

## FOREWORD

This handbook section of your planner contains information to help make your time at Port Jervis Middle School (PJMS) as successful as possible. Please read it carefully and review it with your parents. Included with the planner are an assignment journal and hall passes. Use this planner as a tool to stay organized, track assignments and grades, and plan your time wisely. Information in this handbook is arranged alphabetically for your convenience.

## MISSION STATEMENT of the PORT JERVIS SCHOOL DISTRICT

The Port Jervis City School District, in partnership with our community, has an uncompromising commitment to measurably improve student achievement and prepare students to be productive and responsible life-long learners ready to meet challenges of citizenship in our ever-changing global society.

## ABSENCE, ATTENDANCE, TARDINESS & LATE ARRIVALS TO SCHOOL

When arriving at school, vehicles must proceed through the left side driveway, around the rear of the building to exit on the right side.

**ABSENCES:** Parents should report an absence of more than 2 days to the school office. ***In order to request work, the student must be absent for a minimum of three (3) consecutive days.*** Upon a student's return to school following an absence, a written excuse is required. The note should state the date(s) and reason for the absence, the student's homeroom number and teacher's name. The note must be signed by a parent/guardian.

Students who do not bring in a written excuse will be charged with an illegal absence. Students are responsible for making up all missed assignments and are expected to check with their teachers immediately upon returning to arrange for make-up work. Absences, tardies and early departures from school will be considered excused or unexcused according to the following standards:

**Excused absence:** Personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, required court appearances, medical/dental appointments, approved college visits, approved cooperative work programs, driver license road tests, military obligations or other such reasons as may be approved by the superintendent of schools or his designee.

**Unexcused absences:** Any absence not mentioned above, such as family vacations, hunting, babysitting, haircuts, obtaining a learner's permit or oversleeping.

**ATTENDANCE:** Regular attendance and punctuality are critical to a student's achievement in school. At PJMS attendance is taken at the beginning of each class period. PJMS faculty factor daily attendance into class grades. Parents are asked to see that children arrive to school on time. Students remain outside the building until 7:28 a.m. Students should not arrive at school before 7:15 a.m.

### **TARDY ARRIVALS TO SCHOOL:**

Students who arrive to school past 7:28 a.m. must report to the Greeter Station for an Admit Pass. Students must have a written note from their parent or guardian verifying their tardiness.

***This written note does not guarantee that a student's tardy arrival to school will be excused.*** Students who are tardy to school because of a doctor's appointment must submit a note from the doctor in order for the tardiness to be excused.

### **Excessive tardy arrivals to school will be handled in the following manner:**

<b>Tardy Infraction Number</b>	<b>Discipline Consequence (for EACH infraction)</b>
1-4	Verbal reprimand and warning
5-9	Lunch detention
10-14	After school detention
15 and over	After school detention

Chronic absences or tardiness to school, regardless of reason, are subject to review by the PJMS Building Core Team. Consequences for excessive tardy arrivals to school may result in disciplinary action or a parent conference.

The Board of Education has adopted a comprehensive student attendance policy dictating attendance requirements and record-keeping, incentives that may be used to encourage attendance, consequences for students who do not adhere to the requirements and procedures to be followed to attempt to help those who demonstrate attendance problems. Questions concerning attendance should be directed to the Guidance Office at 858-3100, ext. 12601.

The complete Comprehensive Attendance Policy is available from the Assistant Superintendent's Office, 9 Thompson Street, or by calling 858-3100, ext 15521.

### **ACADEMIC ELIGIBILITY**

All students are urged to participate in extracurricular activities offered at PJMS. Our goal is a well-educated, well-rounded student. However, academic work, passing grades and citizenship take priority over all other activities. Students who do not maintain passing grades at the Progress Report or Report Card dates will be required to demonstrate actions to promote achievement including seeking extra help, and/or completing missed assignments.

### **ACCELERATED COURSES**

Grade 8: Students are eligible to participate in accelerated Math and/or Science programs. Placement in AP Courses is decided by: state test scores, attendance, final exam grade, final average, and teacher recommendation. Accelerated Math is *Regents Common Core Algebra* and the Accelerated Science course is *Regents Earth Science*. Each course is one year in length. Students are given state Regents Exams at the end of the year. Any student who successfully completes either or both of these courses receives both PJMS credit and Regents Credit for the course. Students then advance to the next course in sequence during their 9<sup>th</sup> grade year.

All 8<sup>th</sup> grade students will participate in a foreign language course, Spanish I or French I. Any student who successfully completes this course and receives a passing grade on the final exam will receive *both* PJMS and high school credit for the course.

