

STUDENT HANDBOOK 2022-2023

PRINCIPAL'S MESSAGE

Welcome to Dake!

Our goal is to ensure students are supported in their academic, physical, and social-emotional growth. The following pages are guidelines that will help you to be successful in this pursuit. If you have any questions about the contents or about any of the policies and procedures under which we operate, please ask a teacher, a counselor, or an administrator. We are all here to make this a great experience for you!

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

COMMUNITY VALUES

At Dake, we have four community values that guide our daily interactions:

- **Shared Purpose-** We are here to learn
- **Mutual Respect-** We care about each other as human beings
- **Mutual Support-** We help each other
- **Shared Pride-** We celebrate our Dake Community

We also strive to support students in developing social-emotional skills based around five key areas:

- Self-Awareness
- Self-Management
- Social Awareness
- Relationship Skills
- Responsible Decision-Making

PEAK PERFORMANCE

Dake has a long tradition of academic excellence. Here are a few tips on how you can be successful:

- Attend school regularly and be on time for every class. This habit is important throughout your life.
- **Be prepared.** Teachers may assign homework to build skills, provide review, and reinforce new learning. It is expected that you use your planner to write down and keep track of your assignments.
- **Use study halls to study and complete work.** 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. On days you are absent, please check your work in Schoology. You can also contact your teachers if you have any questions.
- **Ask for extra help.** If you don't understand, please ask! Teachers are available before and after school and sometimes during your study hall or lunch. Remember, we are here to help.
- **Keep track of your school materials.** This planner is a good start. Carry it 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 to complete work.
- **Read often.** Nothing helps students reach peak performance more than reading. Visit the Dake and local libraries frequently. After reading a book, students are encouraged to submit a Book Bucks form to participate in our annual event. Please see our librarian for details.
- **Write frequently.** Writing is a process that helps to develop skills. Take notes as you read, write summaries about a newly learned topic, or capture your dreams in a journal.

RECOGNITION

- **Honor Roll-** After each marking period, parents/guardians of students who earn honor roll status will receive a letter of congratulations. Student will also receive certificates. Criteria for honor roll includes:
 - High Honor Roll with Distinction- quarter average of 95% or higher and no grade lower than a 75%
 - High Honor Roll- quarter average of 90.0-94.9% and no grade lower than a 75%
 - Honor Roll- quarter average of 85-85.9% and no grade lower than a 75%

- **Awards Ceremony**-In May, awards are presented to students in the areas of academic excellence/achievement, athletics, the arts, citizenship, and service. A letter of invitation is sent to all recipients and their families. Some of the special awards are:

The Dake Citizenship Awards- Two students from 8th grade will receive this prestigious award for achievement in American history and excellence in citizenship.

The 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 students are honored for outstanding performance and excellent sportsmanship in athletics throughout the year.

Academic Awards-Departments within the school sponsor special awards to recognize outstanding students.

Service Awards-Students who contribute to the school throughout the year are recognized for special efforts.

The Justin Kuhn Spirit of Dake Award-Certificates are presented to one 7th grade and one 8th grade student who demonstrate the spirit of cooperation, friendliness, and individual effort that we encourage at Dake. Winners are nominated by their peers.

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 students 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 set up a meeting with your school counselor through the counseling office to discuss any of these topics.

During 8th grade, school counselors help you plan your high school program of studies. Using your report cards, teacher recommendations, and standardized test scores, counselors can help you assess your individual ability, achievement, and work habits. When your high school schedule is designed, it will be shared with your parents/guardians.

Sometimes school counselors refer students to other Related Services Personnel. These are helpful specialists may be of particular assistance to you:

- School psychologist- provides educational testing or counseling.
- Social worker- serves as a link among the home, school, and community resources.
- Substance abuse prevention counselor- provides education and resources to support healthy decision making.
- Speech/language pathologist- 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/guardians, 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** students may receive 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/guardian, conferencing with the student and a teacher; restorative interventions; team meeting; after school detention; removal of student privileges; lunch detention; community service; 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 re-entry conference with parent/guardian; or a Superintendent's Hearing.

Teachers, counselors, and administrators will work with students and their families to identify the behaviors that are interfering with Dake School expectations. Unacceptable student behaviors are listed and explained in the District's Code of Conduct, which can be found on the district website under "Quick Links": <https://www.westirondequoit.org/>

Gum and hats

Gum and hats will be allowed in certain sections of the building, with the expectation that students will act responsibly. 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 respect the individual teacher's decision based on that teacher's professional judgment.

Book bags

Students will be able to carry backpacks during the day, although large backpacks are discouraged. Students will be issued a locker where they can store their materials. Students will have access to their locker at the beginning and end of the school day and before/after lunch.

Electronic devices

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

School-issued electronic devices will be permitted in the cafeteria during lunch and before/after school in general areas (hallways and cafeteria).

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/after school. If a student needs to contact home for any reason, they can use a phone in the main office.

