JOHN JAY MIDDLE SCHOOL



ABC FAMILY HANDBOOK

2026-2027

A GUIDE FOR STUDENTS AND THEIR FAMILIES

August 2026

Dear John Jay Middle School Students and Families,

Welcome to the 2026-2027 school year at John Jay Middle School! We hope you have had a restful and enjoyable summer and that you are coming to us recharged and ready for an exciting school year. We are so excited to get to meet each of you throughout the school year. We have been taking time this summer to develop a plan to have a great year! That starts with each student coming to school ready to learn each day.

Success at John Jay Middle School begins with learning the importance of knowing what to do, what not to do, and who to go to if you are not sure or need help. To help you, please read the ABC Family Handbook. The Handbook will answer many of your questions about rules, procedures, and opportunities to make this school year a great one for you.

The JJMS ABC Family Handbook is a companion to the Katonah-Lewisboro Code of Conduct. The Code offers detailed definitions of practices, policies, expectations, and consequences for students and families in the Katonah-Lewisboro School District. Topics addressed sufficiently in the Code are not expanded upon in the ABC Handbook. Families are responsible for reading the Code of Conduct and this ABC Handbook, reviewing it with their children, and acknowledging that they have done so through the link on the last page of this document. Items in this handbook are cross-referenced to the District Code of Conduct Article # where appropriate.

So that we can work together to maintain a strong school community each day, please read this information carefully with your child(ren) before the school year begins on September 8. Administrators will also review important sections of the Handbook with students once school starts.

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

Sincerely,

Mr. Swiatowicz and Dr. Biswas

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2026-2027 School Faculty

Sixth Grade:

Team 6-1	Team 6-2
Kathy O'Neil* – ELA/SS Audrey Faulkner* – Math/Sci Nicole Esterow – Special Education	Guy Amdur – ELA/SS Selina Hedigan – Math/Science Jeanne Kellachan* – Special Education
Team 6-3	**Team 6 -4**
Mark Grossman* – ELA/SS Annette Milne* – Math/Science Jessica Nappi – Special Education Sean Murphy – Special Education	Marcia Daley-Savo* – ELA/SS Jen Fattore – Math/Science
Team 6-5	
Kerrie Ghiozzi*– ELA/SS Nicole Tolli – Math/Science	

***Team Leader**

Unified Arts – Jean Capuano*-Art; Christina Connors, Colleen Fodor – Family & Consumer Science; Evan Lucieer, Barry Fuller, Steve Zoeller – Technology

World Language – Kaitlyn Conlan, Nathalie Dembele, Laura Fumero, Robert Hoffman, Giselle LanFranco

Health – Tyler Sayre, Adrionna Palmiero, Jimmy Clark

Seventh Grade:

Team 7-1	Team 7-2
Jodi Jeran –ELA	Jessica Balanda - ELA
Russell Argila- Science	Samantha Smith - Science
Allison Palmer* - Math	Katie Beckley - Math
Kelsey Madonna – Social Studies	David Ley* – Social Studies
Greta Laffey*, Jessica Wood Kelley, Denise Friedly – Special Education	Melissa Smythe*– Special Education

Unified Arts –Jean Capuano, Danielle Pace-Hiller -Art; Christina Connors, Colleen Fodor– Family & Consumer Science; Steve Zoeller, Barry Fuller- Technology

World Language – Christina Clark, Robert Hoffman, Kaitlyn Conlan, Nathalie Dembele, Giselle LanFranco

Health – Adrionna Palmiero, Tyler Sayer

Eighth Grade:

Team 8-1	Team 8-2
Lisbeth Arce* - ELA	Amy Baisley* - ELA
Jimi O'Connell - Math	Jacob Ryder – Math
Claire Balassi *– Social Studies	Paul Ciancio – Social Studies
Paul Plutzker - Science	Zach Miller - Science
Elissa Rekow – Special Education	Diana Keith* & Jessica Nappi – Special Education

