

JERICO MIDDLE SCHOOL



Parent Information Manual 2022-2023

*Mr. Chad Gleason
Principal
(516) 203-3600 Ext. 3552*

*Ms. Sara Ballute
Assistant Principal
(516) 203-3600 Ext. 3270*

JERICHO MIDDLE SCHOOL

Student Rights and Responsibilities

2022-2023

The Jericho Middle School Community includes students, teachers, support staff, administrators and parents. The responsibilities of this community are to:

1. Demonstrate honesty, respect and tolerance in dealing with others.
2. Assume responsibility for behavior and learning.
3. Encourage regular and prompt attendance at school.

Middle School students are an integral part of our school community. They have the right to come to school with the expectation that they will be in a safe environment. In order to maintain an orderly and inviting learning environment, students need to:

- Be courteous and respectful to one another as well as to all members of the school community.
- Use appropriate language and avoid racial, ethnic or religious slurs, or any language which might be offensive. This includes harassment, cruel or prolonged teasing, sexual references or physical contact.
- Proceed in the hallways, classrooms and outside grounds in a safe, expeditious appropriate manner.
- Arrive at school and move from class to class on time.
- Treat personal and school property with respect.
- Pursue studies honestly.
- Observe individual classroom rules.
- Follow all local, state and federal laws.
- Keep Jericho Middle School free of alcohol, drugs, gambling, tobacco products, weapons or items that appear to be weapons (including but not limited to, knives of any kind, BB, pellet or paint guns), fireworks, stink bombs, itching powder, matches, lighters, explosives or any other item which could endanger the safety of others.
- Make dress selections that ensure each child's right to a comfortable and safe environment.

Jericho Middle School is defined as - any place under school authority such as classrooms, hallways, cafeterias, sporting events, offices, buses, field trips, and/or after-school activities.

We fully expect that all members of the Jericho Middle School will assume the responsibility to respect people, property, and school rules. Failure to follow the rules outlined above may result in disciplinary action.

The community must be aware that the following actions are subject to severe disciplinary consequences:

Bullying in any form will not be tolerated. Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending him/herself. **Examples of Bullying** (but not limited to):

Direct: Hitting, taunting, name calling, harassment . . .

Indirect: Rumors, exclusion, cyber bullying . . .

Jericho Middle School has adopted the following rules against bullying:

1. We will not bully others
2. We will try to help students who are bullied
3. We will try to include students who are left out
4. We will tell an adult at school and at home if we know that somebody is being bullied

Harassment – Jericho Middle School does not tolerate harassment in any form; a student who has a concern about a harassment incident should see a counselor or administrator immediately. Harassment based on a person's real or perceived race, color, gender, weight, religious practice, ethnic group, national origin, disability, sex or sexual orientation, should be reported to a counselor or administrator immediately. Sexual harassment includes sexual remarks or behaviors which are uninvited, unwelcome, or unpleasant to others.

The following are prohibited:

- Hazing or membership in exclusive groups/fraternities/sororities.
- Rough physical contact between students.
- Selling, passing, using or possessing alcohol, drugs, tobacco, or other controlled substances or drug paraphernalia on school property.
- Selling, using or possessing dangerous materials or instruments including weapons, fireworks, laser pointers, lighters and/or matches.
- Violent behavior/activity which endangers the health/safety of students on school property.
- Theft or vandalism.
- Arson, bomb scares and false alarms.
- Gambling is prohibited.
- Leaving campus at any time. Jericho Middle School is a closed campus.
- Tampering, interfering with, or inappropriately using school equipment, records and/or materials.
- Improper use of computer hardware, software and services.

- Distributing food and drink to select groups of students (cake, pizza, cupcakes, candy, etc.).
- Insubordination (refusing a reasonable request of an adult) that interferes with the health and safety of others, and/or disrupts the educational process.
- Selling any items without expressed permission of administration.
- Unexcused absences from school.
- Cheating and plagiarism.

In determining consequences for misbehavior, administrators, teachers, and counselors consider a student's history, specific circumstances and the impact of the misbehavior on the school community. Consequences can include, but are not limited to, warnings, parental contacts, apologies, detentions, restitution, denial of bus privileges and removal from extra curricular activities. This also includes athletics and field trips. Severe consequences include suspension and may include a Superintendent's hearing.

DETENTION

Detentions take place in school. They may be scheduled after the school day or during a student's lunch/social period. (Students will take their lunch in the detention room). They may be assigned by a student's subject teacher or by an administrator and may be given for a number of periods or days contingent upon the severity and frequency of the misbehavior. Parents will be notified of after-school detention(s).

