not the student. As such, the lockers remain under the authority of the school. However, the school is NOT responsible for items stolen from the locker or for any materials left in the locker overnight.

2. Each locker will have a combination lock on it. Students will be assigned a combination when lockers are assigned.
3. Students are responsible for balancing their schedule in a way that allows them to go to their lockers between classes only.
4. **Cell phones are to remain in your locker from 7:50 am until the end of the school day (3:05 pm).**
5. All outer garments, including hats, are to be kept in lockers and not be worn or carried to class.
6. **Book bags and gym bags must remain in your locker until after 9th period.**
7. The student is responsible for keeping his/her locker combination private and must not share this information with any other student for any reason.

\*\* According to the Fourth Amendment to the Constitution citizens are protected from unreasonable searches and seizures. Middle school students do not lose this right. However, school officials have the right to conduct a search of a student's locker (which remains the school's property), as long as this right had been previously announced or published within the school.

*(This paragraph is that announcement.)*

## **OPEN HOUSE**

There will be an open house on **Thursday, September 13, 2018 from 6:00 to 7:30 pm** for the purpose of introducing your parents to your teachers. This is a very well attended event each year, so it will not allow time to address individual student progress.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conference dates are scheduled in both Fall and Spring. At these conferences parents meet with teachers to discuss your progress. It is important that conference appointments be scheduled in advance.

Teachers also encourage parents to meet with them at any time during the year to discuss concerns or problems. Parents should call the guidance office (695-1522) to make an appointment with the teacher(s) and/or school counselors. Conferences will be planned around the teachers' schedules 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.

## **VISITORS**

Parents and other adult citizens are encouraged to visit the school during the course of the school year. Visitors must report to the main office—and present a driver's license—to get a visitor's pass when they enter the school building. Parents should not go to classrooms without first obtaining a visitor's pass. Student visitors from other schools are not permitted to enter the school without prior approval from the principal.

## **ACADEMICS**

### **FAILING GRADES**

If you have failing grades or you have made unsatisfactory progress in any area, your parents will be notified through a mid-marking period progress report and/or your report card. You

should start at once to determine what you can do to improve. Discuss your lack of progress with your teachers and school counselor. They stand ready to help you, but **you** must actually take the steps to bring about an improvement.

## **FINAL EXAMS**

Final exams in 7th and 8th grades are averaged in as one-fifth of the final grade in full-year subjects. If you have an unexcused absence, you will automatically receive a "0" for the examination. If you are legally absent, you will be given an **EXC** for the exam, and your final grade will be the average of the four quarters in that subject.

In addition to final exams, students at Emerson J. Dillon Middle School will be taking standardized New York State exams throughout the year.

## **REPORT CARDS**

Your report cards will go home every quarter for you and your parents to see and discuss. After the report card has been examined, the envelope should be signed and returned promptly to your homeroom teacher. This report is part of your permanent record and is important to you in making future plans.

### **Report Card Dates (take home)**

11/8/18 1/25/19 4/5/19  
(6/25/19 will be mailed)

### **Mid-marking Period Progress Reports (mailed)**

10/5/18 12/14/18 3/1/19 5/17/19

## **RETENTION POLICY**

The goal of middle school is for all students to achieve academically. Unfortunately, for many reasons, not all students are successful. As a result, some students may be required to attend summer school or repeat a grade.

### **ACADEMIC ELIGIBILITY POLICY**

This policy applies to all school sponsored activities, including interscholastic sports teams, meeting outside of the regular instructional program. It is specific to students in grades 7 and 8. For grades 7 and 8, there are four seasons of school supported programs. Eligibility to try out for a sport or activity is based on the grades in all subjects on a student's report card or 5-

week report as listed below:

- 1. Fall Season - June Report Card**
- 2. Winter I Season – October 5-wk. Report**
- 3. Winter II Season – December 15-wk. Report**
- 4. Spring Season – March 25-wk. Report**

Academic eligibility rules apply during the respective activity/sport season. Eligibility will be based on the work of the student for the five-week period prior to participation and reviewed at each five-week report for all students. Eligibility lists will be prepared as soon as reports are issued. Eligibility for the first five weeks of the school year will be based on the marks received the preceding June. In the event a student attends summer school to make up a deficiency, the summer school mark may be substituted for the June grade. A list will be provided when summer school is completed. Eligibility shall be determined from grades in all subjects in which the student is enrolled. Dropping a class to allow athletic/co-curricular activity eligibility is not acceptable.

**Level 1** - A student failing one class is still eligible but must attend a minimum of two extra help classes each week in that subject until the grade is passing in order to stay eligible to practice and play. Effort and progress must be demonstrated. The advisor/coach and subject area teacher have a collective responsibility to monitor progress.

**Level 2** - A student failing one class is still eligible but will be placed on academic probation. The probation period starts at the date of notification. Students on probation will have an academic intervention plan developed by the academic dean. Students are required to have a progress report filled out on a weekly basis. Effort and progress must be demonstrated. While on probation, students are eligible for practice and contests/performances based on their progress report. The advisor/coach, subject area teacher, and academic dean have a collective responsibility to monitor progress.

