



JORDAN-ELBRIDGE

HIGH SCHOOL

STUDENT HANDBOOK

2025-2026

Mission, Vision, and Values

Mission: To cultivate the BEST in personal growth and achievement

Vision: Providing the BEST in educational opportunities by...

- Sustaining a culture that supports the intellectual and developmental needs of all
- Being committed to excellence in education and exceeding expectations
- Building a safe, dynamic learning environment where all are valued and respected
- Expanding our home-school-community partnerships
- Operating in a fiscally responsible manner

Values **JE EAGLES** are...

Just and caring

Excellent in all that they do

Ethical in their behaviors

Accepting of all

Global thinkers

Learners first

Examiners of why and how

Selfless

5 SIMPLE RULES

- BE ON TIME TO “WORK”—SCHOOL AND CLASS.
- DRESS FOR SUCCESS BY FOLLOWING THE DRESS CODE.
- BE RESPECTFUL OF ALL SCHOOL COMMUNITY MEMBERS.
- USE APPROPRIATE LANGUAGE.
- RESPECT EACH OTHER’S SPACE.

5721 Hamilton Rd.
P.O. Box 901
Jordan, NY 13080
(315) 689-8510
<http://www.jecsd.org>

TABLE OF CONTENTS

PART I. STUDENT SERVICES	2
Student Class Schedule	2
Counseling Office	3
Requirements for Graduation	3
Early Graduation	4
Early College High School	4
School Marks	4
Report Cards	5
Report Card Schedule	5
Student Academic Recognition	6
Summer School	7
Physical Education	7
Medication Information	7
Promotional Policy (Grades 9-12)	7
Student Records	8
Course Add/Drop Course Procedure	8
Lockers	9
Visitor Policy	9
School Closings	9
PART II- STUDENT BEHAVIOR AND CODE OF CONDUCT	9
The School Day	9
Class Attendance	9
Excused/Unexcused Absences	10
Attendance Policy K-12	10
Attendance and Course Credit	10
Attendance Procedure	10
Tardy procedures for 1 st period classes	11
Student Discipline	11
Major Offenses	11
First Major Offense	12
Subsequent Major Offenses	12
Possession of Dangerous Weapons/Objects	12
Suspension	12
In School Suspension	12
Special Rules for Special Areas	13
Electronic Equipment and Games	15
Assemblies	15
Bus Rules	15
Unauthorized Use of School Grounds	16
PART III- STUDENT ACTIVITIES	16
Student Council	16
Activity Scheduling Procedure	16
Extra-Curricular Activities	17
Academic Eligibility Requirements	17
Interscholastic Athletics	17

JORDAN-ELBRIDGE HIGH SCHOOL

SCHOOL CALENDAR

Board of Education

Sara Aaserud	Tabitha DelCostello
Matt Gardiner	Kurt Handley
Molly Godfrey	Jeffrey Poor
Jodi May	

Central Administration

Superintendent of Schools	James R. Froio
Assistant Superintendent Business & Finance	R.J. Hartwell

High School Administration

High School Principal	Mark Schermerhorn
Director of Health, PE and Athletics	Daniel Stadtmiller
Secretary-Main Office	Julie Hickey
Athletic Assistant	Rebecca DeMario
School Resource Officer	Lynette DeFavero

9-10 Counselor	Kim MacDonald
11 - 12 Counselor	Jamie Susino
Attendance Counselor	Laurie Spencer
Counseling Office Secretary	Sharyl Smith
School Nurse	Heather Clark
Librarian	Jennifer Martin



September

2	First Day of School
19	Half Day of School
16	School Picture Day

October

2	Open House/ Pep Rally
3	Homecoming
13	No School / Columbus Day
24	School picture make-up day

November

11	No School / Veterans Day
14-15	Fall Play
24	Conference Day
25-28	Thanksgiving Recess

December

2	Holiday Concert
12/22-1/3	Holiday Recess

January

19	No School/Martin Luther King Day
20-23	January Regents Exams

February

16-20	Mid-Winter Recess
-------	-------------------

March

13	Conference Day
13-15	Spring Musical
24	Just Bands
3/30-4/4	Spring Recess

April

7	Pops Concert
---	--------------

May

15-16	Spring Play
22-25	No School / Memorial Day
29	Academic Awards Night

June

2	Festival of the Arts & Collage Concert
4	Senior Athlete Recognition
19	No School / Juneteenth Day
17-25	Regents Exams
26	Graduation Day

