Welcome to John F. Kennedy Middle School

2022-2023 Parent Handbook

John F. Kennedy Middle School will provide a positive and engaging learning environment where all students will be respected, empowered, and provided a strong foundation for their future social and academic success.

John F. Kennedy Middle School

500 Deerfield Drive East Utica, NY 13502 (315)792-2088

www.uticaschools.org/jfk

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Hello Parents/Guardians,

Welcome to John F. Kennedy Middle School!

Middle school is a time of transition for young people. It is an exciting time for students and parents. It is also a time that brings challenges and change. Our goal is to provide a positive educational environment that will enable our students to successfully transition from elementary school to high school.

The JFK Middle School Team would like to extend our services and support to you and your child(ren). We strive to make every effort to promote the academic and personal success of all students.

Students will experience personal and social changes, changes in building size and changes in workload. Students are encouraged to seek support from faculty and staff whenever questions or challenges arise. We also ask that parents keep an open line of communication with the school by keeping us informed of any concerns that are brought to your attention.

Working in partnership with our community, our goal is to offer an educational experience designed to prepare all students to successfully meet or exceed the local, state and national performance standards. In the process, our goal is to build a foundation of skills to support life-long learning.

From our family to yours, we look forward to your arrival at John F. Kennedy Middle School!

Sincerely,

The Kennedy Middle School Team



Administrative Team

Mr. Clark Principal 315-368-6641

cclark@uticaschools.org

Johanna Brenon
Secretary to the Administrator
315-368-6641
jbrenon@uticaschools.org

Mr. Smith Assistant Principal 315-368-6645

wsmith@uticaschools.org

Mr. Kierpiec Assistant Principal 315-368-6645

akierpiec@uticaschools.org

Gianna Salatino
Secretary to the Assistant Principals/Guidance
315-368-6645
gsalatino@uticaschools.org

Kennedy Support Staff Telephone & Email List

Main Office Principal	Principal: Mr. Clark	315-368-6641	cclark@uticaschools.org
Типсіраі	Secretary: Mrs. Brenon	315-368-6641	jbrenon@uticaschools.org
Assistant Principals	AP: Mr. Kierpiec (A-L) AP: Mr. Smith (M-Z) Secretary: Ms. Salatino	315-368-6694 315-368-6688 315-368-6645	akierpiec@uticaschools.org wsmith@uticaschools.org gsalatino@uticaschools.org
School Counselors	Ms Halpin A-L Ms. Starsiak M-Z and Young Scholars	315-368-6643 315-368-6646	mhalpin@uticaschools.org jstarsiak@uticaschools.org
	Secretary: Ms. Salatino	315-368-6645	gsalatino@uticaschools.org
Counselor's Fax #		315-792-2054	
AIS Facilitator	Mrs. Hansen	315-368-6583	ahansen@uticaschools.org
AIS Facilitator - Science	Ms. Hobika-Angelicola	315-368-6666	ghobika@uticaschools.org
Attendance Dept.	Ms. Cavalier	315-368-6649	pcavalier@uticaschools.org
Attendance Teacher	Mrs. Burris	315-368-6662	<u>Tburris@uticaschools.org</u>
Parent Liaison			
Social Workers	Ms. Bass	315-368-6655	cbass@uticaschools.org
Psychologist	Dr. Schmalz	315-368-6657	bschmalz@uticaschools.org
Nurse	Ms. Prumo	315-368-6644	bprumo@uticaschools.org
Nurse's Fax #		315-792-2084	
Speech Therapist	Ms. Conte	315-792-2088	econte@uticaschools.org
Safe Schools			