**Level 3** - A student failing more than two classes is ineligible to participate in contests/performances but may practice. Students placed on ineligibility status will have an academic intervention plan developed by the academic dean. Students will have 3 calendar weeks to demonstrate academic progress. Students will be placed at the appropriate eligibility level at the conclusion of the 3 week period. It is the student's responsibility to re-establish their eligibility.

A student or parent may appeal a student's ineligible status to the principal or the student's administrator. The principal will consider the student's attendance, academic and disciplinary history, as well as the academic intervention plan in making a decision regarding appeal. If the appeal is granted, the student, parent, administrator, and advisor/coach must agree to the plan and sign a contract stating the steps the student will take to become academically eligible.

## **AWARDS**

### **ACADEMIC AWARDS**

#### ***GOLD AND SILVER STAR AWARDS***

Students have the opportunity to earn quarterly Gold or Silver Star awards in recognition for achieving high grades.

Gold Star awards recognize students receiving a 90 or higher quarterly average. Silver Star awards recognize students receiving a quarterly average of 85 to 89.9. Failing any class or having a grade of "incomplete" will exclude you from receiving a Gold or Silver award for that quarter. Along with the "star" on your report card, you will receive a certificate. There are also parties and/or trips held for award recipients. *Any student who receives Gold Stars every quarter for four years at EJD will receive a special gift at the end of 8th grade.*

### **TEACHER'S CHOICE AWARD**

Each team of teachers nominate up to three students who do not qualify for a Gold or Silver Star, but exemplify exceptional work habits. These students will receive a certificate and be recognized.

### **NATIONAL JUNIOR HONOR SOCIETY**

The National Junior Honor Society is a national organization dedicated to excellence in scholarship, service, leadership, and character. To qualify for membership, students must maintain averages of 92 or above in all subjects and show evidence of service and leadership in the school and the community.

### **PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE**

This annual award recognizes academic success in the classroom. Winners must have earned a grade point average of 90 or above for their years at EJD through the fall semester of eighth grade.

### **PRESIDENT'S AWARD FOR EDUCATIONAL ACHIEVEMENT**

This annual award recognizes students who show outstanding educational growth, improvement, commitment to or intellectual development in their academic subjects but do not meet the criteria for the Academic Excellence award. Winners are students who have met most, but not necessarily all of the excellence criteria, and who are honored for their outstanding effort to achieve academic success.

## **CHARACTER AWARDS**

### **CITIZENSHIP AWARD**

The staff periodically nominates students who they feel have shown qualities worthy of recognition with regard to good citizenship. The students will be given a certificate and a token of appreciation gift.

### **DETERMINATION AWARD**

This award is given to the eighth grade student who continuously demonstrates honesty, cooperation, responsibility, a concern for others, helpfulness, respect for the school, and a desire to learn.

### **\$100 DILLON DOLLAR AWARD**

Students who have maintained a \$100 balance in their Dillon Dollar account will receive a special treat and certificate at the end of the year.

### **PERFECT ATTENDANCE AWARD**

Students at EJD will receive a certificate each year if they have perfect attendance. If a student should have perfect attendance for all four years at EJD, s/he will receive a special award at the eighth grade Awards Day ceremony.

**Rewards throughout the year** are given for students maintaining a Dillon Dollar balance of \$100.

## **CAFETERIA**

### **SMART CHOICE BREAKFAST & LUNCH PROGRAM**

Our school cafeteria is part of the Smart Choice Cafe, a program that focuses on infusing nutrition education into the school meal program and continuing to develop nutrition focused recipes. For more information on Smart Choice Cafe visit: [www.smartchoicecafe.com](http://www.smartchoicecafe.com).

Information about our programs, menus, etc. can be found on the food service pages of the district website: [www.phoenixcsd.org](http://www.phoenixcsd.org). Monthly menus are available in the main office, the cafeteria, or the Food Services pages on our school web site.

Every student has a four-digit PIN number that they use for the cafe. Please do not share this number with other students. **After** the cashier has entered the food items into the computer, students enter their PIN number on the pin pad. This system helps to protect the identity of students purchasing a full price, free or reduced meal. Free and reduced students are not designated.

Money can be added to a student's Food Service Account by giving a check or cash to the cashier. Money can also be added via [mylunchmoney.com](http://mylunchmoney.com)\*. Money must be added to the account to stay current with purchases. We prefer that checks be brought to the cashier in the morning, so that we can keep the lunch line moving. We can also take checks at lunch.

Applications for free and reduced meals can be completed any time during the year. They can be found on the Food Service pages of the District website, the Food Service Office, cafes, main offices and the Registrar's office. A new meal application **MUST** be completed every school year.

Meal applications for September should be turned in to the Food Service office prior to August 26th to allow enough time for it to be processed before school starts. Parents who have completed an application for free or reduced price meals will receive an approval or denial letter. Parents are responsible for the cost of meals prior to acceptance of the meal application.

The Food Service Department has various ways to help parents to keep track of their child's account.

1. Mylunchmoney.com is free for parents to check their child's meal history for the prior five days.
2. School Messenger calls parents every Tuesday if the account either falls below \$4.00 or is negative.
3. Cashiers let the students know when their account is running low.