Unified Arts –Danielle Pace-Hiller - Art; Christina Connors – Family & Consumer Science; Evan Lucieer - Technology

World Language – Christina Clark, Kaitlyn Conlan, Nathalie Dembele, Laura Fumero, Robert Hoffman, Andres Soltren

Health – Tyler Sayre*, Adrionna Palmiero

Additional Staff Grades6-8:

Special Education:	**Music:**
Sarah Altieri - Reading	Jennifer Fraczek
Peter Iannarelli- RISE	Bret Williams
Sean Murphy - TSP	Elissa Leventhal
	Carley Spaeth
ENL:	
Angelica Esposito	**Physical Education:**
	James Clark
MTSS Interventionists	Adrionna Palmiero
Stacey Husband - ELA	Tyler Sayre
Jane Williams - Math	
	Speech and Language:
Teaching Assistants:	Dawn Dall
Toyin Akinbolajo	
Karla Arell	**Librarian:**
Emily Bocklet	Jennifer Useted
Trish Caban	
Theresa Fiscella	**Counselors:**
Lisa Hufnagel	Jennifer Makover (6th grade)
Michele Jensen	Katie Burns (7th grade)
Heather Koles	Annemarie MacSweeney (8th grade)
Ross Thompson	
	Psychologists:
	Dr. Sarah Fryd
Teaching Aides	Dr. Lara Monasch
Luke Baumgartner	
Diva Ferris	**Social Worker:**
Linda Hall	Ray DiStephan
Dace Muktupavela	
Katherine Reale	**Nurses:**
Maria Valvano	Christopher Cruz
	Anna Iamiceli

ACADEMIC HONESTY

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

At JJMS:

Cheating on homework is…

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

Cheating on a test is…

- Copying answers from another student's test.
- Bringing "cheat sheet" material into a test situation without explicit permission, i.e., open book test.
- Providing answers to other students while taking a test.
- Sharing the content or answers on a test you've taken with those who have yet to take the test.

Cheating when using technology is…

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

  *Published material includes, but is not limited to, books, articles, web sites, and software.

Committing forgery is…

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

Working in teams/collaborating

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

Consequences for cheating, copying, forgery, and plagiarism

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

Consequences because of cheating may include:

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

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

ARTIFICIAL INTELLIGENCE

Artificial Intelligence, (AI) is included in our instructional programs at JJMS. Teachers will determine the level of input of AI allowed before submitting any homework or classwork. Not following the teacher's expectations can result in Academic Dishonestly and a lowered grade.

ATTENDANCE PROCEDURES

Direct Link: KLSD Comprehensive Student Attendance Policy

Regular attendance at school is essential for a student to achieve success. All absences must be reported in Visitor Aware.

Access at: klschools.org → Families → Report Absence/Dismissal Change.

- CLICK here for step-by-step instructions.
- Direct Link to Visitor Aware Sign-In Page

When the student returns to school:

- Send a written note with the reason and dates of the absence when your child returns.
- Absences are marked illegal until the note is received.

Excused absences

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

Unexcused absences

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

Lateness to school

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

Lateness to class

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

BEFORE SCHOOL AND AFTER SCHOOL PROCEDURES

All students are invited to participate in after-school activities.
For bus times and bus run information, please click here.

ARRIVAL

Drop Off:

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

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

School arrival

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

DISMISSAL

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

- Students will be dismissed from school at 2:43 pm.
- For pick-ups after 3:00 p.m., students must meet their ride at the JJMS main entrance circle. Students will stay in the building so that they are supervised.
- Most after-school activities begin at 2:50 p.m. Activities end at different times.
    - Extra help will end at 3:25 p.m.
    - Most clubs end around 3:50 p.m.

BUS PASSES

Bus passes are only required for students who would like to ride a bus other than their own or be let off at a different stop. Parents must report the bus change request by using Visitor Aware by 1:00pm. To do so, parents/guardians will log in using the email on file in Infinite Campus to report the change. This site can be easily accessed at klschools.org under Families > Report Absence. See the CLICK here for step-by-step instructions.