Durham Bus- (315) 758-1648 utica.durham@gmail.com



JFK Faculty

Last Name	First	Position	Phone	Email
	Name		Number	
Adamo	Anthony	Teacher	315.792.2088	aadamo@uticaschools.org
Aiello	Jerry	Teacher	315.792.2088	jaiello@uticaschools.org
Bailey	Linda	Teacher	315.792.2088	lbailey@uticaschools.org
Bellair	Jenna	Teacher	315.792.2088	jbellair@uticaschools.org
Bennett	Stacey	Teacher	315.792.2088	sbennett@uticaschools.org
Blanchard-Marshall	Douglas	Teacher	315.792.2088	dblanchard@uticaschools.org
Bohrer	Jennifer	Teacher	315.792.2088	jbohrer@uticaschools.org
Brosemer	Rebecca	Teacher	315.792.2088	rbrosemer@uticaschools.org
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Carney	Andrea	Teacher	315.792.2088	acarney@uticaschools.org
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Delia	Michael	Teacher	315.792.2088	mcdelia@uticaschools.org
DePerno	Jamie	Teacher	315.792.2088	jdeperno@uticaschools.org
Destito	Philip	Teacher	315.792.2088	pdestito@uticaschools.org
Emond	Colleen	Teacher	315.792.2088	cemond@uticaschools.org
Ethier	Carole	Teacher	315.792.2088	cethier@uticaschools.org
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Ferguson	Eldon	Teacher	315.792.2088	eferguson@uticaschools.org
Fiorentino	Megan	Teacher	315.792.2088	mfiorentino@uticaschools.org
Gordon	Kelly	Teacher	315.792.2088	kgordon@uticaschools.org
Greene	Nicole	Teacher	315.792.2088	ngreene@uticaschools.org
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Hassani	Ali	Academic Coach	315.792.2088	ahassani@uticaschools.org
Hawley	Shawn	Teacher	315.792.2088	shawley@uticaschools.org
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Houck	Vanessa	Teacher	315.792.2088	vhouck@uticaschools.org
Howard	Merritt	Teacher	315.792.2088	mhoward@uticaschools.org
Howd	Rebecca	Teacher	315.792.2088	rhowd@uticaschools.org
Jensen	Corrine	Teacher	315.792.2088	cjensen@uticaschools.org

			JFK	
Last Name	First Name	Position	Phone Number	Email
Kapps	Patricia	Teacher	315.792.2088	pkapps@uticaschools.org
Kulik	Melissa	Teacher	315.792.2088	mkulik@uticaschools.org
Kupelian	Vanessa	Teacher	315.792.2088	vkupelian@uticaschools.org
Leape	Sabrina	Teacher	315.792.2088	sleape@uticaschools.org
Lehner	Emily	Teacher	315.792.2088	elehner@uticaschoos.org
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Marashian	Lisa	Teacher	315.792.2088	Imarashian@uticaschools.org
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Mastrangelo	Jennifer	Teacher	315.792.2088	jmastrangelo@uticaschools.org
Mazzotta	Christian	Teacher	315.792.2088	cmazzotta@uticaschools.org
McRorie	Kevin	Teacher	315.792.2088	kmcrorie@uticaschools.org
Mills	James	Teacher	315.792.2088	jmills@uticaschools.org
Minicozzi	David	Teacher	315.792.2088	dminicozzi@uticaschools.org
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Norton	David	Teacher	315.792.2088	dnorton@uticaschools.org
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Piccione	Judith	Teacher	315.792.2088	jpiccione@uticaschools.org
Rahme	Carol	Librarian	315.792.2088	crahme@uticaschools.org
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Roberts	Jennifer	Teacher	315.792.2088	jroberts@uticaschools.org
Sallam	Oalaa	Teacher	315.792.2088	osallam@uticaschools.org
Saville	Phyllis	Teacher	315.792.2088	psaville@uticaschools.org
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Schreppel	Joshua	Teacher	315.792.2088	jschreppel@uticaschools.org
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Soboloski	Matthew	Teacher	315.792.2088	msoboloski@uticaschools.org
Stevens	Riley	Teacher	315.792.2088	rstevens@uticaschools.org
Tillotson	Jennifer	Teacher	315.792.2088	jtillotson@uticaschools.org
Tuckerman-Kilian	Sarah	Teacher	315.792.2088	skilian@uticaschools.org
VanEtten	Heather	Teacher	315.792.2088	hvanetten@uticaschools.org
Waldron	Matthew	Teacher	315.792.2088	mwaldron@uticaschools.org

^{*}Do not hesitate to contact your child's teachers with any questions or concerns.