Students are allowed to charge three meals at EJD. The cost of these will be added to their Food Service

account. There is no charging for breakfast.

Please call the Food Service Office at 695-1547 if you would like to put restrictions onto a student's meal account. Thank you so much for supporting the Smart Choice Cafe!!

- mylunchmoney.com charges a small banking fee. As of May 2012 the fee is \$1.95. This fee is subject to change.

### **CAFETERIA RULES**

- Arrive at the cafeteria on time.
- Sit at a table immediately and wait for an adult to call your table.
- Return to your seat and remain there, unless an adult gives you permission to leave.
- Students must wait for permission to return their trays.
- Throwing of food/objects is not allowed and will result in a \$3 Dillon Dollar deduction.
- No wrestling or horseplay, etc.
- Games and playing cards are not allowed.
- Glass is not allowed in the cafeteria.
- Selling your food to someone is not allowed.
- No opened food or beverages are to be taken from the cafeteria (except for water bottles).
- Unopened items must be returned to your locker.
- Keeping the cafeteria clean is everyone's responsibility. You and your table mates will be responsible for cleaning up the area at/around your table.
- At the end of lunch, an adult will dismiss students one table at a time.
- Students are not permitted to go to their lockers during lunch.
- If a student needs to use the bathroom, he/she will sign out on a clipboard with a staff member.
- Only ONE student per time will be permitted to use the bathroom.

### **EJD CODE OF CONDUCT**

In order to ensure that our school maintains the high standards we have set for it, it is necessary to have the total cooperation of the entire student body. Students should know the EJD Code of Conduct and understand why these rules have been made.

#### ***DILLON DOLLARS Rewards***

In an effort to provide a positive approach to discipline, we use a system that awards good behavior. Students have a behavior account which is kept in the main office. Each September students will begin the year with a balance of **\$100 Dillon Dollars** in their behavior accounts. Their goal should be to maintain \$100 in their account throughout the year. Participation in extracurricular activities will be dependent upon them maintaining a **minimum balance of \$90** in their Dillon Dollar account.

Participation in overnight trips will require a **minimum balance of \$96** in the account.

### ***DILLON DOLLAR Reductions***

Students will lose Dillon Dollars for breaking the Code of Conduct. Different types of infractions have different dollar values. Most infractions will result in both dollar reduction and a detention/ISS/OSS. Administration will keep the accounts up-to-date.

### ***Earning back DILLON DOLLARS***

Students will have the opportunity to earn back Dillon Dollars. They may earn them back performing community service in school from 2:30 to 3:05. If their balance is \$80 or less, and they have not had any deductions in 10 weeks, they may be eligible for a \$5 bonus for improved behavior. Students may NOT participate in community service work if they have been assigned Homework Hall between 2:25 and 3:05. Students may not accumulate more than \$100 in their Dillon Dollar account.

### ***EXTRA-CURRICULAR PARTICIPATION***

Students must have a Dillon Dollar balance of \$90 to participate in extra-curricular events (e.g., class parties, holiday parties, dances, end-of-the year field trips). Special Music field trips will need a balance of \$96 or more.

### **FORBIDDEN OBJECTS**

Students should not bring to school or have in their possession or in their locker any of the items listed below:

- Aerosol cans
- Squeeze bottles, spraying devices
- Drugs (over-the-counter, prescription or illegal)
- Tobacco products/paraphernalia
- Weapons of any kind: guns, knives, firearms
- Toy guns, water guns, cap guns
- Firecrackers, explosive devices

### **OBJECTS THAT REQUIRE A SPECIAL LOCATION**

The following items may be brought to school but **must remain in the student's locker** (or in the main office with special permission) during the school day.

- Cell phones/electronic devices-such as Beats, iPods, Smart watches, Gizmos, etc.
- Backpacks & gym bags
- Unopened bottled or canned drinks. If opened and consumed while at school, the container should be disposed of by the end of the day. Opened drinks are only allowed in the cafeteria. No glass containers are allowed in school. Water bottles are permissible at teacher discretion.
- Skateboards, rollerblades, roller skates, scooters, roller sneakers.
- Hover boards should not be brought to school due to

the safety risk.

### **DRESS CODE**

At EJD and at all school functions, students are expected to dress appropriately. If students are uncertain whether or not an item of clothing is inappropriate, they should NOT wear it. If students come to school in clothing that administration considers inappropriate, students will be asked to change or call home for a change of clothing. Students may be sent to ISS until they are able to change into appropriate clothing. *If a student refuses to change because s/he disagrees with the dress code, the student will be considered insubordinate.*

#### Inappropriate clothing includes:

- Pajamas/dorm-wear pants (fleece/flannel)
- slippers or slipper-like shoes
- hats, bandanas, sunglasses, wigs, sweat bands, or hoodies in the up position
- long chains (like those attached to belts)
- any clothing or jewelry related to alcohol, drugs, knives, guns, tobacco products, sexual innuendos, and/or symbols or words with double meanings
- muscle shirts, tops that are too short (exposing belly), see through tops, tops with spaghetti straps, strapless tops, or tops with plunging necklines
- short shorts or skirts (rule: with arms at sides, skirts or shorts should come below fingertips but must have a 3 1/2 inch inseam minimum)
- tight clothing, spandex
- distracting make-up, body painting
- sagging pants (pants worn below the waist)
- Costume-like clothing including: tails, headbands, etc.
- torn pants or pants with holes that may get caught on an item (safety issue)
- any visible undergarments

