




# Case Middle School

## Student Handbook



Watertown City School District  
is committed to building a  
caring culture that fosters  
lifelong learners and  
responsible citizens.



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## Case Middle School Administration

Erin King, Principal  
Katherine Cook, Assistant Principal

## **GENERAL INFORMATION**

**OFFICE HOURS** 7:00 am – 3:30 pm

**SCHOOL HOURS** 7:25 am – 2:25 pm

**PHONE NUMBERS**

Main Office 785-3870

Guidance Office 785-3880

Attendance Office 785-3882

Nurse's Office 785-3827

Athletic Director 785-3833

NC Children's Clinic 785-3809

Dear Parents and Students,

Welcome to Case Middle School. This agenda book contains helpful information that will assist you in learning more about the procedures and rules of our building. A great percentage of discipline problems can be solved if students follow the two most basic rules of school: (1) follow directions from staff and (2) follow their schedule and be in the appropriate place at the appropriate time.

Please do not hesitate to contact the main office, administrators, or teaching staff via phone or email if questions arise. We look forward to an exceptional partnership and successful academic year.

Sincerely,  
*CMS Administration*

### **Case Middle School Building Calendar**

Please refer to the Watertown City School District website for our current calendar of activities!

[www.watertowncsd.org](http://www.watertowncsd.org)

### **Student ID's**

All students must have a student ID on them at all times while in any school facility.

## PLANNER USE

Each student will be provided with one free planner from the school district. This planner will help you record assignments, remember important dates, and stay organized.

### ***On the first day of school:***

- Write your name and team number on the front page in pen.
- Write your full name on each pass page in pen.

### ***Expectations for planner use:***

- You should have the same planner for the entire school year and know where it is at all times. Substitute planners are available for purchase in the main office.
- Carry the planner with you at all times (and student ID).
- Your 1<sup>st</sup> Period teacher will check to see that you have your planner each morning. Write each day's assignment in your planner during the first five minutes of every class every day. Your classroom teachers will be monitoring this.
- *Keep the planner intact. Do not cut, fold, or remove any parts of the planner. It will not be valid (acceptable for use) if it is not intact. Without a valid planner, you may not be able to leave a teacher's room. No planner = no go*
- You cannot use any other student's planner.
- If you wish to leave a study hall to see a teacher, get a pre-signed pass before study hall so that your study hall teacher knows the teacher is expecting you.
- Take your planner home every night to show your parents. Use it to talk about your school work.
- When your parents write a note to your teachers, be sure to show it to teachers the next day.
- If your planner is lost, check ALL teachers' rooms, the office, and the school lost and found. Notify your homeroom teacher to receive a temporary page. You have 3 days to find it before you have to purchase a substitute planner at a cost of \$5.
- In the event that homework completion is an issue, your planner will be used as a means of helping you get back on track.

## ATTENDANCE

The Board of Education, in accordance with the State Education Law, requires that each minor from 6 to 16 years of age shall regularly attend school full time.

Attendance is *IMPORTANT*. It is each student's basic responsibility as a member of the school community. In addition, regularly attendance is directly related to academic and career success.

According to Section 175.6 of the Commissioner's regulations, the following are defined as "excused absences:" personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, military obligations, disciplinary detention of an incarcerated youth or any other reason approved by the Commissioner. All other absences or tardiness, unless authorized by the school, are considered unexcused.

1. Parents are responsible for calling the attendance office at 785-3882 beginning at 7:15 am to report their child's absence. A student is required to bring a written excuse upon his/her return to school. An all-call will go out to let parents know their child was marked absent for first period at 7:45 am. This helps us all to know where the students are for the day.
2. A student will have their parent or guardian write a note giving the student name, date, days of absences, and reasons for absence. This applies for all excused and unexcused absences or tardies.
3. All notes are due to the attendance secretary upon the student's return to school. Should a student fail to bring such a note by the fifth day, the absence or tardy will be marked unexcused.
4. A student whose attendance is irregular or questionable may be referred to the Department of Social Services for family court action.
5. Early dismissal may be granted for the same reasons allowable for excused absences. Students are expected to schedule appointments other than during school hours. To obtain an early dismissal slip from the attendance office, students must furnish a written request from their parent/guardian. This request must be dated, state the time and reason for the absence, and be properly signed. Students are to report to the attendance office by 7:35 am for early dismissal slips. Their names, followed by the excused time, will appear on the absent list on that day. Absent students will not be allowed to participate in any extra-curricular activity taking place on the day they are absent from school for any unexcused absence.

**Tardiness:** Students not in their homeroom class on time (7:30 a.m.) when the bell rings are considered tardy to school. Students are expected to be in class and ready to work when the bell rings at the beginning of each period. Consequences for tardiness can be found in the Discipline Code.

**Authorization to leave school:** Students will be in school for the entire day. Students may not leave the campus at any time other than the normal school dismissal unless they have permission from the school administration, school nurse, parent authorization by note or phone, or a valid medical or dental appointment slip. Passes for off-campus appointments must be signed with time of return to school.

#### **HALL PASSES**

Between 7:30 am and 2:25 pm, students in the hallway must have a pass. If a student is detained at the end of class by a teacher, nurse, administrator, or counselor, the student will need a pass in order to enter the classroom. Students who are found in the hallway without a pass may receive an office referral for skipping class.

#### **LOCKERS**

Lockers are assigned to pupils to keep their coats, hats, and other possessions safe. Articles of value are not to be kept in lockers. A locker is assigned to each student at the beginning of the school year. Each student receives a copy of his/her combination. He/she must keep this confidential. The student has this locker for one year only. Over-the-handle padlocks and sharing lockers is not permitted. If a problem develops with the lock or locker, the student is to report this information to their first period teacher. School lockers, desks, and other such equipment are not the private property of students, but the property of the school district, and as such may be opened and subject to inspection at any time by school officials.