Student Tips for Success

- ORGANIZATION IS KEY
- KEEP TRACK OF HOMEWORK ASSIGNMENTS AND TEST DATES in AGENDA BOOK
- KEEP TRACK OF SCHOOL CALENDAR
- SEEK EXTRA HELP FROM TEACHERS AS NEEDED
- USE THE LOCKER ASSIGNED TO YOU-MUST BRING IN YOUR OWN LOCK FOR USE
- DO NOT PUT THINGS IN YOUR LOCKER IF YOU DO NOT HAVE A LOCK ON IT
- A 2ND LOCK IS SUGGESTED FOR USE WHILE IN GYM. LOCK MUST BE REMOVED AT THE END OF GYM CLASS.
- STUDENTS SHOULD BE LISTENING TO ALL ANNOUNCEMENTS IN ORDER TO JOIN CLUBS



Report Card Dates

Marking Period	Date Report Cards/Progress Reports are mailed home
Progress Report 1	October 21
Marking Period 1	November 22
Progress Report 2	December 20
Marking Period 2	February 9
Progress Report 3	March 17
Marking Period 3	April 27
Progress Report 4	May 23
Marking Period 4	June 30

School Counselor's Role - Our school counselors work as a team with teachers, staff, parents, and administration to create a caring, supportive educational environment.

- Academic Support monitor grades, parent conferences, academic interventions
- Peer relationships
- Problem solving, decision making, and conflict resolution
- Transition and career planning
- School crisis intervention
- Provide connections to community services
- Positive behavior reinforcement



ATTENDANCE:

Absences

We encourage all students to do their best to attend school EACH day.

- Families will be called for <u>all</u> of their child's absences through our automated system.
- If a student is absent, please call the school's attendance office at **315-368-6649**.
- A written excuse must be brought to school upon return and must include:
 - The date of absence
 - A reason for the absence
 - Guardian signature/Medical professional (if needed)

Chronic Absenteeism

Any student that misses 18 or more days of school is considered to be chronically absent. The following actions will be taken by the school:

- Contact will be made by Teachers, Counselors, and/or the Attendance Teacher via phone, letter, and home visits
- Referral to IST Team for intervention services
- Child Protective Services (CPS) will be called
- Pre-Pins will be submitted

A Student Attendance Action Plan was sent home to All parents prior to the start of school.

If you have any questions, please contact our Attendance Teacher, Mrs. Burris at #315-368-6662 or tburris@uticaschools.org

Process for Changing an Address

Please be advised, one of the following documents is required to change your child's address and bussing. Please bring proof of a new address to school so that changes can be made. In addition, documents may be emailed to gsalatino@uticaschools.org or faxed to 315-792-2054.

Acceptable proof of address documents are as follows:

- National Grid, Water Bill, Spectrum Cable bill, or other bill with your Name and address on it
- SSI Award Letter
- TANF Budget Sheet (Temporary Assistance for Needy Families)
- Landlord Statement with Landlord's contact information

If you have any questions please call:

Attendance (315) 368-6649 Secretary (315) 368-6645

^{*} Please be aware that bus changes can take 3 - 5 days

GOOGLE CLASSROOM

- Parents can check their child's Google Classroom at <u>ANYTIME!</u>
- Teachers continue to use Google Classroom to post student assignments, daily agenda's, and allows for communication to teachers.

<u>Stream Page:</u> This is a central place to view class posts and announcements. When something is added to classwork, it also appears on the Stream. On the left side of the Stream page, in the Upcoming area, a list of assignments with upcoming dues dates displays.

<u>Classwork Page:</u> This is where teachers create assignments, questions, and class materials.