## **Infractions to the Code of Conduct**

**ONE DILLON DOLLAR** (Warning prior to first dollar deduction)

- \* tardy to class
- \* minor class disruption/horseplay
- \* running in hallway
- \* food or drink consumed in hallway
- \* breaking classroom rules
- \* physical displays of affection
- \* hats or hoodies worn in school
- \* language/minor infraction
- \* not completing classwork

**TWO DILLON DOLLARS** (Teacher detention)

- \* repeat offenses of one dollar behaviors

## **BULLYING**

*(Dignity for All Students Act - VADIR)  
BOE Regulation 5313.4*

***“A variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful.”***

### **Types of Bullying Behaviors**

**Physical:** Repeated Hitting, kicking, spitting, pushing, theft or damage of belongings.

**Verbal:** Repeated Taunting, malicious teasing, name calling, threats.

**Psychological/Social/Relational:** Repeated exclusion, intimidation, aggressive body language, whispers, spreading rumors

**Cyberbullying:** Repeated threats, taunts, name calling

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**Cyberbullying:** Involves student use of personal digital devices or technology tools to harass, tease, intimidate, or threaten another student or staff member. Cyberbullying that occurs off campus, but threatens to be a substantial disruption in school may be subject to actions in accordance to the district’s Code of Conduct and possible referral to local law enforcement.

*We, here at EJD, are making a conscious effort to help eliminate bullying in our school.*

*DASA Coordinator-Jessica R. Ariola  
(Assistant Principal)*

### **Bully-Proofing Guidelines**

1. Respect yourself and others.
2. Contribute to a healthy & safe learning environment.
3. Use empathy & extra effort to include others.
4. Take a stand for what is right.
5. Encourage creative & peaceful problem solving.
6. Follow all school rules.

### **THREE DILLON DOLLARS** (Late detention)

- \* skipping homework hall
- \* throwing objects such as food, staples, rubber bands, pins, etc.
- \* computer misuse

***A REFERRAL will be submitted to the administration for violations to the Code of Conduct that have a value of 5+ Dillon Dollars.  
The following are some examples, and are not all inclusive.***

### **FIVE DILLON DOLLARS**

- \* accumulation of dollars (five dollars worth of infractions)
  - \* bullying/harassment (1st offense/does not result in ISS or OSS)
  - \* discrimination (1st offense/does not result in ISS or OSS)
  - \* cyberbullying
  - \* disruptive behavior
  - \* forgery/changing parental documents
  - \* cheating-including copying or destroying tests
  - \* defacing property
  - \* profanity/obscenity (gestures/clothing/words)
  - \* racial/ethnic slurs (written/verbal/gesture)
- 
- \* bus misconduct
  - \* inappropriate behavior (behavior that interferes with learning/education/safety of others, or the orderly functioning of the school)
  - \* inappropriate language/abusive language
  - \* provoking a violation of school rules/the code of conduct
  - \* provoking a fight (encouraging/taunting)
  - \* detention cut/skip
  - \* lying to an adult
  - \* wandering the halls

### **TEN DILLON DOLLARS**

- \* harassment/intimidation/bullying (2nd offense/results in ISS or OSS)
- \* theft/stealing
- \* indecent behavior
- \* fighting/minor altercation (1st offense)
- \* insubordination (failing to participate or to comply with reasonable directions of school staff )
- \* major bus misconduct
- \* destruction of student/staff property
- \* disrespectful behavior/language toward an adult
- \* skipping class
- \* left class without staff permission
- \* computer account misuse

### **TWENTY-FIVE DOLLARS**

- \* harassment/intimidation/bullying (3rd offense)
- \* fighting/minor altercations (2nd offense)
- \* inappropriate behavior (reckless physical behavior)
- \* physically abusive to students/staff
- \* tampering with fire safety equipment

### **FIFTY DILLON DOLLARS**

- \* threatening to hurt staff/student
- \* assault with minor physical injury and pain
- \* drug possession, use, or sale
- \* alcohol possession, use, or sale
- \* violation of district tobacco policy (V.20 - other disruptive incident)

## **SIXTY DILLON DOLLARS**

\*\*\* arson/bomb threat/false fire alarm

\*\*\* possession of fireworks/explosive materials capable of causing a dangerous situation

\*\*\* possession of a weapon (an instrument capable of inflicting bodily harm or potentially causing a dangerous situation)

\*\*\* *These offenses shall be subject to a one-year suspension subject to review by the superintendent.*

**Fighting/Battery**—*If you hit someone in anger, it is battery. If you are hit, and you hit back, it is a fight. Both students will be disciplined.*

### **Consequences for Violation to Code of Conduct**

3 Dillon Dollars (Late detention for homework hall skips)

5 Dillon Dollars (1-5 days detention or ISS)

10+ Dillon Dollars (1-5 days suspension - ISS or OSS)

50 Dillon Dollar Balance/Offense -

5 days OSS and Principal/Superintendent Hearing

60 Dillon Dollars Balance/Offense -

5 days OSS and Superintendent Hearing

### **Definition of Disciplinary Consequences**

**Lunch Detention (DD)** - Students may be assigned lunch detention in Dillon Diner as a disciplinary action. Lunch detention is typically assigned for 3-5 days.