SUSPENSION

Students whose conduct threatens the health, safety and welfare of others will be suspended from school and school related activities. In addition, students with serious or repeated incidences of misconduct will be suspended and will not be permitted to participate in field trips, special school activities and/or extracurricular activities.

Students assigned to In-School Suspension (ISS) are carefully supervised and are expected to complete all class assignments that day. Students who are assigned out-of-school suspension are the responsibility of their parents during the suspension time period. Students are responsible for all class work and/or homework assigned during the period of suspension. When assigned an out-of-school suspension, students are not permitted on school property.

SUPERINTENDENT'S HEARING

A Superintendent's hearing may result when other methods of discipline have failed to bring about the desired change in a student's behavior or when the severity of an incident may necessitate a more harsh consequence. A hearing is guaranteed under Education Law and governed by guidelines which are available through the Superintendent's office and the State Education Department.

ADDENDUM

DRESS CODE PHILOSOPHY

DRESS REQUIREMENTS

Jericho Middle School expects all students to dress appropriately for the school day or any school-sponsored event. Clothes must be appropriate and not interfere with the educational program. Courses may require specific attire and footwear based on the activity.

Thank you for wearing:

- Clothing that does not interfere with the educational environment
- Clothing that is not a safety hazard
- Clothing that does not show any undergarments.
- Clothing that does not depict violence, drugs, alcohol, sexual activity, weapons, and/or profanity.
- Clothing that does not promote exclusion. (A group of more than seven students is not permitted to wear clothing or accessories designed for a select group of individuals within our population.)

Appropriate dress is one of the necessary components to create a safe and well-managed school environment that is free of distractions and conducive to learning. Parents have an important role in helping their children make appropriate decisions regarding the safety and well-being of themselves and their peers. As a result, we would ask that Jericho Middle School parents carefully monitor what their child wears to school each day. Students should dress comfortably for school and at the same time, meet the standards of attire set for a learning environment.

Any child dressed inappropriately will be asked to call home and request that a parent bring a change of clothing to school. If this is not possible, a student will be asked to wear a clean shirt supplied by the school. These requirements are made with the best interest of your child in mind.

We anticipate your cooperation and thank you for helping us make the school environment comfortable for everyone.

POLICY FOR EXCLUDING STUDENTS FROM FIELD TRIPS

Attendance on a field trip requires that students be able to conduct themselves in a reasonable manner. Occasionally, a student will present prior behavior that will cause us to consider whether or not the student should be included on the trip.

The Principal has the right to exclude a student from a field trip if the student has one of the following:

1. More than one suspension from school (either in-school or out-of school suspension).
2. More than three disciplinary referrals to an administrator for the school year.
3. Documented behavior that indicates that a student would be difficult to supervise during a trip outside of the school building. This can include poor conduct grades from three or more subject teachers on a report card.
4. Two or more recorded incidents of bus conduct violations.

Parents can be notified of the trip from which their child will be excluded up to and including the day of the trip.

CONSEQUENCES

The primary purpose of discipline in the school setting is to change behavior. While the extent and nature of the consequence imposed on a student for failing to fulfill the expectations described above are not rigidly prescribed, consequences will be reasonable, fair, consistent, equitable and, most importantly, effective.

The following are examples of consequences that may be given:

Verbal warning
Written warning
Parent contact
Detention or removal from an activity
Restitution of property
Suspension from transportation
Suspension from extracurricular activities
In-school suspension
Teacher removal from class
Out-of-school suspension

Important: While students have a right to present their version of events before consequences are given, it is assumed that students who are involved in circumstances that may lead to a violation of the Code of Conduct or building policies, will notify school personnel so that these circumstances can be remediated before any infraction of the Code of Conduct takes place. There are no circumstances that would excuse a violation of these policies.

MIDDLE SCHOOL GUIDELINES

In order to provide the optimal learning environment for all students, we ask that they pledge their assistance in continuing to make Jericho Middle School the best by following the guidelines below:

Electronic Devices:

Cell phones, electronic games and/or devices must be turned off and not utilized during the school day, except with the permission of staff (such as in the cafeterias, or in a class for assignments and activities). These devices will be confiscated if used during the school day. In a second instance, parents will be required to pick up the confiscated item from the assistant principal's office. If there are extenuating circumstances, students and/or parents are to contact an administrator for assistance.

Food deliveries are prohibited.

