

STUDENT HANDBOOK 2017-2018

STUDENT PLANNER

PRINCIPAL'S MESSAGE

Welcome to Dake!

We seek to maximize the excitement of being at Dake. The following pages are guidelines that will help you to be successful in this pursuit. If you have any questions about this planner's contents or about any of the policies and procedures under which we operate, please ask a teacher, a counselor, or an administrator. We are all here to make this a great experience for you!

On behalf of the entire staff, have a happy and productive school year!

PEAK PERFORMANCE

Dake has a long tradition of academic excellence. Here's how you can be successful:

- Attend school regularly and be on time for every class. This habit is important throughout your life, and we take it seriously. When you're late to school or class, arrangements will be made for you to make up the time after school.
- **Do your homework.** Teachers assign homework to build skills, provide review and reinforce new learning. It is expected that you use this planner to write down your assignments.
- **Use study halls to study.** You are expected to study during all assigned study halls. Studying contributes directly to academic success.
- Make up work when you're not in class. Any time that you are not in class, you are expected to make up missed work. If you are ill and out of school for more than **2 days**, you can request homework through the Counseling Office (336-2961). Please request by 9:00 a.m. Requests will be completed in 24 hours.
- **Ask for extra help.** If you don't understand, ask! Teachers are available before and after school and sometimes during your study hall or lunch. Remember, if a teacher asks you

to stay for extra help, it is important and you should do so.

- **Keep track of your school materials.** This planner is a good start. Keep it up to date and with you at all times. Take care of textbooks, your laptop and other materials that are loaned to you by the District. Keep your locker organized so you can find what you need. Have a regular place at home for homework.
- **Read—all the time.** Nothing helps students reach peak performance more than reading. Visit the Dake and local libraries frequently.
- **Write frequently.** Writing is a process that helps to develop thinking skills. Take notes or write summaries as you read, pen a letter to a friend, and capture your dreams in a journal.

RECOGNITION

We hope that you'll work hard and do well because it's the right thing to do, but at Dake you also will be recognized by others for your success.

- **Honor Roll-** After each marking period, parents of students who earn honor roll status will receive a letter of congratulations. In addition, your name will appear in The Irondequoit Post. Criteria for honor roll include:
 - an average of 90.0% or above for high honors
 - an average of 85.0-89.9% for honors
 - no grade lower than a 75%
- **Awards Ceremony-**At an evening program in May, awards are presented to students in the areas of academics, athletics, citizenship, and service. A letter of invitation is sent to all recipients and their parents. Some of the special awards are:
 - The Dake Citizenship Awards- Two students from 8th grade will receive this

prestigious award for achievement in American history and excellence in citizenship.

- The Presidential Award for Educational Excellence-This prestigious national award is presented to 8th graders who have maintained an average of 90% or above during the first six quarters of their attendance at Dake, with good effort grades.
- The Presidential Award for Educational Achievement-This award is presented to 8th graders who have demonstrated consistently high academic achievement and/or shown great academic improvement throughout the school year.
- The Mary Krager English Award- This award celebrates a former Dake English teacher and recognizes excellence in English Language Arts, especially in the area of creative writing.
- Athletes of the Year-Several 8th grade students are honored for outstanding performance and excellent sportsmanship in athletics throughout the year.
- Academic Awards-Departments within the school sponsor special awards to outstanding students.
- Service Awards-Students who contribute to the school throughout the year are recognized for special efforts.
- The Justin Kuhn Spirit of Dake Award-Certificates are presented to one 7th grade and one 8th grade student who demonstrate the spirit of cooperation, friendliness, and individual effort that we encourage at Dake. Winners are nominated by their peers.

STUDENT SUPPORT

Seventh and eighth grade is a time of great change—physical, emotional, and intellectual. Students often have questions and concerns that should be shared with a caring adult. All the adults in the building care about kids and are

there when you need them, but one of the most significant resources for students is your school counselor. Counselors help you to:

- Succeed in your academics
- Understand yourself, your abilities, your interests, and your aptitudes
- Develop decision-making and problem-solving skills
- Improve relationships with peers
- Set and achieve realistic goals
- Increase your self-esteem
- Plan for your future

You can meet with your school counselor alone, with your parents, with one or more of your teachers, or with small groups of students who share the same interests or concerns.

