

# STUDENT HANDBOOK 2023-2024

## STUDENT PLANNER

### PRINCIPAL'S MESSAGE

#### Welcome to Dake!

Our goal is to ensure you are supported in your academic, physical, and social-emotional growth. The following guidelines will help you to be successful in this pursuit. If you have any questions about the 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! Dake is a special place, and it is your responsibility to help keep it special. On behalf of the entire staff, have an **exciting** and **successful** school year!

### COMMUNITY VALUES

At Dake, we have four community values that guide our daily interactions. Everyone is expected to uphold these values including students, staff, and visitors.

	<b>SHARED PURPOSE</b> We are here to <b>LEARN</b>	<ul style="list-style-type: none"> <li>Be present, be prepared, and show effort</li> <li>Embrace mistakes, show growth, and progress</li> </ul>
	<b>MUTUAL RESPECT</b> We <b>CARE</b> about each other as human beings	<ul style="list-style-type: none"> <li>THINK before you speak or post</li> <li>Be accountable for your actions</li> </ul>
	<b>MUTUAL SUPPORT</b> We <b>HELP</b> each other	<ul style="list-style-type: none"> <li>Seek opportunities to help and motivate others</li> <li>Be an upstander</li> </ul>
	<b>SHARED PRIDE</b> We <b>CELEBRATE</b> our Dake community	<ul style="list-style-type: none"> <li>We are Dakers</li> <li>Applaud, encourage, and appreciate yourself and others</li> </ul>

We commit to supporting you in developing social-emotional skills based on five CASEL Competencies:



### PEAK PERFORMANCE

Dake has a long tradition of academic excellence. Here are a few tips on how you can achieve your potential:

- Attend school regularly and be on time for every class. This habit will be important throughout your life.
- Be prepared.** Teachers may assign homework to build skills, provide review, and reinforce new learning. It is expected that you use this planner to write down and keep track of your assignments and due dates.
- Use study halls or Support Study to complete work.** This will directly impact your 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 any missed work. On days you are absent, please check your work in Schoology. You can also contact your teachers when you have any questions.
- Ask for extra help.** If you don't understand, please ask! Teachers are available before and after school and sometimes during your study hall or lunch. Remember, we are all here to help.
- Stay organized.** This planner is a good start. Carry it with you at all times. Take care of books, your laptop and other materials that are loaned to you by the District. Keep your locker organized.
- Read often.** Nothing helps students reach peak performance more than reading. Visit the Dake and local libraries frequently. After reading a book, students are encouraged to submit a *Book Bucks* form to participate in

this wonderful annual event. Please see our librarian for details.

- **Write frequently.** Writing is a process that helps to develop skills. Take notes as you read, write summaries about a newly learned topic, or capture your dreams in a journal.

## RECOGNITION

- **Honor Roll-** After each marking period, parents/guardians of students who earn honor roll status will receive a letter of congratulations. Students will also receive certificates. Criteria for honor roll includes:
  - High Honor Roll with Distinction- quarter average of 95% or higher and no grade lower than a 75%
  - High Honor Roll- quarter average of 90.0-94.9% and no grade lower than 75%
  - Honor Roll- quarter average of 85-89.9% and no grade lower than a 75%
- **Awards Ceremony-** In May, awards are presented to students in the areas of academic excellence/achievement, athletics, the arts, citizenship, and service. A letter of invitation is sent to all recipients and their families.

## STUDENT SUPPORT

Seventh and eighth grade is a time of change- (physical, emotional, and intellectual.) Students often have questions, concerns or fears that should be shared with a caring adult. Your school counselor is here to help you:

- 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 goals
- Increase your self-esteem
- Plan for your future

You can set up a meeting with your school counselor through the counseling office to discuss any of these topics. If you need immediate support and attention you may ask to go to our WIN Room. WIN stands for What I Need and is a space where you can receive support and get pointed in the right direction.

There are several other members of our team who can support you with a variety of needs. They include:

- Youth Assistant
- School psychologist
- Social worker
- Substance abuse prevention counselor
- Speech/language pathologist

## RESPECT AND RESPONSIBILITY

At all times, you should respect yourself, your school, and all members of our Dake community. We celebrate growth and success in these areas through formal and informal recognition such as *Good News!* Postcards to parents/guardians, Principal's Recognition awards, report card comments and other events. At Dake, we celebrate the good in every student.

## MORNING ARRIVAL

Doors to the school open to students at 7:30 a.m. Students who arrive at school between 7:30 and 7:45 will enter through the south entrance leading to the cafeteria; Exit 3. Students that ride a bus will be dropped off at Door 3. Students that arrive between 7:45-8 may enter through the main entrance; Door 1. Once inside, students must report directly to the cafeteria where they will be supervised. Students will be dismissed at the 7:45 bell, where they may go to their lockers and report their first period class. All students are expected to be in 1<sup>st</sup> period at 8:00.

## AFTERNOON DISMISSAL

The school day ends at 2:55 p.m.

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 ensure their safety. Once students exit the building they will need to re-enter through the main entrance and sign in at the main office.

## 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.

### **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 any buses, such as: waiting for buses to come to a full stop before getting on/off, staying seated at all times while the bus is moving, and following drivers' instructions.

### **Skateboard and Rollerblades**

Students are permitted to travel to/from school using skateboards and roller blades. Students will need to store these items in their lockers upon arrival in the building.