Student Lateness:

Student participation in class activities is an essential part of the learning process. Being on time so that classes may begin and/or continue in an uninterrupted manner is essential to the well-being of each student. Repeated lateness to school interrupts your child's educational program since it is in your child's best interest to be an active participant in all educational activities. This is in accordance with Board Policy 7110 and 7111.

Student lateness is cumulative throughout the school year.

All period one teachers will inform the Student Team Advisor of any attendance concerns.

After the 3rd lateness: The Student Team Advisor will make an outreach to the child.

After the 5th lateness: The Student Team Advisor and the counselor will meet with the student. A letter will be sent to the home relaying this information.

After the 10th lateness: The assistant principal and/or principal will meet with the child and the parent will be contacted.

After the 12th lateness: A parent conference will be requested to create a plan to resolve the problem

JERICHO UNION FREE SCHOOL DISTRICT

POLICY STATEMENT #7531

POLICY: APPENDIX A

Harassment in any form is unacceptable. The topic of sexual harassment is often confusing. The following policy statement has been included to provide you with a better understanding of this issue.

SEXUAL HARASSMENT (STUDENTS)

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District students and environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits all forms of sexual harassment by employees and students.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of a student's right to a fair and equal educational opportunity.
- b) Submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting such student; or
- c) Such conduct has the purpose or effect of unreasonable interfering with a student's performance or creating an intimidating, hostile, or offensive learning environment.

The Board acknowledges that in determining whether sexual harassment has occurred, the perspective of the victim as well as the offender's conduct should be evaluated.

Any student who believes that he/she has been subjected to sexual harassment is encouraged to report all incidents of such conduct to the District's designated complaint officer through informal and/or formal complaint procedures developed by the District. In the event that the complaint officer is the offender, the complainant shall report his/her complaint to the next level of supervisory authority.

(continued)

SEXUAL HARASSMENT (STUDENTS)

Upon receipt of an informal/formal complaint, the District will conduct a thorough investigation of the charges. However, if the District has knowledge of or has reason to know of any alleged sexual harassment, the District is obligated, even in the absence of a complaint, to investigate such conduct promptly and thoroughly.

Based upon the results of the District's investigation, immediate corrective action will be taken. Should the offending individual be a school employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment in accordance with contractual and legal guidelines. Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension.

The Board prohibits any retaliatory behavior directed against complainants and/or witnesses. Follow-up inquiries shall be made to ensure that harassment has not resumed and that the victims and/or witnesses have not suffered retaliation.

The Board directs the Superintendent to develop regulations for resolving sexual harassment complaints by students. The Superintendent/designee(s) shall affirmatively discuss the topic of sexual harassment with all employees and students, express the District's condemnation of such conduct and explain the sanctions for harassment. A copy of this policy and its accompanying regulations shall be posted in appropriate places and available upon request to all employees, students, and parents or guardians of students.

Adopted by the Board of Education, January 22, 1998

Jericho Middle School
Telephone Directory
516-203-3600

Principal's Office

Mr. Chad Gleason, Principal - X3582
Ms. Sabrina Sternlieb, Secretary - X3552
Ms. Marisa Scotto, Secretary - X3556

Assistant Principal's Office

Ms. Sara Ballute, Assistant Principal - X3332
Ms. Janis DeMieri, Secretary - X3270

Counseling Center

Ms. Allison Brush, Psychologist - x3212
Ms. Kerri Schmitt, Grade 6 Counselor - x3274
Ms. Meredith P. Richman, grade 7 Counselor - x3557
Ms. Eve Mangibin, Grade 8 Counselor - x3271
Ms. Aisha Breland-Henry, Social Worker - x3435
Ms. Jackie Caputo, Secretary - x3555
Ms. Susan Chamine. Secretary - x3278

Curriculum Associates

Guidance, Mr. Gregory Sloan - x3452
Art & Music, Ms. Ruth Breidenbach - x3246
English Language Arts, Dr. Daniel Salzman - x3427
Math, Ms. Helene Kriegstein - x3426
Physical Education, Health & Athletics, Mr. John Mankowich - x3249
Science & Technology, Ms. Kim Libertini - x3238
Social Studies, Dr. Eric Sundberg - x3229
Special Education, - Ms. Jamie Hermel x3247
World Languages & Family & Consumer Science, Dr. Lionel Chan - x3428