During 8th grade, school counselors help you plan your high school program of studies. Using your report cards, progress reports, teacher recommendations, and standardized test scores, counselors assess your individual ability, achievement, and work habits. When your high school schedule is designed, your parents will sign it along with your counselor.

Sometimes school counselors refer students to other Special Services Personnel. These are friendly, helpful specialists with skills that may be of particular assistance to you:

- The school psychologist who provides educational testing or counseling.
- The social worker who is a link among the home, school, and community resources.
- The speech/language therapist who offers clinical assistance in the areas of speech and language processing.

RESPECT AND RESPONSIBILITY

At all times, you should respect yourself, your work, other people (students and staff), materials, and the school building. You will be reinforced for consistently meeting these expectations through formal and informal recognition, positive communications to parents, progress reports and report card comments, and special awards and events.

When students do not meet expectations per the **West Irondequoit Central School District's Code of Conduct** they must be prepared to deal

with consequences. In responding to student misbehavior, staff members apply a range of consequences which is dependent upon the severity of the incident and the disciplinary history of the individual student. Responses include, but are not limited to:

conferencing with the student, conferencing with the student and a parent, conferencing with the student and a teacher; team meeting; after school detention; removal of student privileges; lunch detention; community service, Detention Study Hall; removal from school for the balance of the instructional day; referral to the Student Services team for review, counseling, and/or intervention by appropriate support personnel; alteration to daily schedule; in-school suspension; out of school suspension, followed by a readmittance conference with parent/guardian; Superintendent's Hearing.

Teachers, counselors, and administrators first will work with students and their parents to identify the behaviors that are interfering with Dake School expectations. They will define unacceptable student behaviors as follows:

- **Insubordination** – Failure to comply with the reasonable request of any adult
- **Truancy** – Absence from school or classes without adult knowledge or consent
- **Vandalism** – The defacing or destruction of any property, including (but not limited to) books, desks, walls, lockers, equipment
- **Theft** – Possession of other people's property (money, clothing, supplies, food, books, etc.) without permission
- **Abusive language** – Swearing or the use of words meant to hurt or demean another person
- **Verbal, sexual, and/or physical harassment** – Disrespectful behavior, such as bullying, pushing, intimidating, purposefully scaring, threatening, making inappropriate comments, gestures, or unwanted physical contact. Electronic communication that is hurtful and/or threatening is also included.
- **Threats or Disruption** – Threats or disruptions that effect the health and safety of a large group or individuals will not be tolerated. Person(s) responsible for such threats will be

suspended for five days with a request for a Superintendent's Hearing and a long term suspension. Police will also be involved.

- **Disorderly conduct** – Pushing, shoving, throwing objects (including snowballs), blocking halls, stairs or doorways, slamming lockers/doors, and similar actions.

For the following actions that clearly endanger the health, safety or welfare of others, specific steps will be followed:

- **Possession, sale or use of a weapon**
No person shall have in his/her possession on school district property any object, whether licensed or not, that can reasonably be considered a weapon and which could be used to inflict any physical harm, property damage, and/or disturbance of the public order. This prohibition shall also include any object which would reasonably be considered a realistic facsimile of a weapon or specialized training a person has in the martial arts. Possession of any such weapon will result in immediate parent contact, automatic out-of school suspension, and Irondequoit Police Department involvement, if appropriate. Possession or use may result in a request for a Superintendent's Hearing and a possible long-term suspension. (see District Policy #3411, #7360, #7361)
- **Fighting** -will result in immediate parent contact and significant consequences.

Possession, distribution or being under the influence of alcohol and other drugs

Policy and Regulation 7320 defines alcohol and other drug use as consumption, distributing and/or selling, use and/or possession, including possessing the paraphernalia (including e-cigarettes) for the use of such items. When used inappropriately, prescriptions and/or over the counter medications are considered "other drugs." "Prohibited substances" include not only alcohol and illegal drugs, but also other substances that can cause mental or physical impairment, including synthetic marijuana and hallucinogenic plants.

Possession and/or being under the influence of alcohol and/or other drugs will result in immediate parent contact and automatic

suspension. **All will be deemed violations of this policy.** In all cases of possession or being under the influence there will be a five day suspension from school, plus a request for a Superintendent's Hearing for a long term suspension. Past practice for the 1st offense has been for students to be suspended for 15 weeks. "Under the influence" is defined by the school administrator with consultation from our school nurse. It is the decision of the school administrator whether a student is "under the influence."