Personal appearance

We expect your clothing to be neat, clean, safe, and appropriate for a school 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 reserve 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, and/or parts of classes are detrimental to learning. Students are considered "chronically absent" if they miss more than 10% of the school days. Quarterly notification will be sent to families if student attendance meets this criteria.

Daily Attendance

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

Timeliness to School

Timeliness to school will be monitored through close communication between teachers, school counselors and administrators. If individual students develop a pattern of coming late to school, then a building administrator will work with the student, the parents/guardians, the school counselor and the student's team to develop a plan to improve the behavior. This plan will be closely monitored and adjusted, as needed.

Timeliness to Classes

If a student is late to class without a pass or a legitimate excuse, the student will receive a warning. If he or she is late a second time, that student may be asked to meet the teacher either before/after school to make up missed time.

Students who have a pattern of lateness that is not improving will be dealt with through problem-solving with the administrator, school counselor, team and/or parents/guardians.

Skip Sheets

Attendance is taken for each class through Infinite Campus and is monitored by our clerical staff. If a student is marked absent ("A") for a class, they will receive a "skip sheet" that they will need to get signed by the adult they were with during that period.

If students are unable to clear the skip, they will receive follow-up communication from administration to problem-solve.

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

If you are missing school for an extra-curricular school event you must meet with your teacher and meet the expectations to make up any missed work. Please be advised that in order to be eligible for all after-school, co-curricular and weekend activities and events (i.e. sports, clubs, dramas, dances, etc.), students are expected to be on time to school and attend all classes every day. An unexcused absence on the

day of or the day prior to a weekend or holiday activity 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. This includes copying another student's work, copying work from another source, and plagiarism. These violations will be taken seriously and may result in building-level consequences and follow-up.

MORNING ARRIVAL

Doors to the school open to students at 7:30 a.m. Students who arrive at school between 7:30 and 8:00 must enter through the south entrance leading to the cafeteria (Exit 3) or the main entrance (Exit 1). Students that ride a bus will be dropped off at Exit 3. Once inside, students must report directly to the cafeteria or All Purpose Room where they will be supervised by staff. Students will be dismissed at the 7:50 bell, where they may go to their lockers and report their first period class. All students are expected to be in 1st period at 8:00.

AFTERNOON DISMISSAL

Period 9, the last instructional period of the school day, ends at 2:55 p.m. Students have until 3:15 to go to their lockers, check on homework assignments, get extra help from staff and head 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 ensure their safety. Once students exit the building they will need to re-enter through the main entrance and sign in at the main office.

GETTING TO AND FROM SCHOOL

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

child gets to and from school every day. Share with your family the route you take.

Bikes

Bicycle racks inside a locked cage are provided outside the cafeteria entrance. Always lock your bike in the rack. Remember to wear a helmet and observe all safety rules when traveling to and from school.

Bus travel

Students who live two or more miles from school qualify for district transportation. Students who wish to ride the bus but who do not qualify for passes may pay bus fare and travel on the RTS buses. Safety precautions should be taken when riding any buses, such as: waiting for buses to come to a full stop before getting on/off, staying seated at all times while the bus is moving, and following drivers' instructions.

Skateboard and Rollerblades

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

LUNCHTIME EXPECTATIONS

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

- Students are expected to demonstrate Dake's Community Values.
- All students seated at a table share the responsibility of maintaining a clean area.
- Please be patient and wait your turn in line.
- Disruptive behavior and food throwing will not be tolerated.
- You are discouraged from borrowing food or money from other students. In an emergency, see the Cafeteria Supervisor.
- If you need to see a teacher during lunch, be sure to get a pass ahead of time.
- Extra food and snacks may be purchased before the lunch period ends.
- At the conclusion of the lunch period, wait for a Cafeteria Supervisor to dismiss 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/guardians and having them pick it up.

OTHER THINGS TO KNOW

Adult visitors to the building must sign in at the Main door, receive and wear a name tag and sign out before leaving.

A hall pass is required any time a student is anywhere other than where he/she is assigned to be. Hall passes are available in the back of this planner and from staff.

EXTRACURRICULAR OPPORTUNITIES

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

EXAMPLES OF CLUBS/ACTIVITIES:

Art Club	Odyssey of the Mind
Book Club	Peer Mediation
Chess Club	Principal's Advisory
Culinary Club	Robotics Club
Dake Musical	Ski Club
Drama Club	STEAM Club
Geography Bee	Student Government
History Club	Unity Club
Morning Show	World Language Club
Music Ensembles	Yearbook
Natural Helpers	

Interscholastic Sports:

Fall

Cheerleading	Soccer
Cross Country	Tennis
Football	Volleyball

Winter

Basketball	Wrestling
Cheerleading	

Spring

Baseball	Softball
Field Hockey	Tennis
Lacrosse	Track and Field

**Swimming and diving is available at the JV and Varsity Level ONLY.*

IMPORTANT PHONE NUMBERS:

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

Attendance Office 336-3100

DAILY SCHEDULE

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

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