### **AFTER-SCHOOL ACTIVITIES**

Attendance at after-school activities is a privilege; therefore, proper behavior is expected. Students are expected to follow all school rules that are specific to the activity they are attending. Students staying after school must be with a teacher/advisor ***within 10 minutes of the end of the school day***. Students participating in after-school activities ***may not*** leave the building or re-enter the building after dismissal. All students are to report to their after-school location at dismissal. Any student taking the late bus home must acquire ***a pass from the supervising teacher/advisor***. All detentions must be served prior to participation in after-school activities.

### **AFTER-SCHOOL SOCIAL EVENTS**

Social events, including dances, occur often throughout the school year.

- School dress code applies to after-school social events.
- Students who have Out of School Suspension (OSS) within 10 ***school days*** of any extracurricular school activity may ***not*** participate in that activity.
- Students who have poor attendance to school (absent 2 days within the 2 weeks prior to the event) ***are not*** eligible to participate in activities.
- In order for students to participate in extracurricular activities, they ***must*** be present in school ***no later than*** the beginning of 3<sup>rd</sup> period on the day of the event.
- Any student having In-School Suspension (ISS) during the school week that an event is scheduled ***may not*** attend the scheduled event.
- Students should arrive 15 minutes prior to the start of the event. Students who arrive after this time may not be granted entry.
- Students must remain inside the building until the event is over.
- Students cannot leave before the event ends unless a parent/guardian picks them up.
- Students must arrange their own transportation.
- If absent from school on the day of the event, students may not attend the event unless the absence was a legal absence, such as a doctor's appointment or a funeral - not an illness.
- Only current 7<sup>th</sup> and 8<sup>th</sup> grade PJMS students may attend events.
- Students who cause discipline problems at any event may be denied the right to attend future events.
- Students must be picked up ***no later than 15 minutes*** after the event, or they may be ineligible to attend further events.

## BEPT

The Building Education Planning Team is a PJMS based committee with representation from the school administration, teachers, parents, and students. The BEPT is involved in planning and decision making for certain PJMS concerns. The committee includes a PJMS administrator, three PJMS teachers, two PJMSD parents, and one student representative from each grade. The BEPT has been involved in activities such as creating greater awareness of the academic programs, school beautification projects, creating special events for PJMS students, and also revising the PJMSD Code of Conduct.

## BICYCLES

Students who ride bicycles to school should wear helmets, obey rules for bicycling in the street, and lock bikes in the assigned area in front of the school. Port Jervis City School District is not responsible for bicycles stolen or damaged.

## BREAKFAST PROGRAM

Research indicates that students who eat a nutritional breakfast on school days are more successful in school. With this in mind, PJMS students are encouraged to participate in the breakfast program. Our cafeteria provides breakfast each morning. ***Students may enter the building at 7:15 a.m. for this program. Once in the building students must abide by all expectations outlined in the Code of Conduct.***

## BUILDINGS AND GROUNDS

We all share responsibility for keeping halls, rooms, and school grounds as clean as possible. Graffiti and littering inside or outside of the building comes with disciplinary consequences. Behaviors such as shouting, whistling, and running in the halls are not acceptable. Whenever moving through the halls and stairways, stay to the right and keep moving.

## CAFETERIA REGULATIONS

Cafeteria rules and regulations vary with each school; however, the following general rules apply to all students regardless of age or grade:

- Students eat lunch in the cafeteria at designated times.
- Students are expected to be courteous and respectful to one another as well as cafeteria staff.
- Saving of seats and changing of seats during the lunch periods are not permitted when it causes disruption.
- Students are responsible for keeping the eating area clean.
- When finished with lunch, students are expected to deposit garbage in the appropriate trash containers provided.

## CARE OF BOOKS

All students are provided with textbooks which are public property and must be cared for properly. Teachers check the condition of the books periodically. Fines are assessed for damaged books. Lost books must be paid for and students will then be provided with a replacement book. All books must be returned at the end of the year.

## CHANGE OF ADDRESS/PHONE

One of the most important pieces of information is the contact number for students' parents/guardians. ***IT IS MANDATORY THAT THE PJMS OFFICE BE NOTIFIED OF ANY CHANGE OF ADDRESS OR PHONE NUMBER.*** Proof of change of address (utility bill, copy of lease or mortgage) must be provided when notifying the office. Proof may be sent in with the student.