Bus change requests after 1:00pm parents/guardians will need to call the main office at 914-763-7500 #2.

Students can pick up their bus pass up from the main office before leaving the building or the student will not be allowed to make the desired change.

WALKING OFF CAMPUS

At the end of each day, students will be permitted to walk off campus* without a note. Once students leave campus, they are not permitted to return to campus for any reason unless accompanied by a parent/guardian.

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

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

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

Late Buses:

Students participating in extra help and/or clubs may take the modified after-school bus home at 4:15 p.m. or 5:00 p.m. or get picked up.

Please note: The 4:15 p.m. and 5:00 p.m. activity buses have different routes than the normal bus, and the stop is likely to be farther away from your home. The 4:15 and 5:00 bus routes are also different from each other. Please make sure your child knows both bus route assignments.

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

Early Dismissal

Students should be in school for a full day of school except in the rare case when it is impossible to arrange appointments outside of school hours.

  - Early Dismissal requests must be made in Visitor Aware by 1:00pm.
  - Access at: klschools.org → Families → Report Absence/Dismissal Change.
  - Log in with the email on file in Infinite Campus.
  - Step-by-step instructions available via "CLICK here."
- **After 1:00pm**
  - Call the main office at 914-763-7500 #2 for dismissal requests.
- **Parents must sign children out at the greeter desk before leaving.**

After-School Supervision

- Students may remain after school for school sponsored activities.
- Students must always be under the direct supervision of a staff member if they stay on our campus.
- Students are never permitted in any unsupervised campus locations. For example, students may not congregate on the track, back field, or sports fields while after-school activities are in session.
- Students who leave campus will not be allowed to return unless accompanied by a parent or guardian.
- Students staying to cheer for a classmate at an after school athletic activity will need to attend an activity of their own while they wait for the game to begin.
- Students who show a pattern of not being able to follow these expectations will lose the privilege to stay on campus after school.

*If we receive word that a student is not representing school well when they walk off campus, the student's privilege of walking off campus will be revoked and the student will be expected to go home directly after school.

BATHROOM USE

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

BEHAVIORAL EXPECTATIONS

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

Students must comply immediately with directives from all staff, **including administrators, teachers and monitors,** who supervise hallways, the dining room, and recess areas. Students who question whether a

directive from a staff member was reasonable may discuss the matter with the staff member or an administrator *after* they have complied with the directive.

JJMS EXPECTATIONS – THE THREE BES

	Be Safe	Be Respectful	Be Responsible
Classroom	• Keep your body, objects, and unkind words to yourself • Speak up if you see something	• Think before you act • Treat others the way you'd like to be treated • Include others • Try to understand others' perspectives by asking questions	• Be on time with what you need • Be an active learner and listener • Take accountability for yourself and your learning • Learn from your mistakes • Be honest

Recess and PE: Students are expected to play safely and respectfully. Tackle football is not permitted during PE or recess. Aggressive play, roughhousing, or behavior intended to embarrass or humiliate others may result in disciplinary action, including detention or suspension from school.

JJMS EXPECTATIONS – THE THREE BES

	Be Safe	Be Respectful	Be Responsible
Lunch	• Walk when inside JJMS Building • Follow Seating Rules at Tables • Be seated unless you are getting food or throwing things away	• Chew - Then Chat • Only eat your own food • Listen to directions the first time they are given	• Clean up after yourself • Work with friends to clean up table • Wait to be dismissed
Recess	• Be kind with your words and your actions • Keep hands, feet, body, and unkind words to yourself • Stay within assigned areas at the field	• Practice good sportsmanship • Listen to directions the first time they are given • Share equipment with others	• Share and take turns • Stop playing and return equipment when you hear the whistle • Take care of the equipment