#### **LOST AND FOUND**

Students who lose items should check to see if they have been turned in at the main office or at the table near the auditorium. Articles found should be taken to the office.

#### **BREAKFAST/LUNCH PROGRAM**

All students at Case Middle School are eligible for free breakfast and lunch daily. Students can pay extra for additional food items. Menus are published on the school website and announced in school daily.

#### **EMERGENCY PROCEDURES**

All persons in the building are required to comply with established emergency procedures when activated. Tampering with emergency equipment (fire alarms, extinguishers, AEDs, etc.) or use of smoke bombs, fire crackers, and other explosive devices is strictly forbidden. Failure to comply with this policy will result in suspension and/or legal action.

#### **FIRE AND DISASTER DRILLS**

Fire and disaster drills will be conducted throughout the school year. Directions for fire and disaster drills are posted in each room and are to be followed without exception.

#### **EMERGENCY SCHOOL CLOSINGS**

In the event of a school closing or a delayed opening, information will be communicated to all students, parents and staff via the School Messenger system and over the following radio and television stations:

WATN – AM 1240	WTOJ – FM 103.1	WFRY – FM 97.5	WWNY – TV 7
WTNY – AM 790	WWLF – FM 106.7	WLKC – FM 100	WWTI – TV 50
WUZZ – AM 1410	WBDR – FM 102.7	WCIZ – FM 93.5	

The decision to close or delay school openings will be made, if possible, prior to 6:30 am.

### **CASE MIDDLE SCHOOL BEHAVIOR EXPECTATIONS**

#### **Be Ready, Responsible and Respectful**

- **Library**
  - Have necessary materials and come with a signed planner.
  - Keep food, drinks and gum out of the library

- Check due dates
- Pay for lost books
- Return or renew books
- Use noise level 1
- **Restroom**
  - Use the restroom closest to your class
  - Use the restroom between classes to avoid class disruption
  - Notify staff of problems
  - Leave when finished
  - Follow directs of adults
  - Flush
  - Use trash cans
  - Give other people their privacy
- **Cafeteria**
  - Quietly find a seat and listen for directions
  - Have your money/student number ready at the register
  - One student per seat
  - Chairs should not be moved to other tables or rearranged
  - Keep food on trays
  - Work together when cleaning your table
  - Lights off signals quiet
  - Keep voice level at 2 or below
  - Keep your hands to yourself
  - Only touch your own food and possessions.
- **Hallway**
  - Take the most direct route to your class
  - Be in the classroom by the bell
  - Have a pass during class
  - Walk and stay to the RIGHT
  - Use your own locker
  - Follow directions of adults
  - Keep moving and leave room for others
  - Keep your hands and feet to yourself
  - During passing time, use noise level 2 or 3. During classes use level 0 or 1
  - Talk without profanity or offensive language
- **In-School Restriction**
  - Bring work to complete or a book to read
  - Sit where you are told
  - Follow the directions of adults the first time
  - Noise level 0
  - Raise your hand to be recognized
  - No talking
  - Your phone is to be handed to the monitor when you arrive
  - Keep your hands and feet to yourself
- **Classroom**
  - Be ready to work when the bell rings
  - Have materials at beginning of class
  - Complete assignments on time
  - Use materials as instructed
  - Listen and follow directions of adults
  - Voice level as instructed by teacher
  - Put away electronics, cell phones and earbuds
- **Gym (AM Arrival)**
  - Go directly to gym when you enter the building
  - Find a seat on the bleachers

- Ask permission if you need to leave
- Follow directions of adults
- Remove hats and put away electronics
- Voice level 3 or below
- Keep track of your own possessions
- Use exit procedures
- **Assembly**
  - Listen for teacher directions
  - Sit with your class and teacher
  - Ask permission if you need to leave
  - Follow directions of adults
  - Listen for voice level instructions
  - Give the speaker your attention
  - Participate as requested

### **CASE CASH**

Students will earn “Case Cash” by meeting the expectations of Being Ready, Responsible and Respectful. Case Cash may be used to purchase school store items and incentives, such as electronics use during lunch, lunch with the Principal, and extra time to use the library or gym.

### **SERVICES**

#### **COUNSELING**

Student counseling may be initiated by a counselor, teacher, staff member, parent, or an administrator referral or by the student himself/herself. As much as possible, counseling will take place during study hall, but when it is necessary for a student to come out of a class, every effort will be made to rotate the scheduling so he/she does not miss the same class continually.

#### **HEALTH SERVICES**

In the health clinic, a registered nurse and licensed practical nurse are available to handle emergency situations, perform health assessments, provide first aide, do hearing and vision screenings, and arrange for school and sports physical exams. The clinic is located on the first floor of the building. If a student is to become ill during the school day, they must obtain a pass from their teacher prior to coming to the clinic. Once at the clinic, the nurse will make their initial assessment and treat as needed. If deemed necessary, the nurse will make appropriate calls to the parent or guardian. Students leaving school as a result of illness/injury must be released through the nurse’s office. Any student requiring medication during school hours must bring in a written note from the parent/guardian and an order from the prescribing physician stating the time, dose, and reason for the medication. Medication must be in its original container. Medication will be kept locked in the nurse’s office. The school-based health center, which is operated by the North Country Family Health Center, is available to all students at Case Middle School. Students will need to enroll in the program to receive services. Enrollment forms are available in the school nurse’s office or by calling the health center. A Nurse Practitioner and Certified Social Worker are available at the school-based health center.