## CELL PHONE / ELECTRONIC DEVICE USAGE IN SCHOOL

We recognize the need for a cell phone in today's world, but students are not to have or use cell phones/electronic devices during the school day. ***Electronic devices of all kinds are to be turned off.*** If devices are visible to staff, the students are asked to relinquish it. Students who refuse to comply are considered insubordinate and subject to disciplinary action. PJMS adheres to the following protocol with regard to inappropriate use of cell phones/electronic devices:

1. **1<sup>st</sup> Offenses:** *Phone/device must be given to a staff member.* It will be stored for the remainder of the school day in the Middle School Main Office, and returned to the student at the end of the day. This offense will be logged.
2. **2<sup>nd</sup> Offense:** *Phone/device must be given to a staff member.* The offense will again be recorded and a parent/legal guardian must pick up the device at PJMS Main Office.
3. **3<sup>rd</sup> Offense:** *Phone/device must be given to a staff member* and will be logged and stored in the office for a third time. A parent/legal guardian must pick up the device at PJMS Main Office and the student will receive a referral with disciplinary action.
4. Any incidents thereafter could result in the device being confiscated and the student being suspended.

In case of emergency, we ask parents/guardians to call the PJMS office to contact your child. Your support of our regulations regarding electronic devices assists us in providing a positive and safe educational atmosphere for your student. PJMS is not responsible for lost or damaged electronics.

## CHEATING/PLAGIARISM

Any student involved in cheating or plagiarism will receive a disciplinary referral and a zero for the assignment and/or test. The teacher will notify the parent/guardian.

## CLOSING ALERT

School closings and delays due to bad weather are posted on the school website as well as announced on radio stations. Please check our school website for a complete listing of the radio stations that announce these closings/delays. You may also download our free Port Jervis City School District App. School closings and delays will be notated in the notifications tab.

In case of emergency closings during the day, announcements are made via the same radio stations, the district website, and the Port Jervis City School District App (notifications tab).

**Please do not** call PJMS Office. Instead, listen to the radio, check the School District App or view the district website ([www.pjschools.org](http://www.pjschools.org)) for announcements.

## COMPUTER LAB

Students are encouraged to utilize our Computer Lab. To be eligible to use any school technology, students are required to sign the district's **Acceptable Use Policy**. Students may use the Computer Lab for research, typing papers and preparing other technology projects. Teachers who have scheduled classes in the Computer Lab have first priority of the computers. Gum, beverages, or any kind of foods are not permitted in the Computer Lab. Students who display inappropriate behavior will have consequences that may include the suspension of computer lab privileges.

## CONFERENCES

We strongly encourage communication between parents and teachers. Parents may initiate a conference whenever they feel the need to speak with teachers. These appointments can be arranged by sending a note, emailing, or calling the Guidance Office for an appointment at 858-3100, ext. 12601. Parents may not go to the classrooms to meet with teachers unless they have a scheduled appointment.

## DAILY SCHEDULE

The schedule consists of eight class periods and one lunch period. School days alternate A and B days in order to accommodate courses such as Art, P.E., Family and Consumer Science, Health, Technology and Music. A sample schedule is included in this handbook.

## DETENTION POLICY

Students are responsible to inform their parents whenever they are required to stay after school for extra help or for detention. Whenever possible, students receive 24-hour notice of all after-school detentions. It is the responsibility of the student to inform parents/guardians of the date(s) of scheduled detention and late dismissal on a detention day.

Detention is held after school Monday through Friday immediately following school dismissal. Transportation is provided at 3:30 p.m. by transfer bus for dismissal at 4:00 pm at PJHS.

## DISCIPLINE

Educational research proves that students function better when they know what is expected of them.

To assist all our students, a committee of administrators, teachers, parents, and students has developed the Port Jervis Secondary Code of Conduct and Due Process Procedure. All students, parents, administrators, and teachers must be aware of and abide by the rules and regulations contained in this booklet.

Each student is given a copy of the Code of Conduct. The Code of Conduct is reviewed with **all** students at the beginning of each school year. Students must sign and return a form stating that she/he and the parent/guardian understand this Code of Conduct.

The Code applies to **all** students, school personnel, parents, and visitors when on school property, school buses or when attending a school-sponsored function. Additionally, off-campus conduct that interferes with the normal operation of the school and/or affects the health and safety of students of PJMS, will be dealt with according to the Code of Conduct.

Discipline in the Port Jervis School District is a process by which a student is made aware of his/her responsibility to himself/herself and to others. Students are encouraged to conduct themselves within the framework of the rules and regulations of the school environment and society.