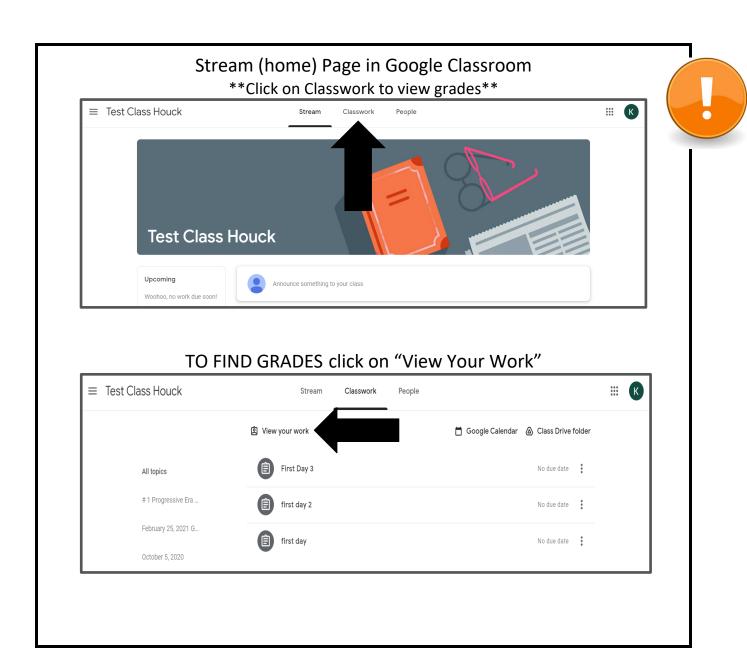
This is also where you will find you child's grades): **Click on "View Assignments" at the top of the Classwork page.** View assignments and grades, and see which assignments students owe from here. Parents can see Their child's overall average as assignments are graded. (SEE NEXT PAGE)

Not All Teachers Keep Grades In Google Classroom

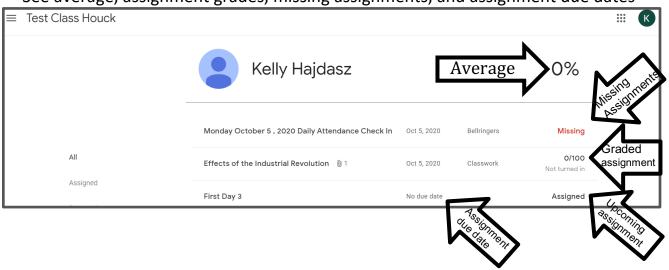
<u>People Page</u>: This tab houses the class roster, including all teachers and co-teachers of the class.

**Parents can contact teachers ANYTIME by phone or e-mail!





See average, assignment grades, missing assignments, and assignment due dates



UTICA CITY SCHOOL DISTRICT

SUMMARY - CODE OF CONDUCT

NOTE THAT A COMPLETE COPY OF THE CODE OF CONDUCT IS AVAILABLE FROM THE SCHOOL, FROM CENTRAL ADMINISTRATIVE OFFICE, OR ON THE DISTRICT WEBSITE

Dear Parent/Guardian/Student:

The Utica City School District is committed to providing all students, teachers, district personnel, and visitors with a safe and pleasant environment. Our purpose is to offer a quality education in an environment free of discrimination, harassment and bullying. All students have the right to access educational and extracurricular activities on an equal basis.

Therefore, we have adopted a "Code of Conduct" that applies to everyone involved in our schools. You should also know that New York State's Safe Schools Against Violence in Education Act and Section 100.2 of the Regulations of the Commissioner of Education require that each school district in the State have such a Code.

Our Code was developed by administrators, teachers, parents, students, and others involved in the schools. It explains the rights and responsibilities of all who utilize our facilities or ride our buses. The guiding principles are those of politeness, respect for each other, tolerance, and honesty. We especially ask students to help us maintain a safe and orderly environment, to ask questions if there is anything they don't understand, and to ask for help with problems. We also expect them to accept responsibility for what they do or do not do. Therefore our Code focuses on respect for the rights and property of others and for the safety of everyone.

Students who refuse to follow the rules by being disorderly, insubordinate, disruptive, or violent or who place others in physical or moral danger will be disciplined. This discipline could range from a warning to permanent removal from school.

Discipline will be based on the following categories. (the complete list appears in the Code of Conduct):

Category 1 – includes disorderly conduct, insubordination, false identification, possession of electronic devices (i.e. cell phones, iPods, etc.), harassment, academic misconduct, and misconduct on the bus.