Unintended Consequences

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

Disruptive and/or uncooperative classroom behavior

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

Reporting Incidents

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

DASA LINK

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

BELL SCHEDULE

JJMS REGULAR BELL SCHEDULE

Grade 6	
Lockers	**7:55 – 8:05**
Period 1	8:05 – 8:49
Period 2	8:49 – 9:31
Period 3	9:31 – 10:13
Recess / Lunch	10:13 – 11:13
Period 4	11:13 – 11:55
Period 5	11:55 – 12:37
Period 6	12:37 – 1:19
Period 7	1:19 – 2:01
Period 8	2:01 – 2:43

Grade 7	
Lockers	7:55 – 8:05
Period 1	8:05 – 8:49
Period 2	8:49 – 9:31
Period 3	9:31 – 10:13
Period 4	10:13 – 10:55
Recess / Lunch	10:55 – 11:55
Period 5	11:55 – 12:37
Period 6	12:37 – 1:19
Period 7	1:19 – 2:01
Period 8	2:01 – 2:43

Grade 8	
Lockers	7:55 – 8:05
Period 1	8:05 – 8:49
Period 2	8:49 – 9:31
Period 3	9:31 – 10:13
Period 4	10:13 – 10:55
Period 5	10:55 – 11:37
Recess / Lunch	11:37 – 12:37
Period 6	12:37 – 1:19
Period 7	1:19 – 2:01
Period 8	2:01 – 2:43

JJMS TWO-HOUR DELAY SCHEDULE

Grade 6	
Lockers	**9:55 – 10:05**
Period 1	10:05 – 10:36
Period 2	10:36 – 11:07
Period 3	11:07 – 11:38
Lunch	11:38 – 12:09
Period 4	12:09 – 12:40
Period 5	12:40 – 1:11
Period 6	1:11 – 1:42
Period 7	1:42 – 2:13
Period 8	2:13 – 2:43

Grade 7	
Lockers	9:55 – 10:05
Period 1	10:05 – 10:36
Period 2	10:36 – 11:07
Period 3	11:07 – 11:38
Period 4	11:38 – 12:09
Lunch	12:09 – 12:40
Period 5	12:40 – 1:11
Period 6	1:11 – 1:42
Period 7	1:42 – 2:13
Period 8	2:13 – 2:43

Grade 8	
Lockers	9:55 – 10:05
Period 1	10:05 – 10:36
Period 2	10:36 – 11:07
Period 3	11:07 – 11:38
Period 4	11:38 – 12:09
Period 5	12:09 – 12:40
Lunch	12:40 – 1:11
Period 6	1:11 – 1:42
Period 7	1:42 – 2:13
Period 8	2:13 – 2:43

JJMS THREE-HOUR DELAY SCHEDULE

Grade 6	
Lockers	10:55 – 11:05
Period 1	11:05 – 11:28
Period 2	11:28 – 11:52
Period 3	11:52 – 12:15
Lunch	12:15 – 12:45
Period 4	12:45 – 1:09
Period 5	1:09 – 1:32
Period 6	1:32 – 1:56
Period 7	1:56 – 2:19
Period 8	2:19 – 2:43

Grade 7	
Lockers	10:55 – 11:05
Period 1	11:05 – 11:28
Period 2	11:28 – 11:52
Period 3	11:52 – 12:15
Period 4	12:15 – 12:39
Lunch	12:39 – 1:09
Period 5	1:09 – 1:32
Period 6	1:32 – 1:56
Period 7	1:56 – 2:19
Period 8	2:19 – 2:43

Grade 8	
Lockers	10:55 – 11:05
Period 1	11:05 – 11:28
Period 2	11:28 – 11:52
Period 3	11:52 – 12:15
Period 4	12:15 – 12:39
Period 5	12:39 – 1:02
Lunch	1:02 – 1:32
Period 6	1:32 – 1:56
Period 7	1:56 – 2:19
Period 8	2:19 – 2:43