### **ACADEMIC INFORMATION**

#### **ACADEMIC EXPECTATIONS**

Case has high expectations for student academic achievement to best prepare them to meet the high school requirements. Those students who need special help to meet these requirements will receive whatever support is necessary to be successful. It is our goal to have our students leave Case with the skills necessary to succeed at the high school level and consequently, to graduate from high school.

### **GUIDANCE DEPARTMENT**

The Guidance Department is located within the main office suite. There are two guidance counselors who work with students concerning a variety of academic and social-emotional needs. Students who need to see their counselor during

the school year should schedule an appointment using the counseling request form. These can be found in the main office or requested from any classroom teacher. The counselors for the school year are:

TBA A – K

Mrs. VanWormer L – Z

In addition, there is a home-school coordinator, Mrs. Sutton, school social worker, Mrs. Adams, and school psychologist, Mrs. Wargo.

### HOMEWORK

Homework will be assigned to provide essential practice in needed skills, develop good work habits to afford opportunities for increasing self-direction to help students learn to budget their time and use out-of-school resources, and to promote growth in responsibility. Homework should always be taken seriously and should be completed on time.

When students are absent for a number of days, parents may call the guidance office (785-3880) to request homework. The homework will be ready to be picked up at 2:00 the next day. A student who only needs one day of homework should either reach out to a classmate to get the assignments or access the teacher's Google Classroom page.

Homework provides excellent opportunities for developing good study habits, for differentiation of abilities, and encouraging self-initiative on the part of the student. Parents and the school share responsibility for student learning. Parents can assist their children with homework by:

- establishing a routine time and place for homework that is free of distractions
- monitoring the planner to track the student's assignments
- giving requested assistance, if able, but encouraging the student to understand the assignment

At Case we believe that parental involvement in students' homework is essential to making homework an important part of the educational program. Parents should encourage and monitor homework assignments.

**Make up requirements:** Following absence from class, it is a student's responsibility to request missed assignments from teachers.

### REPORT CARDS

Report cards are issued and mailed home four times a year. Notification of dates is on the district calendar, in the front of the student planner and on the web at [www.watertowncsd.org](http://www.watertowncsd.org). A grade will be given for all students who are present for at least two weeks of instruction.

### PARENT CONFERENCES

At any time during the year a parent may schedule a conference with the team or with an individual teacher to discuss any concerns by calling the guidance office at 785-3882.

### HONOR ROLL

Being named to the Honor Roll should be a goal of all students. Four times each year, Honor Roll will be designated on the student's report card. To be named on the A Honor Roll, a student must have an overall average of 90% or above. Students are named to the B Honor Roll if they carry an average of 85% to 89.9%. It is a great honor to appear on either of these honor rolls.

#### **CASE MIDDLE SCHOOL NATIONAL JUNIOR HONOR SOCIETY Donald W. Whitney Chapter**

Case Middle School is a member of the National Junior Honor Society of Secondary Schools. Its local chapter is known as the Donald W. Whitney Chapter. The objective of this chapter is to create enthusiasm for scholarship, service, leadership, and to encourage development of character in all students at Case Middle School.

To be eligible for membership, candidates will be judged by a faculty committee in the areas of scholarship, service, leadership and character. Membership will be based on a semester average of 90% calculated at the end of the 3<sup>rd</sup> marking period for 7<sup>th</sup> and 8<sup>th</sup> grade students.

Guidelines for rating students in the areas of Leadership, Service, and Character are as follows:

#### **Leadership**

##### ***The student who exercises leadership:***

- Is resourceful in proposing new problems, applying principles, and making suggestions.
- Demonstrates leadership in promoting school activities.
- Exercises influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.



- Is able to delegate responsibilities.
- Exemplifies positive attitudes.
- Inspires positive behavior in others.
- Demonstrates academic initiative.
- Successfully holds school offices, or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding.
- Demonstrates leadership in the classroom, at work, and in school activities.
- Is thoroughly dependable in any responsibility accepted.

### **Service**

#### **The student who serves:**

- Is willing to uphold scholarship and maintain a loyal school attitude.
- Participates in some outside activity: Girl Scouts, Boy Scouts, church groups, volunteer services for the aged, poor, or disadvantaged, family duties.
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any requested service to the school.
- Is willing to represent the class or school in inter-class and inter-scholastic competition.
- Does committee and staff work without complaint.
- Shows courtesy by assisting visitors, teachers, and students.

### **Character**

#### **The student with character:**

- Takes criticism willingly and accepts recommendations graciously.
- Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability).
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability.
- Shows courtesy, concern, and respect for others.
- Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom.
- Has powers of concentration and sustained attention as shown by perseverance and application to studies.
- Manifests truthfulness in acknowledging obedience to rules, avoids cheating in written work, and shows unwillingness to profit from the mistakes of others.
- Actively helps rid the school of bad influences or environment.

**We encourage all students to strive for the high goals established by the National Honor Society.**

### **INSTRUCTIONAL MEDIA CENTER**

The IMC is a place for study, research, and reading. It will be open as soon as all classes have met for an orientation period.

1. Books circulate for two weeks. Magazines may be borrowed overnight or the weekend. You may check out one item at a time. If you lose or damage material you have borrowed, you must pay the cost of replacement.
2. Online databases are available at this website: <https://www.boces.com/o/p-p-dev/page/databases--2>  
Passwords for remote access are available in the library
3. Students need their planners to sign out materials from the library.
4. Students can replace student ID cards in the library. Replacing an ID is \$2.00.