Port Jervis Central School Districts objective is to provide uniformity and consistency in rules and regulations for all students, while fostering an awareness of student responsibilities through communication with parents, teachers, students and community.

**PJMS takes seriously our obligation to provide an education to all students. If students are unable or unwilling to abide by the Code of Conduct, thereby hindering their own and others' education, those students may be assigned to an alternative educational setting.**

### **STUDENTS WITH DISABILITIES**

Students with disabling conditions are disciplined within the parameters of Special Education Law as outlined in the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the American Disabilities Act (ADA), New York statutes and associate case law.

## DISMISSAL

All students who are not remaining after school for a supervised activity *must leave school grounds immediately after dismissal, and may not return to the building*. Exceptions to this rule apply if a student is involved in an early evening school-sponsored event or activity such as sports competition, assembly or concert, if the student is supervised by an adult or students have obtained written permission by parents/guardians.

## DRESS CODE

School appropriate clothing and grooming are expected of our students. While style, personal taste and weather determine the selection of students' clothing, we expect cooperation in limiting distractions to the educational process. Students' dress should serve as a source of personal pride as well as promote respect for themselves and PJMS. As per the Port Jervis City School District Code of Conduct, the following are **PROHIBITED**:

- The wearing of hats, headgear, or any head coverings (except for medical or religious reasons with the prior approval of the Administration).
- The use of make-up that obstructs the natural appearance of a student and disrupts the learning process.
- Halters, tube tops, racer-backs, low cut and or/ bare midriffs, revealing or sheer clothing, spaghetti straps, and other similar items.
- Any tops which expose undergarment straps.
- Biker shorts, gym shorts, cut-offs, short shorts and skirts that do not meet the length requirement.
- Shirts or other clothing containing profane, vulgar, or obscene language or pictures, symbols, or messages.
- Shirts or other articles of clothing promoting drugs, alcohol, sex related topics, or use of same.
- Studded clothing, studded bands, and chains attached to clothes.
- Jackets, coats, other outer garments worn during the day.
- Sleepwear of any kind.
- Bandanas worn in any way other than as a hairband.
- Flip-flops, "slides", or other footwear that do not have a back strap.
- Any clothing or accessory that is perceived to be gang-related.

***The Administration reserves the right to make judgments about any style of dress deemed inappropriate or disruptive to the learning environment.***

## EARLY DISMISSAL PROCEDURE

When a student needs to leave early, a written note is required and must be received in the school office before 8:00 a.m. The note must include reason, time, and person picking the child up. A parent/guardian must report to the PJMS Greeter Station to have the student released. In case of an unexpected emergency, a phone call from a parent/guardian **must** precede student sign-out (in the Main Office) when possible. If a parent or guardian is to pick up a student at dismissal, this should be done at a pre-determined area that does not obstruct bus routing. If you arrange with your child to pick him or her up at dismissal, you do not need prior approval from the office.



## **EVENT ETIQUETTE**

When attending assembly events, everyone in the audience is expected to behave in a respectful manner. The following are guidelines of etiquette when attending PJMS sponsored events:

- Turn off your cell phones & electronic devices.
- Refrain from talking during a performance. The concert may be recorded live and the sound equipment is sensitive picking up even whispered comments.
- If you must leave the performance for a break (bathroom, etc.) do so during applause or in-between selections.
- If young children become fussy or start crying, take them outside immediately. Remember everyone in the audience is there to see someone very special and everyone wants to enjoy their children's performance.
- Refrain from waving or shouting to any student during the concert. Students have worked extremely hard and this type of behavior is a distraction.
- Take pictures before and after the performance. The flash will impair the sight line and viewing of the director. Flashing cameras also distract performers from concentrating.
- It is polite to stay for the entire performance to support all of the performers for their hard work. Everyone has a group or child to see. If you leave early it disrupts other audience members and sends a message to other performers that they aren't important. Remember, we need your continued support to make the Port Jervis Arts Program a success.
- At athletic contests, cheering of our team is acceptable. Jeering, taunting, derogatory, or overly boisterous behavior are contrary to the guidelines of good sportsmanship and reasonable conduct. Such behavior may lead to your removal from the activity and suspension from future activities.

## **EXPULSION & SUPERINTENDENT HEARINGS**

Expulsion is necessary when other means of correction have failed or when the student's presence in the endangers other persons or property. Please refer to the PJCS Code of Conduct for an in-depth review of these serious consequences. Each student has been given a copy of the Code of Conduct and has reviewed it with faculty member(s). It is important that all involved with the PJMS - students, staff, and parents, are familiar with the Code of Conduct.