**Late Detention (LD)** - Students may be assigned after school detention as a disciplinary action. After school detentions are held twice a week. Transportation will be provided following the late detention, which dismisses at 4:00 pm. Consequence for not attending detention (2 LD-ISS)

**In-School Suspension (ISS)** - An in-school suspension room is located at EJD. Students may be placed in this room for disciplinary reasons. The students will have supervised study time. Students are not allowed to attend or participate in any school or sports activities the day of ISS. The consequence for being disruptive in ISS may be 1-2 days OSS.

**Out of School Suspension (OSS)** - Parents will be contacted by a school administrator before a student is suspended during a school day. A suspended student may not be in or on school property during the period of suspension. Students are prohibited from attending any school activities or extracurricular events during the suspension. The guidance office may be contacted for homework assignments.

**Principal or Superintendent Hearing** - A Principal Hearing is a meeting with student, family and district staff to review the student's disciplinary infractions, to serve as a formal warning, and to develop a plan for a student's success. A Superintendent Hearing is a legal proceeding in which the student, family, and district staff review the student's disciplinary infractions to determine if additional sanctions may be brought against the student.

## **HARASSMENT**

**SEXUAL OR GENDER HARASSMENT** is an unwanted, unwelcome comment or behavior of a sexual nature. Sexual harassment makes another person feel uncomfortable. Schools are required by law to maintain an environment free from sexual harassment.

Examples of sexual or gender harassment:

- \* displaying gender offensive items, photos, posters, etc.
- \* inappropriate gestures, touching or grabbing
- \* sexual remarks, suggestions, or spreading rumors
- \* pressure for unwanted activities or encounters
- \* offensive jokes, language, teasing, or whistles

## **Discrimination & Harassment**

*(Dignity for All Students Act - DASA)  
(BOE Policy 5313.4)*

No student shall be subjected to discrimination or harassment by students or staff based on their:

- \* Actual or perceived race
- \* Color
- \* Weight
- \* National origin
- \* Ethnic group
- \* Religion
- \* Religious practice
- \* Disability
- \* Sexual orientation
- \* Gender

Harassment is the creation of a hostile environment by:

- \* Conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for their physical safety.
- \* Intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well being.

If you feel that you have been discriminated against or harassed at school, please contact a trusted adult in the building who will report the occurrence to school administration.

***The EJD Dillon Way Committee is committed to promoting a positive school climate. Throughout the school year the committee will provide positive incentives to reward good citizenship.***



## **Hallway/Stairway Conduct**

In order to ensure everyone's safety in the hallway, each student must do a few simple things.

- \* Stay to the right in the halls
- \* Walk at a reasonable pace
- \* Use appropriate, acceptable language
- \* Cooperate with staff members
- \* Minimize your locker use (rules of locker use may vary by team)

Students must not:

- \* Run
- \* Slide, jump the stairs, jump up or hit anything hanging from the ceiling
- \* Push, trip or hit another student
- \* Congregate or loiter around lockers, doorways or other areas to impede traffic flow
- \* Abuse any locker
- \* Display affection
- \* Tear down, destroy or vandalize anything on the walls
- \* Be rude or discourteous to anyone at EJD
- \* Refuse to follow a reasonable request from a staff member

## **Assembly Conduct**

- \* Cell phones are NOT ALLOWED
- \* Enter and leave quietly
- \* Sit in the area assigned to your homeroom, class or team
- \* Become attentive as soon as assembly opens
- \* There should be no talking during the assembly; it is distracting and insulting
- \* Show respect for the people making the presentation; clapping is the accepted way to show appreciation
- \* Whistling, booing, shouting or other loud noises are unacceptable
- \* After the assembly, wait for dismissal instructions

**RACIAL OR ETHNIC HARASSMENT** are comments or actions containing racial slurs or ethnic comments which are unwelcome and make the recipient feel uncomfortable.

Examples of racial or ethnic harassment:

- \* ethnic jokes
- \* racial name calling
- \* racial slurs

## **DRUG-SUBSTANCE ABUSE POLICY**

The use, possession, sale, or distribution of alcohol or other substances or the use, possession, sale, or distribution of drugs or drug paraphernalia on school grounds, on school buses, at school sponsored activities, and/or in parked cars on school grounds is prohibited. Excepted is any drug taken in accordance with a current prescription signed by a physician and on file in the school which is to be taken by that particular student at the time in question. The terms "alcohol and other substances" shall be construed to refer to the use of all substances including, but not limited to, alcohol, tobacco, tobacco products, e-cigarettes, juul, vapes, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes, and any of those substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs shall also be prohibited. (BOE Policies 5310, 5312.1, 5330) Students who violate the district's policy on drugs/alcohol will be subject to disciplinary action. (Refer to the Phoenix CSD School Safety Plan.) Violation of this policy automatically results in 50 Dillon Dollars being deducted from a student's Dillon Dollar account.