Attendance Office, Ms. Peggy Rudis - x3430
School Nurse, Ms. Regina Rosenfeld- x3206
Teachers' Workroom, Ms. Gabrielle Rios- x3502
Special Education Facilitator, Ms. Cheryl Viviano - x3460
M.S. Library, Ms. Valerie Conklin, Librarian - x3275
Transportation Office, Ms. Lori-Ann Savino- x3465

JERICHO MIDDLE SCHOOL
DAILY SCHEDULE

Homebase.....7:26 AM - 7:31 AM

Period 1.....7:31 AM - 8:11AM

Period 2.....8:15 AM - 8:54 AM

Period 3.....8:59 AM - 9:39 AM

Period 4.....9:43 AM - 10:23 AM

Period 5.....10:27 AM - 11:07 AM

Period 6.....11:11 AM - 11:51 AM

Period 7.....11:55 AM - 12:35 PM

Period 8.....12:39 PM - 1:19 PM

Period 9.....1:23 PM - 2:03 PM

After-School Activity Period.....2:05 PM - 2:45 PM

ATTENDANCE PROCEDURES

IF YOUR CHILD IS ABSENT... a parent should call the school at **203-3600 ext. 3430**. When your child returns, send in a note signed by a parent which explains why the child was absent. The student must report to the Attendance Office (lower level) with it before going to his/her first period class (please see the attendance officer).

All assignments are posted on Canvas along with any materials necessary for completing them.

We suggest calling other students in your child's class and getting the class notes from them. If the work seems difficult or the amount is overwhelming, the student can wait until he/she gets back to school, and speak with his/her teacher or guidance counselor about it. They will be happy to help.

In either case, when your child returns to school, he/she should meet with each of his/her teachers to discuss what was missed in each class.

IF YOUR CHILD IS LATE...

Students must be signed in by a parent or guardian at the **Attendance Office** (lower level) where he/she will receive a pass to class. Students not signed in by a parent or guardian will be assigned to lunch detention.

IF YOUR CHILD HAS TO LEAVE SCHOOL EARLY...

If your child has a doctor's appointment or some other obligation that requires leaving school early, he/she must be signed out by a parent or guardian. The adult must report to the attendance office and sign an early release slip. A secretary will make arrangements for your child to meet you in the office.

HEALTH SERVICES

If your child does not feel well during the school day, he/she should ask the teacher for a pass to the nurse, Ms. Rosenfeld, ext. 3206, or stop in on the way to lunch. If your child feels too ill to stay in school, Ms. Rosenfeld will contact a parent or guardian and have him/her picked up at the Health Office.

Ms. Rosenfeld will do everything she can to make your child feel better, but she cannot give your child medication unless it has been prescribed by your doctor and is kept in her office. Medication must be taken in the Health Office under the supervision of the nurse (except for epi-pens and inhalers with the written permission of the physician and parent.)

Planning to join an interscholastic sports team? Ms. Rosenfeld has Physical Evaluation forms in her office. After the form has been filled out and signed by your doctor, return it to her and she will issue a Sports Release that will allow your child to play sports.

LOCKER INFORMATION

Your child will be assigned two lockers. One locker will be in the hallway near his/her classes, and one will be in the gym locker room.

Students' gym lockers will be theirs alone for the entire time they are in the Middle and High Schools. The gym locker has a combination lock built into it or a Master Lock attached.

The **hall locker** will have a Master Lock. A student can keep their coat, books, lunch, etc. in their hallway locker, while their physical education materials can be kept in the gym locker room.

It is strongly recommended that students do not share their locker combinations with anyone!

Your child should not leave items of significant value in their locker. These items may be secured in an office, if necessary. If your child has to bring a tennis racquet to school, they should leave it in their gym locker. If your child has to bring a musical instrument to school, they should leave it in their music locker. If your child loses their lock, a new one may be purchased in Ms. Ballute-Scianablo's Office at a cost of \$5.00. For safety and security reasons, only locks purchased from the school can be added to lockers. All others will be removed.

If a locker is jammed or will not open for some reason, the student can stop by any office and ask for assistance.

Students are not permitted to decorate the exterior of a locker for any reason (including birthdays).

CAFETERIA INFORMATION

There are three different lunch periods:

6th graders -----	Period 5	10:27a.m. - 11:07 a.m.
7th graders -----	Period 7	11:55 a.m. - 12:35 p.m.
8th graders -----	Period 6	11:11 a.m. - 11:51 a.m.

Middle school students may bring their own lunch or purchase the school lunch. Snacks and drinks are also available during lunch periods.