### **MUSIC PROGRAM**

**Band:** A student must have a playing knowledge of a musical instrument in order to join band. All students who participated in the instrumental music program at Wiley are automatically enrolled in band at Case. Band students meet for rehearsals every other day during school. Each student receives one music lesson per week. Lessons take place on the same day of the week, but on a rotating period schedule. This prevents the student from missing the same academic



instruction each week. In general, concerts are performed during the midwinter and spring seasons. Special activities and performances are planned throughout the school year. Any student who is participating in instrumental music lessons must also participate in band.

**Chorus:** Seventh and eighth grade students are invited to join chorus. Students need to enroll during the first week of classes. Auditions are not needed to participate in the chorus. Concerts are generally in December and May. Chorus classes meet for rehearsals once every four day cycle. There are many extra opportunities for extra vocal music enrichment including Bi-County Chorus and NYSSMA solos.

**Ensemble:** Students are recommended to Ensemble by their previous or current vocal teacher. Concerts are generally in December and May. Ensemble classes meet once in a four day cycle. There are many extra opportunities for extra vocal enrichment including Bi-County, Chorus and NYSSMA solos.

**Musical:** Students who wish to be involved in the musical should see the music director before. Information for auditions and involvement will be posted.

### **PHYSICAL EDUCATION**

Each student must have a change of clothes for physical education class. This change of clothing will include: a pair of gym shorts or sweatpants with an elastic waistband, a T-shirt, socks and sneakers. A lock and a locker will be assigned to each student. Proper use of the lock and locker will provide security for personal belongings while at school. Lockers are to be respected as school property and not defaced or destroyed in any manner.

### **SUMMER SCHOOL**

Summer school is conducted for the purpose of enabling students to meet a variety of academic needs. Students may be recommended for summer school if they struggled academically in a content area. For more information regarding summer school, you may contact the guidance department (785-3880).

### **STUDENT MANAGEMENT**

#### **STUDENT DRESS CODE POLICY**

Students are to be treated equitably regardless of actual or perceived race, color, creed, body type, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and gender identity (including gender identity or expression) or sex. Students are expected to give proper attention to personal hygiene and cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. A student's dress, grooming and appearance shall: 1. Be safe, appropriate and not disrupt or interfere with the educational process. 2. Any and all part of the body normally covered by undergarments shall be covered at all times by outer clothing that is opaque (non-transparent). 3. Include footwear at all times. Footwear that is a safety hazard will not be allowed. 4. No hats may be worn during the school day except for medical, or religious, or cultural (NYS CROWN Act, 2019) purposes. Bandanas, or other head coverings depicting or signifying gang affiliation, coats, chains (other than cosmetic) and sunglasses are not to be worn in the building except for medical or religious purposes. Any apparel or accessories that may represent or reflect gang membership or affiliation is unacceptable on school property. 5. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, creed, religion, creed, body type, religious practice, national origin, gender and gender identity, sexual orientation, innuendo, disability, or any other protected class. 6. Not promote and/or endorse the use of alcohol, tobacco, nicotine, marijuana, or illegal drugs and/or encourage other illegal or violent activities. Each Building Principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension. VI. PROHIBITED STUDENT CONDUCT The Board of Education expects all students to conduct themselves in an appropriate an

**Exceptions:** Exception to the dress code will be Halloween and school-wide designated celebrations when head coverings are allowed if and only if they relate to the school celebration. Conflicts will be determined by building administrators.

#### **Dress Code Violations**

**First Occurrence:** Students who violate the dress code for the first time will be required to modify their appearance by removing, storing, replacing, and/or covering the inappropriate clothing or item with an acceptable item. Failure to comply with a staff member's request will be considered insubordination and require additional administrative discipline action and a discipline referral.

**Second Occurrence:** Students who violate the dress code a second time will be required to modify their appearance by removing, storing, replacing, and/or covering the inappropriate clothing or item with an acceptable item and will receive a referral (not requiring administrative action), and administrative parent contact will be made, when applicable. Staff members will retain the offending item, when applicable, until the end of the school day. Failure to comply with a staff member's request will be considered a second act of insubordination and require additional discipline action under the discipline code.

**Third Occurrence:** Students who violate the dress code a third time will be required to modify their appearance by removing, storing, replacing, and/or covering the inappropriate clothing or item with an acceptable item and will receive a referral (requiring administrative action), and administrative parent contact will be made, when applicable. Staff members will retain the offending item, when applicable, and turn it in to the main office. The items may be picked up by one of the student's parents or guardians. Failure to comply with a teacher's request will be considered a third act of insubordination and will require additional administrative discipline action under the discipline code. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

### SCHOOL-WIDE RULES

1. Follow all directions of the faculty and staff.
2. Fighting in school or on school grounds, buses, etc. is prohibited.
3. Possession or use of tobacco, tobacco-related products, vape products, marijuana, lighters, or matches on school property or in a school building is prohibited.
4. Vandalism will not be tolerated.
5. No hats, bandanas, or chains are to be worn in the building during the school day or during school functions.
6. Any clothing or apparel that may represent or reflect gang membership or affiliation is unacceptable on school property.
7. Clothing containing inappropriate language, sexual overtones or promoting or advertising the use of alcohol, tobacco, marijuana, or drugs is forbidden on school property.
8. Heavy coats, jackets, blankets and flags are to be kept in student lockers during the school day. Lockers are to be locked.
9. Using abusive language or gestures including racial or ethnic remarks is unacceptable.
10. Possession of weapons or weapon look-a-likes is forbidden on school property.
11. Public displays of affection (i.e. hugging, kissing, hand-holding) are not permitted on school property.