## **EXTRACURRICULAR ACTIVITIES**

We encourage all students to become involved in extracurricular activities. Research indicates that students who participate in extracurricular activities do better in school. Students may participate in Boys and Girls Modified Soccer, Basketball, Fall Cross-Country, Spring Track and Field, Girls Modified Volleyball and Softball, Boys Modified Baseball and Wrestling as well as other programs. In addition, Student Council, Yearbook Staff, Ski Club, Cooking Club, Peer Mediation, Drama Club, Newspaper Club, All County Chorus, NYSSMA and Video Club are available to all students. Students are notified via morning PA announcements of the dates and times of these activities. Students may contact the Club Advisor if there are any questions regarding the activity.

Students who do not maintain passing grades at Progress Report or Report Card periods will be required to demonstrate actions to improve grades. Non-compliance will result in a student being cut from the activity or sport.

**In order for any student to participate in extracurricular activities they must be present in school by the beginning of 3<sup>rd</sup> period on the day of the event.**

### **FIELD TRIPS**

Field trips are co-curricular educational experiences. Before each trip, the teacher(s) will send home a notice explaining the nature and details of the trip. Students whose behavior has been disruptive inside or outside the classroom, or whose academic progress or attendance are unsatisfactory, will not be allowed to participate in these trips.

### **SAFETY DRILLS PROCEDURE**

Safety drills are conducted throughout the school year. Students are informed of each type of safety drill and how to respond. Each drill is practiced and taken seriously. The most important aspect of safety events is to listen to the adults and try to remain calm.

### **GRADES AND GRADING**

Numerical grades appear on the student report cards. Each course of study at PJMS is important and must be completed with a minimum grade-point average of 65 in order to earn promotion to the next grade. Every five weeks either a Progress Report or a Report Card is distributed to all students. Students are required to sign for their progress report or report card, and students are expected to bring these home. It is important for parents/guardians to check the district calendar or district website for distribution dates. Parents and students may sign up for Parent Portal or Student Portal. These electronic portals allow access to a website via a secure password in order to monitor academic progress. The website displays grades for daily assignments and testing. To sign up, complete an enrollment form, which is available in the main office.

### **GUIDANCE SERVICES**

Two Guidance Counselors, a Social Worker and School Psychologist are available to help students adjust to life at PJMS and beyond. Students are assigned to Guidance Counselors based on the 1<sup>st</sup> letter of the students' last name. When a counselor wishes to meet with students, they will receive a pass. If students wish to see a counselor, it should be at a time that does not impact academic instruction. The Guidance Counselors also arrange parent-teacher conferences when requested by parent, guardian or teacher.

### **HOMEWORK POLICY**

Students are encouraged to have a study partner in every class. A study partner is able to provide information about the work that took place in class that day and any homework that might be due for the following day.

Assigned work must be completed. Parents are asked to share the responsibility of seeing that home assignments are neatly done and returned on time. To obtain homework when

absent one or two days, call your study partner. If absent three or more days, parents should contact the office when school opens in the morning and request work, which can be picked up between 2:30 p.m. and 3:15 p.m. Many of our teachers have websites for parents/students to access. Homework is handwritten or done on computer according to the teacher's directives.

### HONOR ROLL

- **High Honors** - Student must maintain an overall average of **92% or higher** for all courses of study with no failing grades in any class, including Physical Education.
- **Honors** - Student must maintain an overall average of **85% or higher** for all courses of study with no failing grades in any class, including Physical Education.

### LATE BUS

The late bus is for students who have stayed with a teacher and received a late bus pass from that teacher. A transfer bus is offered **Monday through Thursday**, arriving at the Middle School at approximately 3:30 p.m., picking up students and then dropping them off at the High School to ride the 4:00 p.m. district late buses.

1. Students must get a note from the teacher/coach supervising them after school in order to board the bus.
2. Immediately following dismissal from the teacher/coach students must report to the **Late Bus Room**.
3. Passes will be validated in the Late Bus Room before boarding the late bus.
4. Students may not board the PJMS transfer bus without a **validated pass** from the Late Bus Room.

The late bus does not drop students at regular bus stops. It drops students at centralized locations throughout the district, as close as possible to where the student lives.

### LIBRARY-MEDIA CENTER

Students are encouraged to use the learning resources of the **Library Media Center**. Students visiting the **LMC** obtain a written pass from the subject area teacher or they may use the library during recess. Students may use the library to complete homework assignments, or work on projects. For student convenience, the LMC is open until 3:15 p.m. Monday through Thursday. Library books circulate for two weeks and students are expected to return books on time. Books may be renewed if additional time is needed.