PART I. STUDENT SERVICES

Bell Schedule - Monday, Tuesday, Thursday and Friday

Mod 1 / Homeroom	7:35	8:28
Mod 2	8:31	9:11
Mod 3	9:14	9:54
Mod 4	9:57	10:37

Mod 5 (Lunch 1st)	10:40	11:10
Mod 5 (1st Floor)	11:13	11:53

Mod 5 (2nd Floor)	10:40	11:20
Mod 5 (Lunch 2nd)	11:23	11:53

Mod 6	11:56	12:36
Mod 7	12:39	1:19
Mod 8	1:22	2:02
Eagle Mod	2:05	2:40

Bell Schedule- Wednesday

Mod 1 / Homeroom	7:35	8:23
Mod 2	8:26	9:06
Mod 3	9:09	9:49
Mod 4	9:52	10:32

Mod 5 (Lunch 1st)	10:35	11:05
Mod 5 (1st Floor)	11:08	11:48

Mod 5 (2nd Floor)	10:35	11:15
Mod 5 (Lunch 2nd)	11:18	11:48

Mod 6	11:51	12:31
Mod 7	12:34	1:14
Mod 8	1:17	1:57

Counseling Office

The counseling office, located across from the main office, is open every school day until 3:30 P.M. Evening conferences are available by appointment.

The purpose of the Counseling Department is to assist you in making the best use of your opportunities as you progress through school. Your counselor, by means of tests and counseling, will help you learn more about yourself, your interests, and your special abilities. He/she will help you choose the courses that should be best for you in high school and to select further education or work experience to suit your needs. School counselors are here to help you with your educational, vocational, and personal needs. Students may make an appointment with their counselor during passing time between periods.

Requirements for Graduation

(Subject to change based on New York State Board of Regents Approval)

Graduation requirements set forth by the Board of Education serve to establish realistic academic goals for students and set minimum standards for awarding the school's diploma. The following requirements reflect both New York State Board of Regents mandates as well as those established locally.

Jordan-Elbridge C.S.D. Regents Diploma

In order to graduate from the Jordan-Elbridge High School, the student must complete a minimum of 22 units of credit.

Regents Diploma Required Courses		Advanced Regents Diploma Required Courses	
English	4	English	4
Social Studies	4	Social Studies	4
Math	3	Math	3
Science*	3	Science	3
Foreign Language	1	Foreign Language	3
Art/Music	1	Art/Music	1
Health	.5	Health	.5
Physical Education	2	Physical Education	2
Sequence/Electives	3.5	Electives	1.5
Total	22.0	Total	22.0

*One Science must be a Life Science and one must be a Physical Science. The 3rd credit is of the students' choice. Requirements Continued next page

Regents Diploma Required Exams (Passing score of 65 and above)	Advanced Regents Diploma Required Exams (Passing score of 65 and above)
English Language Arts	English Language Arts Exam (gr. 11)
Algebra I	Algebra 1, Geometry, Trig./Alg. 2
Global Studies & Geography	Global Studies Exam (gr. 10)
U.S. History	U.S. History Exam (gr. 11)
One Science Regents	Two Science Exams

Early Graduation

Graduation shall be based upon the successful completion of the above state and local requirements. Acceleration of students through their individual academic programs will be guided by appropriate District policies. Permission for course substitutions for anticipated study at a college or other educational institution shall be approved by the High School Principal prior to registration for credit toward high school graduation. Please arrange a meeting with the High School Principal and School Counselor.

Early College High School

Students who wish to be considered for the Early College High School program must complete all the requirements for the Advanced Regents Diploma and English 103-104 by the end of their Junior year.

School Grades

Guidelines:

All students are to be informed in writing of the grading practice to be used by the teacher during the initial two day cycle of classes for that course. Tests are an important part of learning and should be given often to evaluate and provide students with testing experience. Although not required, quarterly tests are highly recommended and should be administered whenever appropriate; unit tests and semester tests are to be administered in all academic courses.

It is recommended that students receive a minimum of one grade per week in order to adequately evaluate progress and keep students motivated.

In the case where a student cannot be given a grade because not all major class or test work has been completed and submitted, an “incomplete” grade will be assigned. All incompletes must be made up within 2 weeks of the end of the marking period. No Inc. can be averaged into a final grade.

Homework is an essential part of the educational process/program and should be assigned regularly and in reasonable amounts. It is expected that homework will be corrected and graded frequently by the teacher. Students should be informed at the outset of class regarding the teacher’s policy on the grading of homework and the “weight” homework assignments will carry in the calculation of report card grades.

Computation of Final Grades

Final course grades will be determined in the following way:

All teachers must notify their students in writing during the initial two day cycle of the course what the minimum standards for passing the course will be. If, in the calculation of grades, a student's grade is determined to be 83.2%, the teacher will round it down to 83%. Similarly, if a student's grade were 83.8%, the teacher would round the grade up to 84%.

Grading policy for identified students with educational disabilities (within the regular classroom):

IDEA students enrolled in a course who are able to meet the standards established for the course shall be graded according to the objectives set by the classroom teacher.