### CLASSROOM RULES

1. All students will be in their assigned rooms and classes ready to work when the bell rings.
2. All students will be prepared for each class with their necessary materials.
  - a. Students will have their planner, Chrome books, textbooks, workbooks, pen/pencil, paper, etc.
  - b. Any homework that is due will be ready to hand in.
3. Class time is to be used constructively.
  - a. Students will work in class on teacher-designated assignments, projects, lessons, etc.
  - b. Personal reading and writing, or passing notes is not a constructive use of time.
  - c. Inappropriate discussions between students will not be allowed.
  - d. Sleeping is not allowed in the classroom.
4. Students will show respect for themselves, others, and all school property.
  - a. There will be no ridicule.
  - b. Teacher directions will be followed at all times.
  - c. Vandalism of school or the property of others will not be allowed.

### Consequences

1<sup>st</sup> Infraction: Teacher Warning

2<sup>nd</sup> Infraction: Student conference with teacher, Possible Classroom Privilege Restrictions

- 3<sup>rd</sup> Infraction: Possible Teacher-assigned detention, Parent notification by teacher, Possible Parent conference  
4<sup>th</sup> Infraction: Office referral

### **DISCIPLINARY PENALTIES, PROCEDURES, AND REFERRALS**

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary actions, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers, and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct.

#### ***Penalties***

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral warning – any member of the district staff
2. Written warning – bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, principals, superintendent
3. Written notification to parent – bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, principals, superintendent
4. Detention – teachers, principals, superintendent
5. Suspension from transportation – director of transportation, principals, superintendent
6. Suspension from athletic participation – coaches, principals, superintendent
7. Suspension from social or extracurricular activities – activity director, principals, superintendent – ie. dances, plays, musicals
8. Suspension of other privileges – principals, superintendent
9. In-school suspension – principals, superintendent
10. Removal from classroom by teacher – teachers, principals
11. Short-term (five days or less) suspension from school – principals, superintendent, board of education
12. Suspension from school – principals, superintendent, board of education
13. Permanent suspension from school – superintendent, board of education

### **DISCIPLINARY CODE**

All disciplinary actions taken by the administration will be recorded in a file in the assistant principal's office separate from the student's academic file. Parents are notified by mail or phone of any actions taken. Disciplinary actions are cumulative for the year.

The following behaviors will not be tolerated at Case Middle School. The corresponding disciplinary actions will apply to all students on school property and at school-sponsored activities. This includes school buildings, school grounds, school buses, etc. The consequences that follow are a "guide" for the school administration. In certain situations, they

may be modified or changed due to the individual circumstances. This decision is to be determined by the middle school administrator dealing with the student.

**Abusive/Inappropriate Language**

**First Offense:** Warning and/or Lunch Detention, Parent contact  
**Second Offense:** Office-assigned Detention, Parent contact  
**Subsequent Offenses:** In-school suspension, Parent contact

**Academic Dishonesty/Forgery**

**First Offense:** Zero for Assignment/Test, Parent contact  
**Second Offense:** Zero for Assignment/Test, Lunch Detention, Parent contact  
**Subsequent Offenses:** Zero for Assignment/Test, In-school suspension, Parent conference

**Aggressive Physical Behavior**

**First Offense:** Warning and/or Lunch Detention, Parent contact  
**Second Offense:** Lunch Detention or Half-Day In-school suspension, Parent contact  
**Subsequent Offenses:** In-school suspension, Possible Out-of-school suspension, Parent contact

**Assault on Staff/Assault Student to Student**

**First Offense:** 3-5 Days Out-of-school suspension, Parent Contact, Possible Police Notification, Re-entry with Parent Present, Possible recommendation for Superintendent's Hearing  
**Second Offense:** 4-5 Days Out-of-school suspension, Parent contact, Possible Police Notification, Re-entry with parent present, Possible recommendation for Superintendent's Hearing

**Bus Referrals**

**First Offense:** Warning and/or Lunch Detention, Possible loss of riding privilege, Parent contact  
**Subsequent Offenses:** Loss of riding privilege, Parent contact

**Cafeteria Referrals**

**First Offense:** Lunch detention, Parent contact  
**Second Offense:** 3-5 Days Lunch detention, Parent contact  
**Subsequent Offenses:** Possible In-school suspension, Loss of cafeteria privileges, Parent notification

**Combustibles/Weapon Look-Alikes/Weapons Possession**

**All Offenses:** Confiscation, Out-of-school suspension, Parent contact, Possible police notification, Possible recommendation for Superintendent's Hearing

**Disruption of Education**

**First Offense:** Warning and/or Lunch Detention, Parent contact  
**Second Offense:** Lunch Detention or Half-Day In-school suspension, Parent contact  
**Subsequent Offenses:** In-school suspension, Possible Out-of-school suspension, Parent contact

**Disruptive or Insubordinate While in I.S.R**

**First Offense:** Warning  
**Second Offense:** Double In-school suspension penalty, Parent contact  
**Subsequent Offenses:** Out-of-school suspension, Parent contact

**Fighting**

**First Offense:** 3-5 Days Out-of-school suspension, Parent Contact  
**Second Offense:** 4-5 Days Out-of-school suspension, Parent contact, Re-entry with parent present, Possible recommendation for Superintendent's Hearing  
**Subsequent Offenses:** 5 Day Out-of-school suspension, Parent contact, Re-entry with parent present, Possible recommendation for Superintendent's Hearing

**Harassment/Bullying**

**First Offense:** Half to Full Day In-school suspension, Parent contact  
**Subsequent Offenses:** Full Day In-school suspension or Out-of-school suspension, Parent contact, Possible police notification, DASA Seminar with parents present