Category 2 – includes vandalism, endangering safety, health, or welfare of others (including bullying and cyber bullying), fraud, forgery, sexual harassment, and chronic insubordination.
Revised March 28, 2019

Category 3 (Zero Tolerance) – includes violent conduct, possession of drugs and/or alcohol, conduct endangering the safety, health, or welfare of others, and sexual misconduct.

Students are expected to report any school related violations of the Code to a staff member immediately. Remember that we are all responsible for the health, safety and well being of everyone.

Students who violate the Code will be subject to a consequence. Typically, consequences become more severe if the misbehavior continues or if a Zero Tolerance offense has been committed. Consequences range from an oral warning to permanent suspension from school. A complete list appears in the Code.

We would like to remind parents/guardians and students that transportation is a privilege of the student, not a right, and that the school district is not mandated to provide transportation. Pupil actions and behavior will be addressed in relation to the severity and frequency of the misconduct. The Code of Conduct of the Utica City School District extends to the transportation system of the District. Continued misconduct will result in the removal of bus privileges.

We expect all students, parents/guardians, visitors, and members of the staff to dress neatly and appropriately for all school activities and functions. We also expect all students to pay attention to personal cleanliness.

Our Dress Code is explained in detail in the complete Code, but it requires students dress in a manner that will not interfere with the main purpose of school education. Any student who is not dressed properly will be asked to correct the problem. Anyone who refuses will be subject to discipline, up to and including suspension from school.

Students and parents have rights. Students are to be informed of the reason for any consequences and will have an opportunity to explain their version of the event that led to the disciplinary action. Parents have the right to be informed also. In extreme cases, such as Category 3, the school official may be required to request a Superintendent's Hearing. The Code includes information on specific rights of parents/guardians and students, including the right to counsel.

Finally, in accordance with New York State Law, visitors to the school must report to the main office to request permission to visit anyone in the building.

Visitors may be asked to show identification. The principal or his/her designee may or may not grant such permission. If permission is granted, the visitor is to sign a register and will be issued a pass, which must be worn until departure. All visitors to any school, regardless of the purpose of the visits, must behave in a polite and respectful manner. Violators of this policy may be restricted from school property and/or prosecuted.

Thank you for your anticipated support and cooperation.

Revised March 28, 2019

CELL PHONE POLICY

Cell Phones are not allowed to be used in school. If students are found using a cell phone the disciplinary consequences will be imposed progressively from a warning to ISS. Parents may be required to come to school to pick up the phone of a repeat offender.



**Examples of other electronic items that are prohibited include, but are not limited to:

Airpods, earbuds, tablets, and smart wearables

UCSD DRESS CODE

- Clothes and footwear should be safe and appropriate.
- Clothes <u>SHOULD NOT</u> make reference to drugs, alcohol, gangs, or tobacco.
- NOT APPROPRIATE: crop tops, net-tops, halter tops, spaghetti straps, plunging necklines, see-through clothes, hoods, hats, bandanas, short skirts/shorts, pants that hang below your buttocks.
- NOT APPROPRIATE: any items that are rude, use curse words, make fun of others, have sexual content or that can be used as a weapon.
- Undergarments should be <u>completely covered</u> with outer clothing.

Coats are not to be worn in the building. You must hang your coat in your assigned locker before 1st period.

JFK SCHOOL-WIDE EXPECTATIONS

BE RESPECTFUL

- Sit up.
- Listen.
- <u>A</u>sk and answer questions.
- Nod your head.
- Track the speaker.





BE RESPONSIBLE

- No eating or drinking in class without teacher permission.
- Be on time (in your seat at the bell).
- Be prepared (bring all materials to class. Example; pencils, notebooks, and homework).
- Do not enter classes in session that you do not belong in.

BE SAFE

- Keep hands and feet to yourself.
- Sit flat on your chair.
- Do not throw anything.
- Do not use perfume or cologne in class.





BE KIND

- -Use appropriate language.
- -Be considerate of others and their feelings.

Expectations also apply to behavior on the bus.