Report Cards

Grades are to be recorded every 30 school days and report cards issued following the close of each marking period. Numerical grades on these report cards represent the following levels of achievement:

- 90-100 = outstanding, superior, excellent
- 80-89 = good, above average
- 70-79 = fair, average
- 65-69 = poor, barely passing, below average
- 50-64 = unsatisfactory, failing
- F = Failing

Report Card Schedule Report cards are issued every ten weeks to every student

MARKING PERIOD	MARKING PERIOD ENDS	On SCHOOLTOOL
1	10/10/25	10/16/25
2	11/21/25	12/4/25
3	1/23/26	1/29/26
4	3/13/26	3/19/26
5	5/1/26	5/7/26
6	6/26/25	6/30/26

In addition, report cards may carry comments which reflect teacher opinion regarding student attendance, effort, behavior, or ability. All report cards will be mailed home.

Final Grade Computation:

Teachers will share their grading expectations with students at the start of any course

- a. A teacher may fail a student, regardless of his/her computed average, on the unsatisfactory laboratory work, unfinished projects, etc.
- b. The Regents examination grade may be considered as the final exam grade. If a student has a passing average but fails the Regents, he will pass the course but not get Regents credit toward a Regents Diploma. The student may retake the Regents exam again at the next examination time to gain Regents credit. It is not possible to get regents credit without passing the Regents exam.

AP or College Course Enrollment Criteria

Enriched honors or college courses may have prerequisites, and may be based on teacher recommendation

Student Academic Recognition

1. The required academic average for High Honor Roll is 90% to 100% and the required academic average for Honor Roll is 85% to 89%.
2. The academic average for honor roll will be computed by weighting grades according to the amount of academic credit given for the course. For example: Physical education, band, chorus, driver education and other courses which meet every other day and receive ½ credit will be weighted ½ the amount of 1 credit daily courses. Half-credit courses which meet daily for one semester will be given full weight during that semester.

The senior rank-in-class, which is sent to college and university admission offices, is considered when local awards and scholarships are given and to determine class valedictorian and salutatorian status.

It is calculated by weighting grades. All courses taken will be weighted. The final average of all courses will be computed and compared to all other students' averages to determine class rank. Half year courses will count half the weight of a full year course.

$$1.10 \times \frac{\text{_____}}{\text{(grade)}} \text{ for AP, \& College}$$
$$1.05 \times \frac{\text{_____}}{\text{(grade)}} \text{ for Regents Level Courses}$$
$$1.0 \times \frac{\text{_____}}{\text{(grade)}} \text{ for all other courses.}$$

All subjects will be considered Regents if they culminate in a Regents Exam. The final grade will be used to determine grade points. A final passing grade cannot be changed (i.e., summer school, repeating Regents Examinations). Grade point average and rank in class are computed after the completion of the **sixth semester** to establish the final rank in class, and to identify the valedictorian and salutatorian. Please note: Beginning in the 2023-2024 school year, the cut off for the senior rank will be at the conclusion of the student's junior year.

Repeating Courses

Failed Courses and Waiver of Prerequisites

It is not the practice of this H.S. to allow doubling-up in courses failed within the core subjects of English, Math, Science, and Social Studies. Unless permission is granted by both the Principal and course teacher, no student may enroll in any course prior to the successful completion of its prerequisite course. The only exceptions will be for Social Studies12 (Participation in Government & Economics) for which Social Studies 9, 10, 11 are not prerequisites and English 12 electives. Generally, elective courses have no prerequisite requirements; however, there are some exceptions. For example, Studio Art is a prerequisite to all other art courses; all drafting

courses are hierarchical, as are some technology and business courses. Please consult the current “Curriculum Guide” for more specific information.

Students who are repeating a course for credit will be enrolled for the full duration of that course.

Summer School

In order for a student to be eligible for summer school one of the two conditions must be met.

1. A final grade of 55% or better must be achieved in the course.

Or

2. 3 of the 7 marking period or final exam grades must be passing for a full credit course or 1 of the 3 marking period or final exam grades for ½ credit courses.

A student who passes the course in summer school will receive credit from JE HS. The final grade will be a combination of 60% from regular course grade and 40% from summer school grade. The grade will not be below 65% for courses passed in summer school.

Promotional Policy (Grades 9-12)

9th Grade

Promoted to 9th grade upon successful completion of 8th grade.

10th Grade

Students will be assigned to 10th grade upon the completion of 5.5 units of credit which must include one credit in English, one credit in Social Studies and a half credit in Physical Education.

11th Grade

Students will be assigned to 11th grade upon the completion of 11 units of credit which must include two credits in English, two credits in Social Studies, one credit in Math, one credit in Science and one credit in Physical Education.