### LOCKERS

Lockers are school property assigned to students for their convenience. Hall lockers are provided as a service to students for the purpose of safely storing books, notebooks, gym equipment, other school materials and personal belongings necessary for attending school. Students may not share their lockers or locker combination with others.

As lockers are loaned to students for personal use, lockers remain the possession of PJCS. Lockers may be searched when reasonable evidence exists that students are not using lockers for the purpose intended. There are scheduled locker clean-outs throughout the year.

## LOST AND FOUND

The **Lost and Found** is located in the Main Office. To alleviate the problems of lost items, articles of clothing and other belongings can be marked with the owner's name. Any unclaimed items are donated to local charitable organizations several times during the school year.

## MEDICATION POLICY

Only medication that is considered absolutely necessary by the prescribing physician will be administered during school hours. Whenever possible, the medication schedule should be arranged so that it may be taken at home rather than at school.

## MEDICATION PROCEDURES

1. Only the **school nurse** can administer the medication. The nurse is usually present during the school day.
2. **Prescription medication must be in a container labeled by the pharmacist.** All medication must be accompanied by instructions from the prescribing physician noting the following:

**\*Name of pupil**

**\*Duration of treatment**

**\*Name of prescribing physician**

**\*Name of drug**

**\*Indications for administration**

**\*Dosage/Time(s) of administration**

3. A written statement from the parent/guardian requesting administration of the medication in school as ordered by the licensed prescriber of the medication is required.
4. Over-the-counter medication, such as Tylenol or Advil, must be in the original manufacturer's container/package with the student's name affixed to the container.
5. The parent/guardian is responsible to ensure that the supply of medication kept in the school is adequate.
6. Medications must be brought to the nurse's office by the parent/guardian and will be kept under lock.
7. **Students are not allowed to carry medication unless they have a "self-carry" doctor order on file.**
8. At the end of the school year, the school nurse discards all medications not collected by the responsible parent/guardian.
9. All medication must be renewed each school year.

## MISSED CLASSWORK

Students are responsible for making up all missed assignments. Upon returning from an absence, students should check with teachers to arrange for make-up work.

Students are reminded that teachers are not required to provide make-up work to students who are illegally absent from class. At the discretion of the teacher, students may be given a zero for tests or work missed for illegal absences from class.

## NURSE'S OFFICE

A full time school nurse is available for emergency health care. Except in the case of emergency, students must secure written permission from a teacher before visiting the nurse. During the school day, the school nurse is the only member of the school staff who can excuse a student from school or school-related activities, including physical education because of illness or injury. Illnesses or injuries which occur during the school day should be reported by the student **immediately** to a teacher or the school nurse.

When a student becomes ill during school, she/he should go to the Nurses office. The Nurse (not the student) is responsible for calling parents to arrange for pick up.

## OPEN HOUSE

Traditionally, each September, the PJMS presents an **Open House**. All parents are encouraged to attend Open House in order to acquaint themselves with teachers, programs, and activities of the school. This is a time to meet the Port Jervis Middle School community. *While Individual conferences are not conducted at this time, they may be scheduled at any time throughout the year through the Guidance Department.*

## PASSES

When students need to leave the classroom during class time, the student must carry a Hallway Pass signed by a teacher, guidance counselor or an administrator. These passes are located in the back of this student planner. Students in the hallway without a pass or without permission are subject to disciplinary action.

## PEER LEADERS

Most often, the people best equipped to assist with the transition from elementary schools to PJMS are those who have successfully navigated through it. That is the philosophy of the PJMS Peer Leadership Transition Program. Recognizing that the transition to a new school can be a challenging experience for young people, the staff has created a program designed to build the self-esteem and self-confidence of incoming PJMS students. Additionally, this creates a supportive atmosphere for all students at the school.

Each spring, peer leaders from PJMS conduct transition programs for all sixth graders in the district. The program includes a tour of the PJMS building, as well as an informational session. During these visits, students focus on what to expect when in PJMS. This program includes a question and answer period, which is designed to allay any fears the students may have. The students are also provided with a list of necessary school supplies.

## PEER MEDIATION

Students trained in mediation techniques are available to help other students resolve their own interpersonal problems. These sessions are completely confidential and adults remain with the students for support. Requests for mediation may be initiated by students and/or staff through the Guidance Department. Students who take advantage of our Peer Mediation program learn important strategies, which are beneficial throughout their lives.