In cases of multiple offenses for possession or being under the influence of alcohol and/or other drugs, a suspension of 40 weeks will occur. Distribution of alcohol and/or other drugs will result in immediate parent contact and automatic suspension. In all cases there will be a five day out of school suspension plus a request for a Superintendent's Hearing. A suspension of 40 weeks will occur for the distribution of alcohol and/or other drugs.

Because no form of smoking is allowed anywhere on school grounds, cigarettes, chewing or other tobacco products, paraphernalia, matches or lighters are not to be carried by students. School employees will confiscate these items and other contraband—such as fireworks,—that are in student's possession. Further disciplinary consequences may occur. The administration also reserves the right to deem other offenses, terms or substances not explicitly listed here as violations of the policy.

Gum and hats

Gum and hats are a privilege. They will be allowed in certain sections of the building. This privilege will be provided with the expectation that students will act responsibly. If gum and/or hats are not used appropriately, the principal will suspend these privileges until deemed necessary. Faculty will decide to allow/not allow gum and hats in their specific classroom and will communicate their expectation to students. Teacher decisions regarding gum and hats will be supported by the administration. It is expected that students will rise to the occasion and respect the individual teacher's decision based on that teacher's professional judgment.

Book bags

Large book bags must be left in student lockers (includes large purses). Students are expected to

use their lockers to organize and store their belongings during the school day.

Electronic devices

Electronic devices will be permitted in the cafeteria for lunch and before and after school in general areas (hallways and cafeteria). However, electronic devices should not be worn in the hallways during school, but carried by hand if a student is going to a place where they're allowed to be used. Dake Junior High School is not responsible for the security of devices, such as but not limited to MP3 players, iPods or cell phones that students bring to our school.

Cell phones

Cell phones are considered to be a disruption to the learning environment here at Dake. For this reason, cell phones are to be completely turned off, and they may ONLY be used before homeroom and after school.

Laser pointers

Laser pointers are not allowed at Dake.

Personal appearance

We expect your clothing to be neat, clean, safe, and appropriate for a work environment.

Clothing which displays words, pictures, or logos associated with tobacco, alcohol, or other drugs is inconsistent with our work with students and is not acceptable. We ask students to avoid wearing articles that mention or allude to sex, violence and all forms of profanity. In addition, the following criteria are also expected to be met:

- Clothing should not expose the midriff, chest areas or undergarments. Tube tops, bare shoulders and excessively "sagging" pants or shorts are not appropriate for school.
- Excessively short shorts or skirts are not permitted.
- Clothing, headwear or colors that signify gang affiliations are not allowed.
- Any article of clothing or accessory that presents a potential risk to student safety is prohibited as well as articles of clothing that distract others and interfere with the learning environment.

This list is not all-inclusive, and is offered only as a guideline. Other restrictions may also be added during the year. The administration and

staff reserves the right at any time to determine what is appropriate, offensive, unsafe, and/or disruptive to the educational process.

DAKE POLICIES

SCHOOL ATTENDANCE

School attendance is a major key to student success. It includes daily attendance, timeliness to school and timeliness to classes. Research shows that absences for entire days, parts of days, or parts of classes that occur more than 90% are detrimental to learning.

Daily Attendance

If individual students develop a pattern of missing a class, teachers will call home and notify the Assistant Principal. If attendance continues to be an issue, a plan will be put in place between the student, school and home. If attendance does not improve, then it may be necessary to involve outside agencies.

Timeliness to School

Timeliness to school will be monitored through close communication between teachers, school counselors and administrators. Examples of close monitoring include a warning by the homeroom teacher for being late 1-2 times, or the student held after school by the homeroom teacher for being late 3-4 times, plus a phone call home. If individual students develop a pattern of coming late to school, then administrators should also be notified. If the student is not meeting responsibilities, then the administrator will work with the student, the parents, the school counselor and the student's team to change this behavior. If the behavior does not change, then a more intense plan of action may be put in place. If parents are bringing students to school late, then parents will be notified and problem solving will occur. If timeliness continues to be an issue, a plan will be put in place with connections emphasized between school and home.