BUS ETIQUETTE

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

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

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

BOOK BAGS/BACKPACKS

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

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

- KLSD-issued device
- Headphones

- Notebook/s (as needed)
- Writing utensils (as needed)
- Folder/s (as needed)
- Lunch
- Independent Reading Book
- Water Bottle

CELL PHONES and AIRPODS/HEADPHONES

Cell Phones

Students are **not permitted to use cell phones or smart watches during the school day** (8:05 a.m.-2:43 p.m.). Cell phones and smart watches must be **turned off during the school day and left in the student's locker.**

Parents: Please do not engage in text conversations with your children during the school day. We have seen this become a major distraction for students at school as it disrupts student learning during the day. There is also growing evidence that this is detrimental to students' emotional wellness-especially when at school.

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

Students with cell phones or other electronic devices visible and/or on will be collected and turned into the main office.

- First Offense: Students will receive a warning and have their cell phones or other electronic device confiscated and returned to them at the end of the day. Email to go home to parents.
- Second Offense: The second time a cell phone or other electronic device is confiscated, a parent or guardian must retrieve the phone/device during regular school hours.
- Third Offense: The third time a cell phone or other electronic device is confiscated, a parent or guardian must retrieve the phone during regular school hours AND students will be required to hand in their cell phone or other electronic device in the main office before going to period 1.

AirPods or Headphones

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

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

LAND LINE TELEPHONES

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

CLOSINGS / DELAYED OPENINGS / EARLY DISMISSALS

School is in session except during hazardous weather conditions or if a school building is unsafe. Families

will receive an automated phone call (Connect Ed) and an email notifying them of a school closing or delayed opening. Radio stations WVIP – 1310 AM (106.3 FM), WHUD – 100.7 FM, WINE – 95 AM, WDJF-107.9 FM, WFAS – 1230 AM (103.9 FM) carry school closing notices beginning at approximately 6:00 a.m. The best way to be informed of school closings is to consult the district's website https://www.klschools.org/

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

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

COMMUNICATION TO STUDENTS AND FAMILIES

JJMS sends regular (usually weekly) communication home to families. JJMS also uses its website, email, Connect Ed, Schoology and other appropriate means to communicate with parents. The PTO regularly publishes important information to parents. Families should ensure that the school, the PTO, and staff members with whom they interact regularly have up-to-date email addresses for them. Parents are reminded to consult the school's website and their own email accounts for messages. Campus Parent Website

COMMUNITY BUILDING CIRCLES

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

DINING ROOM/CAFETERIA- INFORMATION AND EXPECTATIONS

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

BREAKFAST:

- Students who participate will enter the building during arrival time (beginning at 7:50 a.m.) and go directly to the cafeteria.
- "Grab and Go" breakfast bags will be available. Sample items include a bagel, muffin, or breakfast bar along with a piece of fruit with a choice of milk.

- Students will bring their "Grab and Go" breakfast to eat in their first period classroom.
- Monthly Menus are available on the website.

LUNCH:

- Students will enter the lunchroom when their grade level eats.
- If buying lunch, students should wait in line and have their PIN memorized for the cashier.
- Students will bring their lunch to their table in the cafeteria.

Monthly Menus are available on the website.

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

In the dining room students are expected to:

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

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

Lunch Passes/Movement:

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

DRESS CODE

According to the KLSD Code of Conduct Article VI:
All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other District personnel should exemplify and reinforce

acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. At all times, dress must be safe, appropriate, and not disrupt or interfere with the educational process.

A student's dress shall:

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

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

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

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

EARLY DISMISSAL

Students should be in school for a full day of school except in the rare case when it is impossible to arrange appointments outside of school hours. **Parents are required to sign their children out at the greeter desk before the child may leave the school.**

THE PARENT MUST GIVE WRITTEN PERMISSION, STATING THE DATE AND REASON FOR SUCH A DISMISSAL through the dismissal manager Visitor Aware. Same-day entries need to be entered by 1pm.