## PHOTOS

School photos are taken each year and provide the school with up-to-date identification. Purchase of packages is optional. One ID card is provided free of charge by the district for each student, regardless of whether or not the student purchases a portrait package. . Identification cards should be kept in a safe location, as they may be needed for certain events and cannot be replaced if lost.

## PHYSICAL EDUCATION

Physical Education is a state-mandated course and therefore all students are required to participate. If a student is unable to participate in physical education class, a note from a parent/guardian must be approved by the school nurse. If sickness persists, a note from a doctor is required. The nurse will then notify your PE teacher.

Sneakers are mandatory for physical education class, as well as a change of shirt and shorts/sweatpants. Jewelry such as necklaces, earrings, bracelets, and body piercings are not permitted.

Students who do not participate in physical education class cannot participate in after-school activities that day. Students who refuse to cooperate and do not change their clothing for physical education class are considered insubordinate and may face academic and/or disciplinary consequences.

## PORT CARD INCENTIVE PROGRAM

The purpose of the Port Card Incentive Program is to encourage and reward those students who demonstrate the following appropriate character traits: ***Be Responsible, Be Respectful and Be Safe***. Monthly rewards include: ice cream parties, homework passes, a free period, team games, movies and much more! Port Cards are mailed home to inform parents of their student's success.

## PROMOTION / RETENTION

If students fail any major subjects, they must make up the material through summer school or with a qualified private tutor before they will be promoted to the next grade level. Summer school is available within the PJCS D.

## SCHOOL SUPPLIES

Most students come to PJMS prepared with the supplies as required by their team of teachers. The list of supplies is posted on the website prior to the beginning of the school year. ***If purchasing of the required items is a hardship, please contact the PJMS Guidance Department for assistance.***

## SMOKING

All schools in the Port Jervis City School District are Tobacco Free Zones. Students, employees and visitors to our schools are not permitted to smoke, possess, or use any tobacco products, including e-cigs, vape, etc., in any school or on any school property within our district. Any smoking-related items will be confiscated from the students. Anyone observed smoking on school property must be reported to the proper authorities.

## STUDENT COUNCIL

Student Council consists of students in grades 7 and 8 who are elected to the positions. Teacher Advisors and Student Council members share ideas, suggestions and proposals to improve school spirit and student pride in PJMS and the community. Various activities throughout the year are sponsored by the Student Council such as dances, student socials, fund raisers, and "Port Pride" events.

## STUDENT HANDBOOK ACKNOWLEDGMENT

Students are required to sign an acknowledgement page when they receive the student planner, which includes the PJMS Student Handbook and student hall passes. Students are expected to be responsible for this planner and to be familiar with the contents of the PJMS Student Handbook. Classroom teachers allow time for review and discussion of topic covered in the handbook. Students are given the opportunity to ask questions regarding any subject in the handbook and are informed and encouraged to ask any PJMS faculty member at any time during the school year to clarify any issue that is unclear.

## STUDENT RIGHTS AND RESPONSIBILITIES

Students in PJMS are taught to accept responsibility for their own actions. Responsible and respectful behavior is necessary for us to work and learn together.

Students are expected to show respect for their teachers, other students, and themselves. They are also expected to respect school property and the property of others. Students are expected to display appropriate conduct at all times and in all places including but not limited to: classrooms, the gym, the cafeteria, hallways, bathrooms, school buses, and the route taken to and from school.

A student's years in the PJMS prepares the student for his/her future vocation or professional goals and to be an active, informed citizen in the community. It can be an exciting and academically rewarding experience.

Regardless of the student's grade level, appropriate behavior is expected. It is impractical to attempt to list everything a student should or should not do. **Respect and Responsibility** are two key concepts students should always keep in mind.

## SYSTEM OF INTERVENTIONS

### ACADEMIC STUDY HALL

Academic Study Hall is another component of our school-wide system of interventions. Academic Study Hall takes place during the 20 minute recess time. Students who are failing or have been identified by teachers as needing extra support are assigned to Academic Study Hall. This is the time for students to work on required assignments and raise grades to passing level. Students are re-evaluated at each report period.

### STUDY TIPS

*The following study tips are designed to help maintain the grades needed to achieve academic success:*

1. Establish a nightly study time and a quiet study area.
2. Utilize your handbook assignment pages.
3. Make an entry for *every* subject *every* day even if you do not have homework in the course.
4. Seek extra help from teachers after school.
5. Ask questions in class.
6. Establish a specific time to complete weekend homework. Don't wait until the last night.
7. Begin studying for tests several nights ahead. Don't wait until the last night.
8. Study with a friend or in groups if that is your learning style.  
Seek help from your parents to ensure that you adhere to study time.
9. Get enough sleep so that you are ready and alert each day.
10. Place materials for school in a specific place each night before going to bed.  
(Double check that everything is there)
11. Organize your locker so that both class and study materials may be located quickly and easily.
12. Take thorough notes during class.
13. Eat a healthy breakfast each morning.