### **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 for the remainder of that day's lunch period. Staff members may change student seating arrangements as needed. Remember these important points:

- Students are expected to demonstrate Dake's Community Values.
- All students seated at a table share the responsibility of maintaining a clean area.
- Please be patient and wait your turn in line.
- Disruptive behavior and food throwing will result in loss of privilege.
- 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 snacks may be purchased before the lunch period ends.
- At the conclusion of the lunch period, wait for a Cafeteria Supervisor to dismiss you through the door to the APR.
- Food deliveries (including GrubHub, DoorDash, etc.) are prohibited and will be refused by security. All outside food dropped off by parents/guardians that consists of fast food (McDonald's, Wendy's, etc.) will not be permitted in the cafeteria. The student will need to consume the food in the main office.

### **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/guardians and having them pick it up.

### **OTHER THINGS TO KNOW**

Adult visitors to the building must sign in at the Main door, receive and wear a name tag 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 and from staff.

### **EXTRACURRICULAR OPPORTUNITIES**

We are proud of the robust club offerings we provide activities at Dake. Here is a comprehensive list:

- Art Club
- Book Clubs
- Chess Club
- Culinary Club
- Dake Musical
- Drama Club
- Dake Morning Show
- Peace Club GSA
- Music Ensembles
- Natural Helpers
- History Club
- Odyssey of the Mind
- Peer Mediators
- Snowsports Club
- STEAM Club
- Student Government
- Best Buddies
- Unity Club
- World Language Club
- Yearbook
- History Club
- Mosaics

### **Interscholastic Sports:**

Cheerleading	Soccer
	Swimming & Diving
Cross Country	Tennis
Football	Volleyball
Basketball	Wrestling
Cheerleading	Track and Field
Baseball	Softball

Field Hockey

Lacrosse

### **IMPORTANT PHONE NUMBERS:**

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

### **BEHAVIORAL INTERVENTIONS**

If a student struggles to meet expectations in the Code of Conduct or to uphold our Community Values, we are committed as a school to intervening proactively in an effort to help them learn. In responding to student behavior, we may apply a range of approaches including restorative and/or punitive. Such consequences are dependent upon the severity of the behavior including the harm it has done to others and our community. Possible responses include conferencing with the student, discussions with parent/guardian, restorative conversations with classmates or staff who have been harmed, after school detention; loss of student privileges; lunch detention; community service; in-school suspension; out-of-school suspension, (followed by a re-entry conference with parent/guardian) or a Superintendent's Hearing.

Teachers, counselors, and administrators will work with students and their families to identify the behaviors that are interfering with their success and violating our Community Values. Unacceptable student behaviors are listed and explained in the District's Code of Conduct, which can be found on the district website under "Quick Links":

<https://www.westirondequoit.org/>

#### **Book Bags**

Students are able to carry book bags but are strongly encouraged to utilize their lockers throughout the day.

### **PERSONAL ELECTRONICS**

Dake Junior High School is not responsible for the security of devices, such as but not limited to cell phones, Air Pods, etc. that students bring to school.

**Headphones** are permitted before and after school. During the school day, headphones may only be used in conjunction with a school-issued

device with a teacher's permission within a classroom. Otherwise, they are to be stored at all other times.

#### **Cell phones**

Cell phones have been proven to create a significant disruption to the student's learning. For this reason, cell phones are to be completely turned off and stored in lockers from 8:00-2:55. If a student needs to contact home for any reason, they are welcome to use a phone in the main office anytime. Any student who has their phone on them during these hours will have it confiscated to be returned at the end of the day. Repeat offenses may result in punitive consequences and/or the requirement that a parent/guardian retrieve it.

#### **Personal appearance**

We want our students to be able to express themselves, but they must do so appropriately for a school environment. Clothing which displays words, pictures, or logos associated with tobacco, alcohol, marijuana or other drugs is inconsistent with our Community Values. Students must also avoid wearing articles that mention or allude to sex, violence, weaponry and all forms of profanity. No clothing may be worn that aims to demean others for their respective identities.

### **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, and/or parts of classes are detrimental to learning. Students are considered "chronically absent" if they miss more than 10% of the school days. Quarterly notifications will be sent to families if student attendance meets this criteria.

#### **Daily Attendance**

If individual students develop a pattern of missing a class, teachers will contact home and notify a building administrator. If attendance continues to be a concern, 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. If individual students develop a pattern of coming late to school, then a building administrator will work with the student, the parents/guardians, the school counselor and the student's team to develop a plan to improve the behavior. This plan will be closely monitored and adjusted, as needed.

### **Timeliness to Classes**

Students who have a pattern of lateness that does not show improvement will work with an administrator, school counselor, team to problem-solve. Parents/guardians will be notified of this work and their input will be welcomed.

**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 anyone, we are required to call home to find out where you are. You will be released from school during the instructional day only to a parent/guardian unless we have explicit written instructions from your parent/guardian 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 to make up any 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 may cause the student to be excluded from participation.

**A student who has been suspended may not be involved as a participant in any school activity including athletic practice or competition.**

### **HONESTY POLICY**

Honesty is highly valued at Dake. Cheating on schoolwork is inherently dishonest. Moreover, it is an invalid assessment of what a student knows and does not know and can impede the educational process. Cheating includes copying another student's work, copying, and pasting

from an online source or using AI to compose answers. These violations will be taken seriously and may result in building-level consequences and follow-up.

### **DAILY SCHEDULE**

Period 1	8:00-8:47
Period 2	8:51-9:33
Period 3	9:37-10:19
Period 4	10:23-11:05
Period 5	11:09-11:51
Period 6	11:55-12:37
Period 7	12:41-1:23
Period 8	1:27-2:09
Period 9	2:13-2:55