### **Horseplay/Reckless Behavior**

**First Offense:** Warning and/or Lunch Detention, Parent contact  
**Second Offense:** Lunch Detention or Half-Day In-school suspension, Parent contact  
**Subsequent Offenses:** In-school suspension, Possible Out-of-school suspension, Parent contact

### **Insubordination**

**First Offense:** Lunch Detention or Office-assigned Detention, Parent contact  
**Second Offense:** 2 Periods In-school suspension, Parent contact  
**Third Offense:** Half Day In-school suspension, Parent contact  
**Subsequent Offenses:** Full Day In-school suspension, Possible Out-of-school suspension, Parent contact, Possible recommendation for Superintendent's Hearing

### **Leaving Class without Permission/Skipping Class**

**First Offense:** Lunch Detention or Office-assigned Detention, Parent contact  
**Second Offense:** 2 Periods In-school suspension, Parent contact  
**Third Offense:** Half Day In-school suspension, Parent contact  
**Subsequent Offenses:** Full Day In-school suspension, Possible Out-of-school suspension, Parent contact, Possible recommendation for Superintendent's Hearing

### **Leaving School Property without Permission**

**First Offense:** Half Day In-school suspension, Parent contact  
**Second Offense:** Full Day In-school suspension, Loss of hallway privileges for one week, Parent contact  
**Subsequent Offenses:** In-school suspension, Possible Out-of-school suspension, Parent conference

### **Possession and/or Use of Obscene/Inappropriate Materials**

**All Offenses:** Confiscation by administration or police, In-school suspension or Out-of-school suspension, Parent notification, Possible police notification

### **Property Damage/Vandalism**

**First Offense:** Replacement or repair by the student at his/her expense, Office-assigned detention, Possible Out-of-school suspension, Parent contact  
**Subsequent Offenses:** Replacement or repair by the student at his/her expense, Office-assigned detention, Possible Out-of-school suspension, Parent contact, Possible recommendation for Superintendent's Hearing

### **Sexual Harassment**

**First Offense:** Full Day In-school suspension, Parent contact  
**Subsequent Offenses:** Full Day In-school suspension or Out-of-school suspension, Parent contact, Possible police notification, DASA Seminar with parents present.

### **Skipping Afterschool Detention**

**First Offense:** Warning, Re-assign Detention, Parent contact  
**Second Offense:** Double Detentions, Parent contact  
**Subsequent Offenses:** Half Day In-school suspension, Possible Full Day In-school suspension, Possible Out-of-school suspension, Parent Conference

### **Skipping Lunch Detention**

**First Offense:** Warning, Double Lunch Detentions  
**Second Offense:** Afterschool Detention, Parent contact  
**Subsequent Offenses:** Half Day In-school suspension, Possible Full Day In-school suspension, Possible Out-of-school suspension, Parent Contact

### **Stealing**

**First Offense:** Office-assigned Detention, Possible Out-of-school suspension, Parent contact, Return of or restitution of stolen property, Possible Police Notification  
**Subsequent Offenses:** Out-of-school suspension, Parent contact, Return of or restitution of stolen property, Possible police notification, Possible recommendation for Superintendent's Hearing

**Tardy to Class Three or More Times Per Quarter**

- First Offense (third tardy):** Teacher Warning, No office referral
- Second Offense (fourth tardy):** Office Referral, Administrator Warning, Parent contact
- Subsequent Offenses:** (Fifth/Sixth tardy) Office Referral, Lunch Detention, Parent contact  
(Seventh or more tardies) Office Referral, Afterschool Detention, Parent contact, Possible In-school suspension

**Technology Violation  
School Technology**

- First Offense:** Loss of Privileges for One Week, Possible In-school suspension, Possible Out-of-school suspension, Parent contact
- Second Offense:** Loss of Privileges for One Month, Possible In-school suspension, Possible Out-of-school suspension, Parent contact
- Subsequent Offenses:** Loss of Privileges a Period up to the remainder of the School Year, Possible In-school suspension, Possible Out-of-school suspension, Parent contact

**\*Where computer use is a requirement for course completion, use of a computer may be allowed.**

**Personal Technology (ie. Cell Phone/Headphones)**

- First Offense:** Confiscation, Returned at end of school day to student
- Second Offense:** Confiscation, Parent/Guardian must come in to get phone.
- Subsequent Offense:** Students' phone will go on lock down for one week.

**\*Refusal to give electronic devices to staff members or administrator may result in Out-of-school suspension and other privilege restrictions.**

**Threaten Staff or Other Student**

- First Offense:** In-school suspension or Out-of-school suspension, Parent contact, Possible police notification
- Second Offense:** 3-5 Days Out-of-school suspension, Parent contact, Possible police notification
- Subsequent Offenses:** 4-5 Days Out-of-school suspension, Parent contact, Possible police notification, Possible recommendation for Superintendent's Hearing

**Trespassing**

- All Offenses:** Warning, Parent contact, Possible Out-of-school suspension, Possible police notification

**Use/Possession/Sale of Alcohol, Illegal Drugs, Tobacco, VAPE, and/or Juul pens**

- All Offenses:** Confiscation by administration or police, Out-of-school suspension, Parent notification, Possible police notification, Possible recommendation for Superintendent's Hearing, Referral to School Drug and Alcohol Counselor

**DETENTION**

Students may be assigned a lunch detention or afterschool detention as a disciplinary action. Detention may be assigned by an administrator or a teacher. A teacher-assigned detention will be served in the teacher's classroom. Detentions assigned by the office will be held Monday through Thursday. An afterschool bus will be available at 3:45 for those students who are transportable. While in detention, the student is expected to work and follow directions of the staff member in charge.

