

# STUDENT HANDBOOK 2020-2021

## STUDENT PLANNER

### PRINCIPAL'S MESSAGE

#### Welcome to Dake!

We seek to maximize the excitement of being at Dake and to ensure students participate and excel within our rigorous comprehensive educational program. 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 and complete work.** 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 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-** In May, awards are presented to students in the areas of academic excellence/achievement, athletic, the arts, 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 8<sup>th</sup> 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 8<sup>th</sup> graders who have maintained an average of 95% 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 8<sup>th</sup> graders who have maintained an average of 90-94.4% with good effort grades during the **first six quarters** of their attendance at Dake.
- 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 8<sup>th</sup> 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 7<sup>th</sup> grade and one 8<sup>th</sup> grade student who demonstrate the spirit of cooperation, friendliness, and individual effort that we encourage at Dake. Winners are nominated by their peers.

- The Cory Cardon Award-This award celebrates a former student and recognizes an eighth grader who has a love of life, a passion for sports and a willingness to overcome many obstacles.

## STUDENT SUPPORT

Seventh and eighth grade is a time of 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 8<sup>th</sup> 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; restorative interventions; team meeting; after school detention; removal of student privileges; lunch detention; community service, Detention Study Hall; time away from class; 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. This includes threats via social media that disrupt the educational process. Person(s) responsible for such threats may be suspended for five days with a request for a Superintendent's Hearing and a long-term suspension. Police may 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 #7360 and Administrative Regulation #7360R)
- **Fighting** -will result in immediate parent contact and significant consequences.

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

No person shall have in his/her possession, upon any premises inclusive of school facilities, property or at school sponsored events, mood altering substances including but not limited to nicotine, alcohol, cannabis, and/ or illegal or non-prescribed "controlled substance" in any form. ("Cannabis" refers to any product derived from Cannabis; "Controlled substance" as defined by Penal Law Section 220.00).

Paraphernalia related to possession, purchase/sale, or use of any mood altering substance is prohibited upon any premises to which these rules apply.

In instances when the presence of a mood altering substance is suspected, school officials have the discretion to employ the use of approved testing devices. These devices detect the presence of mood altering substances and will assist staff to promote the health, safety, and welfare of students. School officials reserve the right to submit substances or paraphernalia found on school grounds or at school sponsored events to law enforcement for further testing or confiscation.

Students who violate this provision will be subject to consequences under the terms of Board of Education Policy #7320, Alcohol and Other Drugs, and of Administrative Regulation #7320R, Alcohol and Other Drugs. Such disciplinary action may include one or more of the following: warning, reprimand, loss of privilege, detention, or suspension, along with parent notification.

#### **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**

Students will be able to carry draw-string backpacks for small personal items throughout the day. Regular sized backpacks may only be used to come and go to school. They should be locked in lockers during the school day.

#### **Electronic devices**

School issued electronic devices will be permitted in the cafeteria for lunch and before and after school in general areas (hallways and cafeteria). However, personal electronic devices should not be out during the school day. 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.

**Headphones** are permitted before and after school. During the school day headphones may only be used in conjunction with a school-issued device and must be stored at all other times.

#### **Cell phones**

Cell phones are considered to be a disruption to the learning environment. For this reason, cell phones are to be completely turned off and stored in lockers. They may ONLY be used before school (prior to 7:53 a.m.) and after school (after 2:57 p.m.).

#### **Laser pointers**

Laser pointers are not permissible.

#### **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. 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.

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 for the remainder of that day's lunch period. 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 at the Main Door, receive and wear a name tag and sign out before leaving.
- A hall pass is required anytime a student is anywhere other than where he/she is assigned to be. Hall passes are available in the back of this planner.

## **CLUBS/ACTIVITIES AT DAKE**

- Natural Helpers
- Geography Bee
- Cable Club
- Dake Musical
- Snow Sports Club
- Yearbook Club
- Peer Mediation
- Art Club
- Coding Club
- Student Government
- World Language Club
- STEM Club

## **IMPORTANT PHONE NUMBERS:**

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

## **DAILY SCHEDULE**

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

## **INTERSCHOLASTIC SPORTS FALL SEASON**

- Cheerleading Mod. A
- Cross Country
- Football
- Soccer
- Swimming (girls)
- Tennis Mod. A (girls)
- Volleyball

## **WINTER SEASON**

- Basketball
- Bowling
- Cheerleading Mod.A
- Ice Hockey
- Nordic Ski
- Swimming (boys)
- Wrestling

## **SPRING SEASON**

- Baseball
- Field Hockey Mod. B
- Golf
- Lacrosse
- Softball
- Tennis Mod. A (boys)
- Track & Field

The **Co-Curricular Participation Policy** is available on the WICSD web site.  
Please go to:

- [www.westirondequoit.org](http://www.westirondequoit.org)
- Board of Education
- Policies

The **Student Code of Conduct** can be found at:

- [www.westirondequoit.org](http://www.westirondequoit.org)
- Quick Links

## **Troubleshooting your laptop**

- **Refresh the page.**
- **Try another browser.**
- **Check your Wi-Fi connection.**
- **Check for battery charge.**
- **Quit the program completely and restart.**
- **Log out and log back in.**
- **Restart your device.**
- **Ask a friend.**
- **Put your computer down and grab some paper so you can still jot down your thinking until a teacher can assist you.**