EXTRA HELP

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

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

GRADING/ASSESSMENT

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

- Interim Reports - Four times a year (once per quarter)
- Report Cards - Four times a year (once per quarter)

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

Grading

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

A+	97 – 100	(98)
A	93 – 96	(95)
A-	90 – 92	(92)
B+	87 – 89	(88)
B	83 – 86	(85)
B-	80 – 82	(82)
C+	77 – 79	(78)
C	73 – 76	(75)
C-	70 – 72	(72)
D+	67 – 69	(68)
D	65 – 66	(65)
F	Below 65	(60)

6th Grade, 7th Grade	Alphabetic Grades
8th Grade	Numeric Grades

8th Grade Students: Drops and Transfers from Accelerated Courses

Students wishing to drop an accelerated course must do so by the end of the first trimester with the approval of the teacher and an administrator. The deadline is usually one week after the 1st trimester

report card grades come out in December. The report card grade for the first trimester would be "N.G." indicating no grade. Counselors will do their best to limit the amount of movement within a schedule if a change must be made.

HALLWAYS

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

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

HOMEWORK

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

Homework for Absentees

The first step for any absent student is checking their teacher's Schoology page.

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

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

Students who are absent (excused) for three consecutive days or more are responsible for completing work that has been sent home to them or posted online by teacher. If it was not possible to complete all the work during the excused absence, the student should complete missed work on a schedule mutually arranged with the teacher. The make-up schedule should not exceed more than half the number of days of absence. Example: Work missed during five consecutive days of absence would be made up by the end of the third day of the return to school.

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

HONOR ROLL

Honor roll is in the 7th and 8th grade only and includes a separate honor roll for each quarter.

The determination for honor roll is:

- 5 Academics (Math, English, Science, Social Studies, World Language)
- 90 or Above Average of the five classes
- No grades can be below a B- (82)

Students who make the honor roll for all eligible grading periods (All of 7th grade through 3rd quarter of 8th grade) will be eligible for the Presidential Academic Award upon completion of 8th grade.

LIBRARY BOOKS AND TEXTBOOKS

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

LOCKERS

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

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

LOCKER DECORATION

Practice for students who want to decorate a locker:

It must be done between 7:50 and 8:05am. Students may not decorate lockers after school unless they are approved and supervised by a team teacher. Students will check in with Harry at the front desk and give the following information:

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

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

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

LOST AND FOUND

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

Any items still in the Lost and Found in December and August will be sent to a local clothing drive location.

MASK WEARING

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

NURSES' OFFICE

Accidents and Illness / Health Services / Physical Exams

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

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

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

Accidents and/or illnesses during the school day must be reported to the school nurse. Students may not use their cell phones to contact parents before meeting with the nurse. The nurse will evaluate the child's condition, administer first aid, and, if necessary, contact the parent. If any students sustain an

injury outside of school, the nurse should be consulted prior to their return to determine any impact in their participation in school activities. **Students excluded from PE due to health or accident concerns are also excluded from recess, athletic teams, and intramural participation. Medical notes are needed for the use of crutches, a wheelchair, etc.** Medical notes need to be submitted every 30 days for "until further notice" restrictions.

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

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

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

Other reminders:

- Medication orders need to be renewed every school year

A parent may write a one-day PE note. An MD note is required for further restriction.

PARENT INFO

The JJMS Team structure provides the opportunity for parents to make direct connections with the entire team of teachers for grades 6-8. Conferences can be scheduled by contacting the team leader via phone/email/etc. Teachers not on teams may be reached by email or by calling the school and connecting to that teacher's voice mail.

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

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

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

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

the work.

PROMOTION TO NEXT GRADE

ELEMENTARY (GRADE 6): Students are promoted when they demonstrate appropriate progress. At the elementary level decisions to promote occur after a careful review of the child's social, emotional, academic and physical development.