**IN-SCHOOL RESTRICTION**

An in-school suspension room is located at Case Middle School. Students who are sent out of class will be sent to the I.S.R. room for the remainder of the period. Students may also receive additional time in this room as the result of an office referral. Students will be provided with work and will be expected to use this time for study and reflection of unacceptable behavior.

**OUT-OF-SCHOOL SUSPENSION**

Suspensions are the most severe penalty that can be assigned by the school administration and will be used for only the most severe offenses or repeated violation of school policy. Parents will be contacted by the administrator before a

student is suspended during the school day. Suspensions by building administrators cannot exceed five days. A suspended student may not be in or around school during the period of suspension. Students are prohibited from participation in any school activities, including spectator attendance, during suspensions. The guidance office may be contacted for homework assignments. A parent or guardian may be expected to accompany a suspended student upon his/her return to school for a re-entry meeting.

Suspensions longer than five days or exclusions from school are determined by the superintendent of schools. Students who face exclusion will be offered a hearing concerning the reason for exclusion.

## **OTHER PROCEDURES AND POLICIES**

### **SCHOOL SUPERVISION**

Students become the supervisory responsibility of the school once they set foot on school property. This means that once a student gets on the school bus or once the student walks onto school grounds, the school has supervisory responsibility for that student. Therefore, these guidelines must be followed:

1. Students who ride a bus to school cannot go across Washington Street or over to Green Street, but must come directly into the building and report to the gym or cafeteria prior to 7:23. In order that the bus ride to and from school may be safe, the following rules must be observed:
  - a. Keep all noise at a low level.
  - b. Keep hands, feet, and all possessions to yourself.
  - c. Obey the bus driver.
  - d. Remain seated until the driver gives permission to you to leave. The bus driver will refer discipline problems in writing to the building principal. The penalty for continued misbehavior may range from suspension from riding the bus to suspension from school. All school rules apply while students are riding the buses. All students riding school buses are expected to maintain good conduct while traveling.
2. Students who come to school by car, bicycle, or on foot must immediately enter the building upon arrival on school grounds. Prior to 7:23 students report to the gym or cafeteria.
3. Students may not leave school during the school day without confirmed written permission from a custodial parent/guardian. Phone calls during the day will only be accepted during an emergency.
4. No student may be released from school to a person other than the custodial parent without confirmed authorization (written or oral).
5. The school needs to be in possession of copies of any custody papers concerning students attending Case. Without papers on file, school personnel have no legal authority to carry out court orders.

### **VISITOR/GUEST PROCEDURES**

Parents and other citizens are encouraged to visit the school periodically during the school year. Persons who are not students or staff *must* enter the school building through the main entrance in front of the school, sign in, and receive a visitor pass which must be displayed at all times. At the conclusion of the visit, the visitor must return the visitor pass and sign out. Student visitors from other schools, unless they have a specific reason and prior approval of the building principal, are not permitted to enter school buildings.

Visitors to the schools of the district shall be governed by the following rules:

1. Visitations to classrooms for any purpose require permission in advance from an administrator or his/her designee in order to allow teachers the opportunity to accommodate their schedules. Parents or guardians wishing to speak with a specific teacher concerning the progress of a child must make an appointment with the teacher, in addition to obtaining the permission of the Building Principal.
2. Parents are encouraged to visit teachers, guidance counselors, school nurses, school psychologist and other support personnel *by appointment*, in order to discuss any problems or concerns the parent may have regarding the student, whether or not school related.
3. Please NOTE: For the safety and well-being of the students and staff, all doors to the building are locked between 7:35 and 2:25. Please enter the main door for all school business. Students who expect to have visitors on a particular day must receive approval from teachers and an administrator at least 24 hours in advance.

### **CELL PHONES/ELECTRONICS**

Case Middle School maintains a limited use electronics policy. Students are required to silence their cell phones upon entering the building. From 7:25 am – 2:25 pm, cell phone use is not permitted, except when directed by a teacher for instructional purposes or as a privilege. Cell phones and all other personal electronic devices are expected to be off and away at all other times. Smart watches are not permitted at Case Middle School. Earbuds and/or headphones are only permitted upon the directive of a teacher for instructional purposes or as a privilege. All electronic devices must be stored properly out of sight while traveling through the hallways and common areas during school hours.

The making of audio and video recordings/pictures is strictly prohibited without the express permission of a faculty member. Recordings of any kind must also have the permission of those being recorded and intent must be communicated.

### **BICYCLES/SKATEBOARDS/ROLLER SKATES/ROLLER BLADES**

These items are not to be displayed or used in the school building. There is no skateboard/roller skate/roller blade riding on school grounds. If the student needs to bring these items to school, they must be kept in the main office. For your convenience, the school provides a bicycle rack near the turf. Place your bicycle in the rack and lock it for your own security. We are not responsible for lost or stolen bicycles/skateboards/rollerskates/rollerblades. No racing or unnecessary riding will be allowed on school grounds, including parking lots. Safety is required at all times.

### **THEFTS**

Students should report all suspected thefts to the main office where a report will be completed.

### **TRESPASSING**

A student is not permitted in any school building, other than the one he/she regularly attends, without permission from the administrator in charge of the building. Should a student be found in a building without permission, the building administrator will take action deemed appropriate at that time.

### **COMPUTER USE – STUDENT ACCEPTABLE USE POLICY**

The Watertown City School district offers access to electronic resources through the district computer network for instructional use. To gain access to the Internet and network, all students must obtain parental permission and must sign and return the student authorization form to the school office. The District will make a reasonable attempt to prevent inappropriate use of electronic resources, but ultimately the responsibility lies with the user.