Timeliness to Classes

If a student is late to class without a pass or a legitimate excuse, the student should receive a warning. If he or she is late a second time, that student should meet the teacher either after school that day or before school the next day. If the student fails to show for the particular teacher, the teacher should fill out an information sheet.

If the student has multiple classes he or she is late for, it is the student's responsibility to make a plan for staying after or coming to school early. Students who have a pattern of lateness that is not improving will be dealt with through the discipline spectrum as well as through problem solving with the administrator, school counselor, team and parents.

A parent or guardian should call the Attendance Office (336-3100) before 9:00 a.m. if you will not be in school to let us know that you are legitimately absent. If we don't hear from your parents, we will call them to find out where you are. You will be released from school during the instructional day only to a parent or guardian unless we have explicit instructions (from your parents) to release you to another responsible adult.

If you are missing school for an extra curricular school event you must meet with your teacher and meet the expectations of your teacher regarding making up missed work. **Please be advised that in order to be eligible for all after-school, co-curricular and weekend activities and events (i.e. sports, clubs, dramas, dances, etc.), students are expected to be on time to school and attend all classes every day. An unexcused absence on the day of or the day prior to a weekend or holiday activity will cause the student to be excluded from participation. Emergency or extraordinary situations that require a late arrival to school or an absence from school must be cleared with an administrator. Unexcused tardiness on the morning after an event is also prohibited. A student who has been suspended may not be involved as a participant in any school activity until the first school day following the completion of suspension.**

HONESTY POLICY

Honesty is highly valued at Dake. Cheating, whether on tests, quizzes, or school work is inherently dishonest. Moreover, it is an invalid assessment of what a student knows and does not know and can impede the educational process. The following policy on cheating, developed by the Dake staff, is intended to promote every student's Peak Performance:

- **Copying homework or classwork:**
Student will receive no credit for homework.

- **Cheating on quizzes:** Student will receive a zero and be assigned to after-school detention for two hours. Teacher will contact home.
- **Cheating on tests:** Student will receive a zero and be assigned to after-school detention for two hours. Teacher will contact home.
- **Cheating on final exams:** Student will receive an automatic zero on the exam which will be averaged as the final exam grade in the subject area.

A student who is guilty of complicity in cheating (that is, allowing another student to copy homework or see answers on a test) will receive the same consequences as the student who copies.

MORNING ARRIVAL

Doors to the school open to students at 7:00 a.m. Students who arrive at school between 7:00 and 7:45 must enter through the south entrance leading to the cafeteria or the main entrance. Once inside, students must report directly to the cafeteria where they may study, socialize, and/or purchase breakfast type foods (served and eaten only in the cafeteria). At the 7:45 bell, students may go to their lockers, greet friends, and prepare for homeroom that begins at 7:53.

AFTERNOON DISMISSAL

Period 9, the last instructional period of the school day, ends at 2:57 p.m. Students have until 3:15 to go to their lockers, socialize with friends, check on homework assignments, ask a teacher a question, and head for home. After 3:15, students who are on school grounds must be under the direct supervision of an adult (teacher, coach, or other staff member) to insure their safety.

GETTING TO AND FROM SCHOOL

Students are expected to follow school expectations outlined in the **West Irondequoit Code of Conduct** as students commute to and from school.

Parents should know how their child gets to and from school every day. Share with your family the route you take.

Bikes

Bicycle racks inside a locked cage are provided outside the cafeteria entrance. Always lock your

bike in the rack. Remember to wear a helmet and observe all safety rules when traveling to and from school.

Skateboards and rollerblades

Students are permitted to come to school and leave school using skateboards and roller blades. However, use of these devices for recreational purposes before, during and after school is not allowed. Students will be reminded not to do this if it occurs. Students who need multiple reminders will have their skateboards and roller blades taken away, as well as having possible discipline action.

Bus travel

Students who live two or more miles from school qualify for district transportation. Students who wish to ride the bus but who do not qualify for passes may pay bus fare and travel on the RTS buses.

Safety precautions should be taken when riding the RTS buses, such as: waiting for buses to come to a full stop before getting on or off, staying seated at all times while the bus is moving, and following drivers' instructions.