Monthly lunch menus and current prices are posted on the Middle School website.

IF YOUR CHILD FORGETS HIS/HER LUNCH OR LUNCH MONEY and doesn't have enough money with them to buy lunch, a lunch pass can be obtained in Ms. Ballute-Scianablo's Office. It will allow your child to get lunch. The following day, please have your child return the lunch fee to Ms. Ballute-Scianablo's Office.

LUNCHTIME REMINDERS

- **NO GLASS BOTTLES.** Glass bottles break and become a safety problem.
- **NO BACKPACKS.** Your child should leave them locked in their locker.
- **HALL PASSES** are required when leaving the cafeteria for any reason.
- **CLEAN YOUR TABLE.** Students are responsible for cleaning their own tables.

DROPPING OFF AND PICKING UP STUDENTS

Please be reminded that the upper roadway is closed to all vehicular traffic, except school buses, during the following hours:

8:30 a.m. – 9:00 a.m.

1:30 p.m. – 2:30 p.m. and 3:00 p.m. – 4:00 p.m.

Section 1174 of the Vehicle and Traffic Law prohibits motorists from passing stopped school buses while they are boarding or discharging school children on school property. Please use the entrance off Route 106 during these times.

Jericho Middle School students should make arrangements to be dropped off or picked up from school at a designated entrance found on page 16. This will ensure the safety of students by allowing curbside drop off.

Please note that if parents are dropping off students at the Middle School in the morning, they should not do so until **7:10 a.m.** Prior to this time, supervision is not available.



GRADE REPORTING SCHEDULE

Teachers in our school are very interested in keeping students and parents informed about how the student is doing in each subject. In order to do that, REPORT CARDS and the electronic gradebook are available online.

Parents will receive official Report Cards four times during the year. They will be posted online approximately two weeks after each marking period ends.

The ending dates for the marking periods are:

November 4, 2022	1 st Marking Period
January 20, 2023	2 nd Marking Period
March 31, 2023	3 rd Marking Period
June 23, 2023	4 th Marking Period

Report Cards will be posted online as follows:

November 15, 2022, February 7, 2023, April 20, 2023, June 28, 2023

EXTRA HELP PROCEDURES

All teachers offer extra help sessions each week. Usually the help sessions are held after school during the Activity Period one or two days a week. But extra help may also be offered by some teachers during a student's lunch period. Check with the teachers for specific days and times they offer help.

Students will receive an official Extra Help Schedule during the first week of school. The chart below will help you remember the teachers' extra help schedules.

Class	Teacher	Extra Help Days	Times
Art			
English			
World Languages			
Health			
Home & Careers			
Math			
Music			
Physical Education			
Science			
Social Studies			
Technology			
Elective Exploratories			

AFTER SCHOOL ACTIVITIES

There are many clubs that meet during the Activity Period each week. A club calendar of meeting dates and a list describing each club will be available on our website. The list will include:

- which teacher is the club's advisor
- when the club meets
- where the club meets

Announcements are made each day providing reminders regarding these clubs.

Some of the clubs and activities available may include:

Advertising Club	Italian Club
Anime Club	LEAD Club
Art Club	Lego Robotics Competition
Book Club	Math Counts
BRAVE	Mathletes I
Chinese Club	Mathletes II
Community Service Learning/Fall	Math Olympiads (6 th Grade)
Community Service Learning/Spring	Mindfulness Club
French Club	Peer Tutoring
Games Club	SADD Club
Gardening Club	Science Club
Gay/Straight Alliance	Scrabble Club
Geography Bee	Spanish Club
Health & Wellness	World Language Contest Club
History Research	Writing Contest Club
History Research	Young Technologist & Inventors

ATHLETIC INFORMATION

Your child must be a 7th or 8th grader to join an interscholastic sports team. (That's a team that plays against teams from other schools.) Interscholastic sports teams begin their practices after the Activity Period each day.

There are four interscholastic seasons each year: Fall, Winter 1, Winter 2, and Spring. Students who join sports teams are expected to attend all practice sessions.

Athletes are reminded that there are a minimum number of practice sessions that an athlete must attend (usually 15), before he/she can participate in an actual contest. The coach will give exact details on that number.

6th graders cannot play interscholastic sports, but they can play intramural sports. (Those are sports where our 6th grade students play against each other.)

There are many intramural sports offered during the school year. Each sport meets once or twice a week during its season. The games are held during the Activity Period.