This educational opportunity entails responsibility, and it is important that students and parents/guardians read and understand the following guidelines. The use of the Internet and other electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of that privilege.

When access to the Internet is granted, it is extremely important that rules be followed. Misbehavior could result in temporary or permanent loss of access to the Internet. Violations may result in disciplinary action up to and including suspension/expulsion. When applicable, law enforcement agencies may be involved.

The Board of Education does not sanction any use of the Internet, including social media that is not authorized by or conducted strictly in compliance with this policy. Anyone who disregards the District's Acceptable Use Policy may have their user privileges suspended or revoked. Users granted access through the Watertown City School District assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by District policy.

### **BULLYING/DASA REPORTING**

Watertown City School District is committed to providing a safe and supportive environment free from harassment, bullying, and discrimination for all students. The District encourages the involvement of staff, students, parents, and community members in the implementation and reinforcement of the Dignity for All Students Act (DASA). If you believe you, or someone else, has been the target of harassment, bullying, cyberbullying, and/or discrimination, please complete the DASA reporting form located on our web site ([www.watertowncsd.org](http://www.watertowncsd.org)) to report all allegations. This form should be submitted to the building DASA Coordinator, Erin King. He can be reached at (315) 785-3870 or [eking@watertowncsd.org](mailto:eking@watertowncsd.org).

### **TOBACCO, NICOTINE, AND E-CIGARETTE USE**

#### **Prohibited Conduct:**

1. The possession, use, sale, or consumption of any form of tobacco, any substance containing nicotine (except prescribed medications), any e-cigarette or oil or vaping product intended for use in an e-cigarette, and any associated paraphernalia is prohibited.
2. This prohibition applies to everybody – students, staff, parents, vendors and contractors, and all visitors to our District.



3. This prohibition applies to anyone who is on school property, including school buses and other vehicles being used to transport students for school purposes and to anyone attending a school sponsored event, including events located off District property.
4. Public Health Law Section 1399-o prohibits all smoking within 100 feet of the entrances, exits or outdoor areas of the District's school buildings, except in a residence or within the real property boundary line of a residence.
5. This prohibition applies at all times, whether school is in session or not.

### **SEXUAL HARASSMENT**

The Board of Education recognizes that harassment of students and staff on the basis of gender and/or sexual orientation is abusive and illegal behavior that harms victims and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The Board further recognizes that preventing and remedying such harassment in schools is essential to promote a healthy, nondiscriminatory environment in which students can learn and employees can work productively.

The Board is committed to providing an educational and working environment that promotes respect, dignity, and equality, and that is free from all forms of harassment based on gender and sexual orientation. To this end, the Board condemns and strictly prohibits all forms of sexual harassment on school grounds, school buses and at all school-sponsored activities, programs, and events, including those that take place at locations outside the district.

Because sexual harassment can occur staff to student, staff to staff, student to student, male to female, female to male, male to male, or female to female it shall be a violation of this policy for any student, employee or third party (school visitor, vendor, etc.) to sexually harass any student or employee.

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims of sexual harassment and persons with knowledge of sexual harassment report the harassment immediately. The district will promptly investigate all complaints of sexual harassment, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

If, after appropriate investigation, the district finds that a student, an employee, or a third party has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, district policy, and state law.

All complaints and those who participate in the investigation of a complaint of sexual harassment have the right to be free from retaliation of any kind.

### **STUDENT COUNCIL**

Student council is the organization that acts as a governing body of the school community. It is through this organization that changes are made, complaints heard, and some policy regarding students established. Elections are held in the fall by the student body for the Student Council president, vice-president, secretary, and treasurer. Each team will elect two ambassadors to the student council, and these ambassadors attend all meetings. Committees such as school spirit, bookstore, assembly, and dance are continuously active. It is through committees that much of the accomplishments are made.

### **DANCES**

**Case dance rules:** There are no alcohol or tobacco products allowed at the dance. Students suspected of having consumed alcohol and/or used drugs prior to coming to the dance will be denied entrance. Student's eligibility to attend dances at Case Middle School is based on good citizenship.

Students who choose to attend a dance may do so if they have not received a full day in-school suspension, an out-of-school suspension, four or more office referrals, or been truant from school between the beginning of the school year and

the first dance. The close of each dance begins a new eligibility period for the next scheduled dance. Students must be present at school that day in order to attend the dance. Legal excuses for absence include: doctor's appointment or court appearance. Students who are sick and not in homeroom or are sent home during the day will not be admitted to the dance. Any student removed from a dance may be restricted from all future dances for the remainder of the school year.

School policies change from time to time as situations and circumstances arise. These situations will be dealt with by and at the discretion of the principal. Any appeal of this procedure must be submitted to a building administrator by the parent of that student. Faculty who are chaperoning the dance have the authority to ask a student to leave if their behavior is considered disruptive. The student will be given the opportunity to call their parent to notify them that they need to be picked up. There are no guests allowed at Case Middle School dances.

Students must be in good academic standing to attend dances or participate in extracurricular activities. Students have until Wednesday at end of school the week of an event to be in good standing. Students who are failing two or more subjects will not be allowed to attend.

#### **EXTRACURRICULAR ELIGIBILITY**

Case offers a variety of extracurricular activities. All students are encouraged to enrich their school experiences by taking part in activities that interest them. If a student is suspended, truant, or has multiple after-school detentions, he/she cannot participate in any extracurricular activity. He/she cannot attend practices, rehearsals, games, trips, etc. If there are special circumstances, the principal will make the final decision as to whether or not the student can participate. This includes school dances, athletics, clubs, school plays, and musicals. Please refer to the Extracurricular Student Code of Conduct.