### SUSPENSION

Parents are notified of any student suspension. Following out-of-school suspension (OSS), and prior to resuming class, the student, along with their parent or guardian, is required to meet with a building administrator. Daily assignments are provided by PJMS teachers and must be completed upon returning to class.

### TEAM CONFIGURATION

At each grade level, Science, Math, Social Studies, and English teachers are organized into two teams. Each team shares the same students. This enables the team of teachers the ability to better plan each lesson for each student. Teachers can also more easily identify and address student issues.

7<sup>th</sup> Grade Unified Arts Courses consist of Technology, Physical Education (PE), Music and Family and Consumer Sciences (FACS). 8<sup>th</sup> Grade Unified Arts Courses consist of Physical Education (PE), Technology, Health, Art and Foreign Language. Teachers in all subject areas work together as a team to help all students.



Teachers on each grade and team have their classrooms located near one another. For grade 7 students, most classes and student lockers are located on the second floor. For grade 8 students, most classes and student lockers are located on the third floor.

## **TESTING**

7<sup>th</sup> and 8<sup>th</sup> grade students are required to take New York State exams in English, Math and Science (8<sup>th</sup> grade only). These tests are administered according to NYSED directives. In addition, PJCS D utilizes MAPS testing as a means to identify students' progress and needs in Math and ELA.

## **TRANSPORTATION DISCIPLINE**

Rules to regulate student conduct on school buses are established as follows:

1. The bus driver is in charge of the bus. The driver's instructions are to be obeyed promptly by all passengers.
2. Upon boarding the bus, drivers may assign a seat and students will remain seated for the duration of the trip. Drivers may, at any time, reassign seats when deemed necessary. Bus routes are established, in part, on the basis of three riders to a seat.
3. No student shall board a bus with any object which cannot be held comfortably on his/her lap. Students will not bring objects on the buses that are potentially dangerous or distracting to the driver or other students.
4. Only the following instruments may be transported on a bus: flutes, clarinets, trumpets, trombones, alto saxophones, and mini-baritone horns - no French horns.
5. Students are to be at their stop 5-10 minutes prior to the bus arrival. After suitable warning, students who are not on time will be left behind.

Student actions that distract the driver or otherwise interfere with the driver's ability to safely operate the vehicle are prohibited and may result in a bus suspension. Such actions may include, but are certainly not limited to, the following:

- Physically threatening, verbally abusing, or swearing at the driver or monitor;
- Throwing objects within or out of the bus;
- Harassing or fighting with other students;
- Extending head, hands, arms, or legs out of bus windows;
- Tampering with emergency equipment or seat belts;
- Eating or drinking on the bus;
- Creating excessive noise, including verbal abuse of passengers or using profane language;
- Causing damage to the vehicle, inside or out (repaired at the parent/guardian's expense);
- Tampering with any of the vehicle's operating or safety equipment;
- Obstructing the driver's vision;
- Possession of any weapon (i.e., gun or knife);
- Any other behavior so distracting as to cause a potential safety hazard.

## **VISITORS**

All visitors are required to enter through the handicap accessible entrance on the auditorium side of the building. A monitor will greet them and visitors must sign in. Valid photo identification is required and secured at the Greeter Station until time of visitor departure. All visitors must report directly to their designated location.

NAME: \_\_\_\_\_

STUDENT BLOCK SCHEDULE:

	<b>A - Day</b>	<b>B - Day</b>
	<b><u>Period 1</u></b>	<b><u>Period 8</u></b>
	<b><u>Period 2</u></b>	<b><u>Period 9</u></b>
	<b><u>Period 3</u></b>	<b><u>Period 3</u></b>
	<b><u>Period 4</u></b>	<b><u>Period 4</u></b>
7 <sup>th</sup> Grade Lunch	<b><u>Period 5</u></b>	<b><u>Period 5</u></b>
8 <sup>th</sup> Grade Lunch	<b><u>Period 6</u></b>	<b><u>Period 6</u></b>
	<b><u>Period 7</u></b>	<b><u>Period 7</u></b>
	<b><u>Period 8</u></b>	<b><u>Period 1</u></b>
	<b><u>Period 9</u></b>	<b><u>Period 2</u></b>