*Listen to the announcements for all sign-ups, tryouts and meeting dates for clubs and sports

JFK Club Requirements and Sports Policy

- Students who are failing 3 or more courses are ineligible to participate until the next marking period.
- Students who wish to participate must maintain an average of 85% attendance in all classes.
- Students who receive 2 F's or 2 grades 64 or below in a marking period will be placed on academic probation, may practice and attend basic meetings, but cannot compete in games or attend special extra-curricular activities. The student will have two weeks to earn a passing grade in order to be considered for full eligibility.
- Any student who received 3 or more F's for the progress report or quarterly report cards are ineligible until the next report card.

Students who participate in extra-curricular school activities must meet the standards as outlined in the Utica City School District Code of Conduct.



John F. Kennedy Middle School Bell Schedule 7:45 a.m.- Warning Bell

Period 1	7:47 - 8:27
Period 2	8:31 - 9:11
Period 3	9:15 - 9:55
Period 4	9:59 - 10:39
Period 5	10:43 - 11:23
Period 6	11:27 - 12:07
Period 7	12:11 - 12:51
Period 8	12:55 - 1:35
Period 9	1:39 - 2:19
Period 10** (after school)	2:19 - 2:50

In the event of a 1-hour delay, students will report to their bus/school one hour later than their originally scheduled time.

In the event of a 2-hour delay, students will report to their bus/school two hours later than their original scheduled time.

For example: Bus time: 7:15 am

1-hour delay: 8:15 am 2- hour delay: 9:15 am **School Recess Days**

SCHOOL

September 5Labor Day
October 10Columbus Day
November 8,Superintendent's Conference Day
November 11Veterans Day
November 23-25Thanksgiving Recess
December 23-January 2Winter Recess
January 16Martin Luther King, Jr. Day
February 20-24Mid-Winter Recess
April 7-14Spring Recess
May 16Superintendent's Conference Day
May 29Memorial Day
June 19Juneteenth

Tips for Helping your Student with Homework and Study Habits

- ❖ Turn off the TV.
- Monitor and restrict phone calls.
- Know when Report Cards and Progress Reports are mailed to you. Dates will be noted on the school calendar.
- Set up a specific time and area to study.
- ❖ Monitor music type and volume while doing homework and studying.
- ❖ Make sure they get adequate sleep. Reduce caffeine consumption and video games before bedtime.
- Notes/Binders/Folders organize notes and handouts by subject.
- Rewrite notes to review for tests/quizzes.
- Use flashcards.
- Study a little every day.
- ❖ Backpacks clean out and file papers in folders and binders with dividers WEEKLY.



Community Services

Abuse/Alcoholism/Substance Abuse Child Abuse Hotline Domestic Violence/YWCA Oneida County Department of Social Services/Child Protective Unit Mohawk Valley Center for Refugees Center for Family Life and Recovery Insight House Mohawk Valley Council on Alcoholism and Addictions	800-635-1522 315-797-7740 315-798-5264 315-738-1083 315-735-2236 315-724-5168 315-733-1709
Suicide Prevention Mobile Crisis Assessment Team (MCAT)	315-732-6228
<u>Disability Advocates</u> Resource Center for Independent Living (RCIL) Learning Disabilities Association (LDA)	315-797-4642 315-797-1253
Counseling Services Catholic Charities Child Advocacy Center Community Health and Behavioral Services (CHUBS) Hospice and Palliative Care Neighborhood Center Child Guidance Clinic Samaritan Counseling Center	315-724-2158 315-732-3990 315-798-8868 315-735-6484 315-732-2256 or 272-2700 315-724-5173
Emergency Housing/Shelter American Red Cross Emmaus House (females 16 +) Evelyn's House (pregnant – homeless) Runaway and Homeless Youth New Horizons (female 16 +)	315-733-4666 315-797-3339 315-733-0236 315-792-9039 or 624-9930 315-732-7032
Food Banks/Meal Sites Community Food Bank St Francis De Sales Thea Bowman House Hope House Johnson Park Center Food Pantry	315-733-0346 315-732-6171 315-797-0748 315-793-3723 315-794-1904