## **TOBACCO POLICY**

Tobacco use shall not be permitted and no person shall use, possess, distribute, or sell tobacco, including any smoking device, on school grounds or at school-sponsored events. For purposes of this policy, tobacco is defined to include any lighted or unlighted cigarette, e-cigarette, cigar, cigarillo, pipe, bidi, clove cigarette, juul, vape or any other smoking product, and spit tobacco (smokeless, dip, chew, and/or snuff) in any form. Student violations of this policy will lead to disciplinary action up to and including suspension from school. (BOE Policy #1530)

## **EXTRA-CURRICULAR ACTIVITIES**

**Interscholastic Athletics** (Grades 7 & 8) Many sports are

offered for students at EJD. Practice begins at approximately 3:05 p.m. Students participating in sports must provide their own ride home after competitions. A 5:15 bus is available after practices.

Girls' sports include volleyball, softball, soccer, basketball, cross country, and track. Boys' sports include football, baseball, basketball, soccer, cross country, track, and wrestling.

Information regarding trying out for these sports will be provided in school over the P.A. system and through the physical education classes.

**\*\* Refer to district policy in regards to District Drug and Alcohol Policy. (#5312.1) and the Policies and Procedures for Participation in Extracurricular Activities and Interscholastic Athletics (#5280)**

### **Sports Study Hall**

Sports Study Hall runs from 2:30 to 3:05 pm. It is a structured situation in which athletes are expected to work on their homework before practice. It is our hope that this will keep our athletes academically eligible to play. Student athletes are expected to attend this study hall unless they are staying after with a teacher or attending homework hall. Electronic devices are not to be used during the study hall without the supervisor's permission.

### **Sports at JCB High School**

Students who participate in sports at JCB high school **MUST take the bus from EJD to JCB.** Walking is not permitted.

### **Student Services**

The school counselors are here to help you be successful in school and in your future career. You will be assigned a counselor alphabetically by last name. Last names beginning with the letters **A-K will be assigned to Mr. Andrew Quirk** and last names begin with the letters **L-Z will be assigned to Mrs. Katherine Barber.**

Their purpose is to assist students and parents to ensure a smooth transition through the middle school years. They offer support in academic, social, and personal growth. They also plan and facilitate

### **Activities Clubs Events**

- 5, 6, 7 & 8 Grade Chorus
- 5, 6, 7 & 8 Grade Bands
- Jazz Band
- EJD Music Travel Club
- Parade Band
- After School Tutorial Program
- Bookstore
- Boys and Girls Basketball
- Boys and Girls Cross Country
- Boys and Girls Soccer
- Boys and Girls Track
- Boys Baseball
- Boys Wrestling
- Career Day
- Dances
- Field Trips
- Girls Softball
- Girls Volleyball
- Junior Honor Society
- Memory Book
- School Spirit Days
- Science Fair
- Science Olympiad
- Student Council

***Appropriate behavior is a requirement for participation in after school clubs.***

## **Chorus**

There are performing choruses for all students in grades 5- 8. Evening concerts are performed during the year. Chorus members may also participate in small ensembles, county festivals, and other musical events.

## **Band**

There are six performing bands here at EJD: four individual grade level bands, jazz band and parade band. Use of full range of the instrument, technique, tone quality, and musicianship are some of the areas in which students will be evaluated.

The bands present many concerts throughout the year as well as a winter performance at the mall. Our concert bands have competed across the Northeast winning many championships! We also have had high levels of acceptance and performance in All County, All State, NYS Middle School Honor Band, and NYSSMA Solo Festivals.

Any student who fails band during any quarter will have five weeks to earn a passing grade. If a passing grade is not earned after five weeks, the student will be dropped from the band program.

## **Student Council**

Student Council is an organization which teaches self-government. Each homeroom has an elected representative who works with the principal and teacher advisors to organize events and programs. Student Council is the voice of the student body, providing both social and service activities designed for enjoyment and assisting students in their schooling. Finally, Student Council teaches citizenship through various contacts with the community.

an annual Career Day to introduce students to future career options. Please feel free to call your child's school counselor at 695-1522 if you have any questions or feel that we can help you in any way.

## **Mediation**

School counselors are trained to assist students resolve conflicts. Students who are concerned about a problem with another child may request the help of their counselor in conducting a mediation.

## **Peer Mediation**

The in-school mediation program is staffed by trained students and staff. The use of peer mediators helps to reinforce positive peer pressure on the disruptive students as well as to handle relatively low level disputes.

## **HEALTH OFFICE**

If you become ill while in school, you should ask the teacher for a pass to see the nurse. Unless there is an emergency, you are not allowed to go to the health office between classes. If the nurse believes you should go home, she will contact your parents and make arrangements for transportation home. Students are not to call their parents directly.

The school nurse can administer first aid, but she cannot administer medication unless she has a written order from your doctor and your parent's written permission to do so. If you are required to take medication while in school, this medicine must be brought to the nurse upon entering school. **No student is allowed to have any medicine in his/her possession without written permission from the student's physician.** To do so is a violation of the school's controlled substance policy and can result in a 50 Dillon Dollar violation.