The intramural sports offered may include:

Basketball, Bowling, Golf, Ice Skating, Ping Pong,
Strength and Conditioning, STX Lacrosse, Swimming,
Touch Football, Track and Field, and Volleyball.

LATE BUS INFORMATION

In addition to the regular after-school bus at 2:03 p.m., there are a number of other buses that can be taken to get home after school.

3:30 p.m.

4:30 p.m.

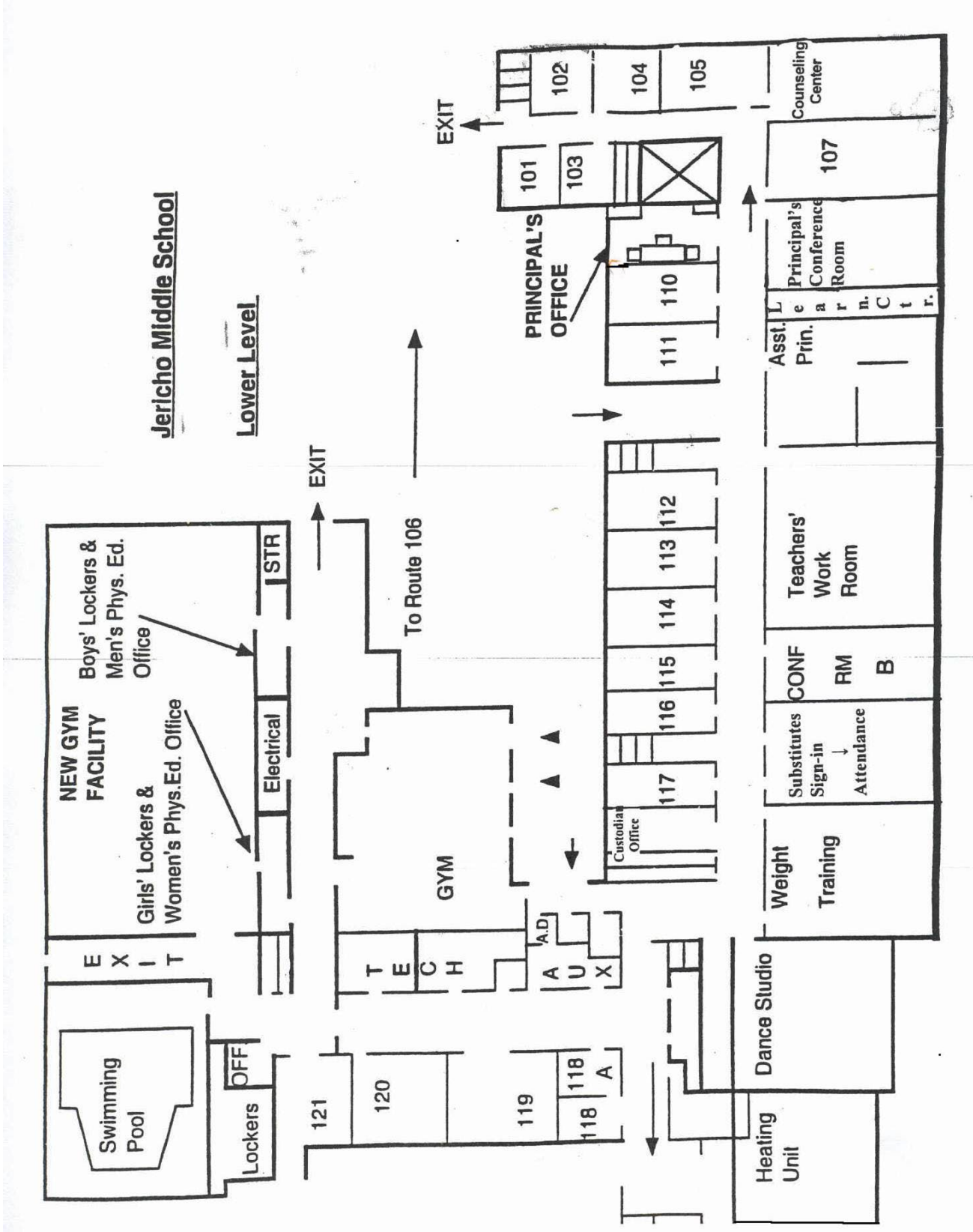
5:45 p.m.

6:30 p.m.

If there are any questions or bus problems, you can call the Transportation Department at 203-3600, Ext. 3244 or 3245, 7:00 a.m. to 5:00 p.m.

Jericho Middle School

Lower Level



Jericho Middle School Upper Level