LUNCHTIME EXPECTATIONS

The cafeteria is a place where students can eat lunch in an orderly and relaxed atmosphere. Students may choose their own tables, and then will be expected to remain at those places. Staff members may change student seating arrangements as needed. Remember these important points:

- You are expected to stay at your seat and not move from table to table. This helps to develop consistency with the students and staff in regard to establishing daily seating arrangements.
- Disruptive behavior and food throwing will not be tolerated.
- All students seated at a table share the responsibility of maintaining a clean area. Being asked to pick up litter is a reasonable request.
- Saving places or cutting in the serving lines is unfair; please wait your turn.
- You are discouraged from borrowing food or money from other students. In an emergency, see the Cafeteria Supervisor.

- If you need to see a teacher during lunch, be sure to get a pass ahead of time.
- Extra food and ice-cream may be purchased until approximately ten minutes before lunch period ends.
- At the conclusion of the lunch period, wait for a Cafeteria Supervisor to dismiss your table before getting up from your seat.

PERSONAL PROPERTY

The school is not responsible for lost or stolen property. We will attempt to provide reasonable help. If administrators or teachers confiscate a student's property it will be returned by calling parents and having them pick it up.

OTHER THINGS TO KNOW ABOUT DAKE

- Adult visitors to the building must sign in the Main Office, receive and wear a name tags, and sign out before leaving.
- A hall pass is required any time a student is anywhere other than where he/she is assigned to be. Hall passes are available in the back of this planner.

EXTRACURRICULAR OPPORTUNITIES

A large number of activities are available to you as a Dake student.

SAMPLES OF CLUBS/ACTIVITIES:

Natural Helpers Geography Bee
 Cable Club Snow Sports Club
 Dake Musical Odyssey of Mind
 Yearbook Club Peer Mediation
 Principal's Advisory Group Art Club
 Student Government

Interscholastic Sports:

Field Hockey Football
 Soccer Cross Country
 Swimming* Basketball
 Volleyball Wrestling
 Baseball/Softball Lacrosse
 Track & Field Tennis

***Available at the JV Level ONLY.**

Students who participate in any of these activities should read and understand the District's Co-Curricular Participation Policy; Copies are available in the Main Office.

IMPORTANT PHONE NUMBERS:

Main Office 342-2140
 Guidance Office 336-2961
 Health Office 336-2964
 Attendance Office 336-3100

DAILY SCHEDULE FOR 2017-2018

Homeroom 7:53-- 8:07
 Period 1 8:07-- 8:49
 Period 2 8:53—9:35
 Period 3 9:39—10:21
 Period 4 10:21—11:07
 Period 5 11:11—11:53
 Period 6 11:57—12:39
 Period 7 12:43—1:25
 Period 8 1:29—2:11
 Period 9 2:15—2:57

CO-CURRICULAR PARTICIPATION POLICY

(BOE) Approved: 4/06

A. PHILOSOPHY: The ultimate purpose of education in West Irondequoit is to provide for the full implementation of the Plan for Peak Performance. Within that context, each student becomes responsible for his/her academic performance and social behavior, including a chemical free life style. In partnership, school and parents will monitor each student's progress and work together when commendations, adjustments, and/or discipline are needed.

Co-Curricular involvement is an integral part of the total educational program since it forms a connection between the student and the school community and nurtures each students' special interests and abilities. Co-curricular participation is an honor; it is also a privilege.

Note that although these co-curricular rules are in effect during the time of student co-curricular participation unless otherwise noted, it is expected that each student will make a commitment to life-long learning, good citizenship, and a chemically healthy lifestyle at all times.

B. STANDARDS: In order to be eligible for co-curricular participation at the secondary level, a student must:

1. Be enrolled in 5 academic classes plus physical education. (Any exception here must be approved by the building principal).
 2. Have not failed more than 2 courses the quarter prior to current involvement. (Does not apply to 1st quarter 7th graders or to major one-time activities such as the Junior Prom, the Senior Ball, the Senior Banquet, and Commencement).
 3. Remain chemically free.
 4. Not participate in any type of hazing or harassment type activities as **defined in the in the student handbook.**
 5. Meet all attendance requirements as stated in the student handbook.
 6. Exhibit acceptable social behaviors and citizenship.
- * Candidates for Student Council and Class Government must meet all standards of the Co-Curricular Policy. The opportunity for probation is not available. Candidates must also be passing all courses in the quarter **prior** to the election with an overall average of no less than 70%.