All injuries or accidents occurring on school property must be reported to the health office immediately, and an accident report must be filled out by the person in charge of the student at the time of the accident. The school insurance is a "Non-Duplicating Policy", which simply means that your parents' insurance policy will be billed first. When their benefits expire, the district's policy will take over a portion of the costs. The district's insurance policy will not cover any student injury unless reported within 24 hours of occurrence.

## **Health Checks/Physical Exams**

In order for a student to attend public school, NYS law requires immunizations that are current and properly documented. Phoenix CSD has the right to exclude students from school if the student is NOT current or proper medical documentation has NOT been provided. The school nurse will notify parents/guardians if documentation is not up-to-date.

Parents are required to provide emergency contact information and to keep it current throughout the school year. It is the **parents'/guardians' responsibility to provide transportation for their child** if he or she becomes ill or injured. If someone other than the parent is to pick up a child from school, that person must be listed on the emergency contact list provided to the school.

Students should remain home if they have a fever greater than 100 degrees, have vomiting/diarrhea, or have anything contagious such as a rash, head lice, or pink eye (conjunctivitis). Students will be automatically sent home from school if they have any of these symptoms or conditions.

**Physical exams are required for ALL 7th grade students and any student who wants to participate in a school sport.** The school physician can provide this free of charge, or the student's physician can complete the physical. Parents/guardians must provide proper medical documentation from the student's doctor if a private physical has been done. Remember, students will NOT be allowed to try out for ANY sport if they do not have a physical on file with the Health Office.

Phoenix Central School District

## Technology Acceptable Use Policy

This document is designed to outline the guidelines to be adhered to when utilizing technology systems owned and maintained by the Phoenix Central School District. These guidelines are to be acknowledged by all users of the Phoenix Central School District technology environment.

It is the desire of the school district that the use of technolo-

## PHYSICAL EDUCATION

Each year there are many questions from parents and students regarding the physical education program. The following items answer some frequently asked questions.

### Participation

All students are required to attend and participate in physical education class by the Commissioner's Regulations of the New York State Education Law.

Students will receive a grade for physical education based upon their achievement in fitness, skills, and movement activities, as well as knowledge of activities, sportsmanship, cooperation, and effort.

Your physical education teacher will outline the method for grading and rules for participation.

### Medical Excuses

Short term (one or two day) medical excuses written by parent/guardian or physician, must be taken to the main office. An excuse for that day will be written by the nurse, to be given to the student's physical education teacher.

**Long term (longer than one week) medical excuses must be issued by a physician.** Forms for long term medical excuses can be obtained from the school nurse.

## **GYM CLOTHING**

In physical education, the activities are varied, with many classes taught on a co-educational basis. Therefore, in the interest of health and safety, the school district recommends the following dress for participation in physical education classes.

- \* **SHORTS**- minimum of 2 1/2" inseam; no longer than 10" (top of the knee); loose fitting
- \* **SHIRTS**- full length T-shirts or sweatshirts; loose fitting
- \* **SOCKS** are required
- \* **SNEAKERS** (not soft-soled shoes) are required
- \* No jewelry may be worn during class
- \* All gym clothes must have your name in them
- \* Student will be required to change for gym class. Shorts and shirts will be available for purchase at the school.

The physical education teacher reserves the right to determine the appropriateness of your gym clothing.

## **Locks and Lockers**

You will have a choice of being issued a lock and locker or bringing your gym clothes to each class.

If you have any trouble with your lock or locker, you must let your teacher know immediately.

gy improves communication, provides efficiencies, and enhances learning. It is expected that this perspective is fostered and that users are good stewards of the information and resources provided by the use of technology.

Access and authorization to technical systems carry a responsibility for their appropriate use. Access should be primarily for educational and professional or career development activities. All hardware, including computers, printers, copiers and other technology equipment, are the property of Phoenix Central School District and will fall under the guidelines listed below. Expectations of users include, but are not limited to, the following:

### **Student Personal Safety**

Users who supervise students with access to technical resources shall be familiar with the PCSD Technology Use Guidelines and enforce its provisions. Student personal safety is priority. All efforts should be made to assure that students are supervised when using technology and that student use is appropriate. While District policies and related statutes pertaining to "directory information" allow the release of some personal data about students, for Internet use we have chosen to establish more limiting guidelines.

### **Illegal or Destructive Activities**

Users shall not go beyond their authorized access to the district network, technology equipment, Internet, or the files or accounts of others.

The installation of software and/or hardware by unauthorized users is prohibited. Only members of the PCSD technology department are authorized to install software and/or hardware.

Users shall not disrupt or attempt to damage any computer, system, system performance, or data.

Users shall not use district equipment to engage in illegal acts.

### **System Security**

Users are responsible for the security of their technology equipment, files and/or passwords. No one shall others to use their personal login and password.

Users shall promptly notify their building principal of security problems.

Student data is confidential information. Users who are authorized by the district to access student records from within or outside the district may not use, release, or share these records except as authorized by Federal and State law.

### **Inappropriate Conduct**

The following are prohibited when using any technical resource:

Obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.