SECONDARY (GRADE 7&8): Students are promoted when they demonstrate appropriate progress. At the secondary level, in addition to a careful review of the child's social, emotional, academic, and physical development, promotion from one grade to the next shall be contingent upon successful completion of classroom academic work and state assessments and accumulating a sufficient number of credits within specific sequences.

RETENTION

Decisions to retain a child are made on a case-by-case basis. Before a child is retained, there shall be a case conference involving but not limited to the teacher, Principal, school psychologist, and parent/guardian. Factors to be considered include but are not limited to teacher recommendation; classroom achievement; standardized test scores; social, emotional, and physical development; results of the family conference; and, for identified students, recommendations by the Committee on Special Education. If consensus cannot be reached at the case conference, the decision of the principal shall be final.

When a child is retained, the principal, teacher, and other staff as appropriate will develop a specific instructional program for the child detailing how the program will be tailored to accommodate the child's unique needs.

RECESS

Students are expected to engage in play that is safe and considerate of those around them. As an example, tackle football is not permitted during recess. Aggressive play, roughhousing, or engaging in behavior intended to embarrass or humiliate others will lead to disciplinary action that may include detention or suspension from recess or school and/or a restorative conference.

Monitors are at all locations during the recess portion of the lunch/recess period to assist with maintaining a safe environment. Students are expected to comply with directions given by monitors. Failure to comply may result in suspension of recess privileges or other consequences.

SPECIAL SERVICES

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

If your school-age child is having difficulties in school, first talk to his or her teacher. Schools provide a range of support within the general education setting, including academic and behavioral interventions, counseling, speech and language support, instructional accommodations and modifications, and other services through the district's Multi-Tiered System of Supports (MTSS).

If, after discussing concerns with your child's teacher and school team, you believe your child may have a disability that is affecting their educational progress, you may submit a written referral to the Committee on Special Education (CSE). A referral is a written statement asking that the school district evaluate your child to determine if he or she has a disability and needs special education services. This written statement should be addressed to the chairperson of your school district's Committee or your school principal. Upon receipt of a referral, the building principal may request a meeting with you to determine whether your child would benefit from additional general education supports that may be available. The referral may also result in the CSE sending a request for your consent to proceed with an initial evaluation of your child to help determine if they need special education services.