C. PENALTIES:

1. Warnings may be given at any time an activity advisor/coach or administrator feels one is necessary.
2. **Probation** will result if the student has:
 - a. 2 failures
 - b. Prior quarter cumulative average of less than 70
 - c. Unacceptable behavior of a minor nature as defined in the student handbook.
 - d. Excessive tardiness.
 - e. Multiple truancy violations.

Probation in b (above) means that a student has 5 weeks to bring his/her average up to 70. Probation in c, d, or e means that further unacceptable behavior of that nature will result in at least a one week suspension from the organization.

NOTE: Two Failure Probation: Progress at the 5 week point of the quarter following that during which the failures(s) occurred will be monitored. A form will be sent to the teachers of the courses failed by the student participant asking three questions:

- a. Are the student's assignments complete and turned in?
- b. Is the student's attendance truancy free?
- c. Is the student making an effort to improve?

If all answers to these questions are "YES", the student will remain eligible through the quarter. If both teachers have given one or more "NO" answers, the student's eligibility will cease for the duration of the quarter.

3. **Suspension** from the organization will result if the student has:
 - a. 3 or more failures in the previous quarter. (Suspension here is through the current quarter.)
 - b. Shown unacceptable behavior of a serious or chronic nature. (Suspension here is relative to the seriousness of the infraction as defined in the student handbook).
 - c. Had any confirmed* chemical use violation.
 - First Offense:** Suspension is for the duration of the season or activity in the current school year. Voluntary entrances into the *INSIGHT Program*, or another agreed upon program, may limit ineligibility to a minimum of two weeks.
 - Second Offense:** Student forfeits his/her eligibility to participate in co-curricular activities for one year to date of the infraction.
 - Third Offense:** Student forfeits his/her eligibility to participate in co-curricular activities for the duration of his/her high school career.
- ***Confirmation of use:** It will be deemed as sufficient evidence when a member of the West Irondequoit teaching, coaching or administrative staff or a recognized law enforcement agency becomes knowledgeable of any use by a co-curricular participant.
 - **Note:** The season is defined as the **first day of the month of the** first meeting or practice through the last scheduled **post season** team activity.
Note: Under this policy, possession of prohibited substances or paraphernalia is deemed the same as use and is a violation.

SPECIAL NOTES

1. An organization may adopt more stringent policies, with approval of the Building Principal.
2. Active enforcement of rules by parents, all school personnel, friends and peers is encouraged.
3. Parents are encouraged to support the no-use code and to sponsor chemical free functions for their children (i.e. video parties, cast parties, end of the season celebrations, etc.).
4. Organization advisors/coaches will monitor their students' progress throughout the season.
5. All probation or suspension penalties will be determined and enforced in consultation between the advisor/coach and the appropriate Director (Athletic, Performing Arts, or Activities), subject to the approval of the Principal. If in the judgment of the Principal, exceptions to the policy are in the best interest of the student and the educational priorities of the school, the Principal may make such exceptions.
6. Appeal Procedure: Any student wishing to appeal a disciplinary action must, within two days of the action, submit in writing to the Building Principal the reason(s) why the penalty should not be enforced in this case. If the building Principal feels it is warranted, exceptions may be made.

Special Note regarding major events:

The Co-Curricular Participation Policy and the IHS/Dake Promotion Policy are intended to assure to the extent possible that the programs and practices of Irondequoit High School are consistent with the school and district educational goals. The Co-Curricular Policy clearly states that participation in Co-Curricular activities is an "honor" and a "privilege." In conjunction with other policies, the Co-Curricular Participation Policy and Promotion Policy are intended to provide

educational incentives for students who approach their academic work, behavior, and attendance responsibly, and not for those who do not. Accordingly, the administration of the policies will support this intention.

The Homecoming Dance, January Semi-formal, Junior Prom, Senior Ball, Senior Banquet, Dake Dinner Dance and Graduation are open to qualified students in good standing under the Co-Curricular Policy. In certain cases, the high school and Dake administration (Assistant Principals and Principal) may need to take action to insure that the intentions of the policies remain intact. *Students are cautioned to assure that they are and will remain eligible to attend events prior to making arrangements or investments in such events.