Potentially damaging, dangerous, or disruptive material.

Personal or generalized harassment in violation of district policies.

False or defamatory information.

The intentional forwarding of spam, chain mail, etc.

The intentional forwarding of private/confidential email without the consent of the original writer.

Sending unsolicited (non-school related) email messages to group accounts, e.g., "For Sale" messages.

The use of district hardware, email, or the Internet for personal profit.

### **Plagiarism and Copyright Infringement**

Works may not be plagiarized.

Software licenses must be strictly respected.

The rights of copyright owners are to be respected. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If unsure whether or not a work can be used, the copyright owner should be contacted for permission. See your building librarian for more information.

### **Inappropriate Access to Material**

Technical resources shall not be used with material that is profane, obscene, pornographic, or which advocates illegal acts, violence, or illegal discrimination. PCSD filters Internet information in compliance with Federal CIPA regulations. Users on school property who have access to wireless devices may not attempt to connect to wireless access points outside of the district. Intentional bypassing of PCSD filters is considered a violation of this agreement and subject to disciplinary action. All network activities are logged to ensure compliance.

### **Expectation of Privacy**

Users have no expectation of privacy in files, disks, or documents that have been created, entered, stored, or downloaded from district data sources; or used on district equipment.

All data on PCSD technology is the property of PCSD.

Users are issued storage space on their building server. Data is stored on district servers.

These documents, including email, may be subject to access as a result of formal Freedom of Information Law (FOIL) and the Family Educational Right to Privacy Act (FERPA) requests and other legally enforceable access requests.

Electronic Mail is considered the property of PCSD, and may be subject to review.

### **Services and Assumption of Risks**

Phoenix School District makes no warranties of any kind, whether express or implied, for services provided and is not responsible for any damages suffered while on the system to include loss of data and inaccurate or poor quality information obtained from the system. PCSD does make all reasonable attempts to ensure that all data is backed up and all efforts are expended to ensure maximum network availability up time.

## **BUS TRANSPORTATION**

**Students who are bused MAY NOT WALK to either MAM or JCB to catch a later bus. And, if you stay after school until 3:05, you MUST take a transfer bus from EJD to either MAM or JCB.**

***Students who take a bus may ONLY ride to the homes designated on their parent contact form, which we put into our school management system. Exceptions are for emergencies only.***

Bus transportation is provided for those students who live more than two miles from school. The school bus, as an extension of the school, requires conduct the same as that required in school. The bus driver is in charge of the bus, and you are expected to comply with any directions which must be given.

The following rules must be obeyed on the bus:

- \* Obey the bus driver the first time.
- \* No fighting, horseplay, or inappropriate language.
- \* Remain in your seat.
- \* No eating or drinking.
- \* No use of electronic equipment unless you are given permission by the bus driver.
- \* Respect the bus property and the property of others.

### **MISSING THE BUS**

It is your responsibility to be out at the bus stop on time for the bus. If you miss the bus, it is your responsibility to arrange for transportation to school. Failure to reach school for this reason is considered an illegal absence. Being tardy to school for this reason is considered an illegal tardy. If you miss the bus after school, you should report to the main office.

### **BUS REFERRALS**

Behavior referrals will be written by bus drivers when students do not follow bus rules. These referrals will be handled by a school administrator and may result in lunch detention, late detention, bus suspension, or other consequences, as well as withdrawals from your Dillon Dollar account.

- \* **MINOR MISCONDUCT** that can usually be handled by the driver. These include: failure to sit while bus is in motion, hands or head outside windows, bullying, improper bus pass, inappropriate language, use of prohibited electronic devices, and other minor disruptive behaviors.

- \*\* **MAJOR INFRACTION** are those that endanger the safety of others. These include: safety violations like fighting, opening emergency exits, blowing the air horn, throwing objects on the bus or out the windows. Also, verbal abuse of the driver, repeated bullying and vandalism are considered major.

- \*\*\* **SERIOUS MISBEHAVIOR** that endangers the health and welfare of others that cannot be tolerated under any circumstances. This includes use of tobacco products, drugs, alcohol, weapons, tampering with equipment, or assault of driver.

## **Phoenix CSD Wireless Network**

### **Directions for connecting to PCSD WI-FI**

*(NOTE: For Android devices you will need to go to: "Settings>Security>Allow Unknown Sources" to install the WiFi app.*

1. Connect to the "PCSD-GUEST" wireless network and select "Join Network." You will be taken to a page to choose "Register Device."
2. You will be redirected to the wireless set up page. It will have an invalid SSL certificate, but "continue" past this. If nothing happens, open the browser and try going to any web page (e.g., [www.CNN.com](http://www.CNN.com))
3. Have the DEVICE OWNER enter their Phoenix CSD username and password.
4. You will be prompted to download a configuration app.
5. Run the configuration app and connect to the appropriate network (STAFF or STUDENT).
6. If the app doesn't work, there is a link at the bottom for manual installation. Copy and paste the key into the device's wireless setup screen (WPA2 PSK). Each key is a generated sequence of random characters and are specific to the user.

These instructions work with almost any device—Android, Apple, Windows, etc.







## NOTES