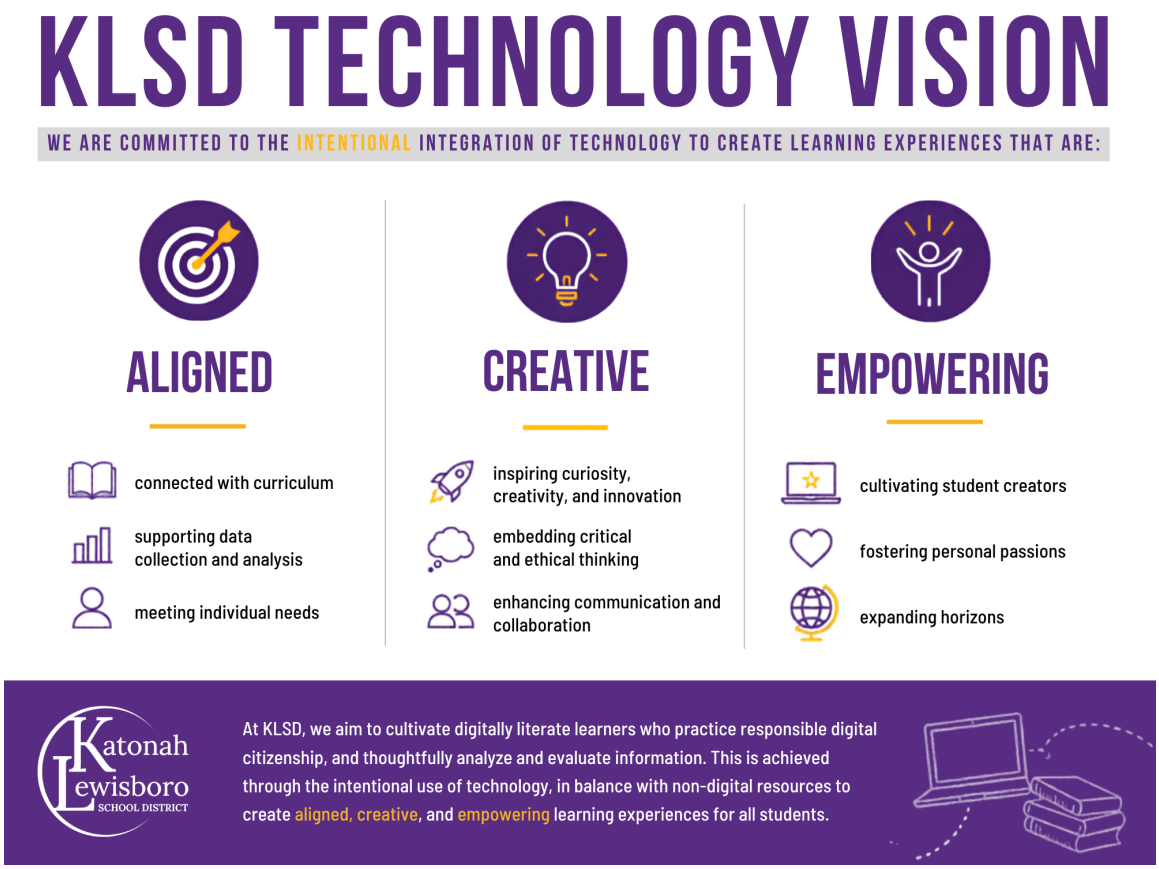
We recognize that navigating the special education process can feel overwhelming. Our team is committed to partnering with families throughout the process and is available to answer questions or provide additional information. Here is a link to the Special Services website for your reference.

TECHNOLOGY

Technology is one of many tools used to support teaching and learning at KLSD. This section provides an overview of our expectations help ensure district technology is used intentionally, responsibly, and in ways that support student success. In addition to what is outlined in this section, families can access up-to-date parent resources and technology guides at **klschools.org/tech**

Using Technology Intentionally

We are committed to the intentional integration of technology to create learning experiences that are:



We aim to cultivate digitally literate learners who practice responsible digital citizenship and thoughtfully analyze and evaluate information. This is achieved through the intentional use of technology, in balance with non-digital resources to create aligned, creative, and empowering learning experiences for all students.

Using Technology Responsibly

Students are expected to use district-issued technology responsibly, in accordance with the Responsible Use Policy.

Device Care

- *Case:* Keep your iPad in its protective case.
- *Screen Protector:* Leave your screen protector on. If it cracks, stop by the Tech Office for a replacement.
- *Charging:* Charge your device at home every night and bring it to school ready for learning.
- *Handle with Care:* Taking care of your iPad is your responsibility. Help keep it in good condition by

protecting it from drops, spills, and anything that could damage your device.

Responsible Use

- *Learning:* Use your iPad for school activities.
- *Respect:* Practice responsible digital citizenship and be respectful in all digital spaces.
- *Cybersecurity:* Keep your password private and protect your account.
- *Broken Devices:* Your iPad is district property. Families may be responsible for replacement costs for intentionally damaged devices, as outlined in the KLSD Code of Conduct.

VAPING, SMOKING AND TOBACCO USE

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

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

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

VISITORS

Please schedule a time to meet with a staff or faculty member before coming to school so that you are sure the person is available. Visitors must sign in with the security greeter and wait for the faculty or staff member to meet them.

JJMS cannot accommodate visiting students. Any visitor must comply with KLSD Board of Education Policies and with any expectations for health and safety.

Unexpected visitors (people who show up without a prior appointment) will need to stay with the security greeter until the proper person is available to meet them.

WATER BOTTLE USE AND CARE

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

WORKING PAPERS

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