12th Grade

Students will be assigned to 12th grade upon the completion of 16.5 units of credit which must include three credits in English, three credits in Social Studies, two credits in Math, two credits in Science and one and a half credits in Physical Education, or if they are taking courses which when completed will allow them to graduate.

Student Records

Parents/guardians of students under 18 years of age and students over 18 years of age have the right to examine student records. This school will also honor requests of students under 18 years of age to examine their records. Records shall be defined as all official files, and data directly related to the child and/or parents, including all material that is incorporated into each student’s cumulative record folder, and intended for school use to be available to parties outside the school or school system, and specifically including, but not necessarily limited to: identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns. These records may be reviewed by appointment with the student’s guidance counselor or building administrators.

Such parents/guardians and students over 18 years of age are also entitled to an appointment for a hearing to challenge the content of such records, to insure that they are not inaccurate,

misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise in-appropriate data contained therein. Any questions concerning the procedure to be followed in requesting such a hearing shall be directed to the school building principal. Student records, and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than parents/guardians or students over 18. There are a number of exceptions to this rule, such as other school employees and officials and certain State and Federal officials, who have legitimate educational needs for access to such records.

Course Add/Drop Course Procedure

Dropping a course

1. Students will be allowed to drop a semester or a full year course in which they are enrolled without penalty prior to the completion of the 10th school day.
2. Students dropping a course after the deadline described above will receive a grade of Drop/Pass (D/P) or Drop/ Fail (D/F) as their situation dictates. All such grades are maintained as a part of the student's permanent record.
3. Students dropping a course must initiate a conference with their school counselor and the teacher, obtain a drop sheet through their counselor, and return the form to the guidance office signed by their parent/guardian, the teacher, counselor and principal.
4. When dropping a course, students must continue to attend the class until all signatures are obtained on the form and until their student schedule is changed by their counselor with appropriate class or study hall additions. Missing class before the drop procedure is completed will be regarded as an illegal absence.

Adding Courses

1. Students are permitted to add a semester or full year course within the 10th school day for semester courses and the 15th day for full year courses. Students are responsible to make up for all missed work as required by the teacher of the course.
2. Students wishing to add any course after the deadline above must additionally submit to the guidance office a written contract between the student and teacher outlining all requirements necessary to complete the missing work. Permission of the instructor to enroll is required.

Lockers

Lockers will be assigned to students in the homeroom. Lockers contain private property and should not be used by unauthorized persons. Lockers should be kept neat and orderly. You are encouraged **not** to leave valuables (money, jewelry, etc.) in your locker. A reminder: do not give your combination to your friends and don't "set" the locker combination for easy opening. The District will not be responsible for lost or stolen articles. **Lockers are the property of the Board of Education and may be inspected at any time, but most definitely if it is suspected that they contain drugs, contraband or weapons.**

Visitor Policy

Visiting the High School by students or friends from other area school districts is not allowed. Parent conferences are available by appointment only.

School Closings

Notification of school closings or delays will be broadcast on radio stations WSYR, WHEN, WSEN, WYYY, any Syracuse TV stations or via Parent Square notification system will contact the primary number on your census form.

Part II- Student Behavior and Code of Conduct

The entire Code of Conduct document is available on the district website: jecsd.org

The School Day

The regular school day begins at 7:35 AM and ends at 2:40 PM on Monday, Tuesday, Thursday and Friday. On Wednesdays the school day begins at 7:35 AM and ends at 1:57 PM. Students in grades 12 may be released early to go home if they complete the early dismissal form and are not failing any course and schoolwork is complete. When students are dismissed, they must vacate school grounds.

Seniors may be eligible to have an early dismissal providing that the following conditions are met:

1. Fulfilled required course credits.
2. Good attendance and punctuality.
3. Maintain a minimum of 75% overall average.
4. Approval by the building principal.
5. Completed Early Dismissal Request Form is signed by the parent.

Class Attendance

Good student attendance is an integral part of an effective educational program. It is the policy of the Jordan-Elbridge Central School District to promote a sound attendance policy, which, in turn, will lead to the development of skills, habits, understanding, and knowledge. Since irregular/sporadic attendance is a major cause of school failure, the Jordan-Elbridge Central School District Board of Education has adopted the following policy:

Students are required to attend all classes, and study halls. Students who fail to attend classes and study halls will be subject to the code of conduct.

Excused/Unexcused Absences

The Board of Education, administration and staff believe that students must be in attendance in all of their classes to reap the full benefit of the education offered at Jordan-Elbridge Central Schools and to be successful in completing the courses of study. Therefore, only the following absences will be considered as excused from regular instruction for the purpose of granting credit toward course completion.

1. In-school or out of school suspension assigned by the principal
2. Home tutoring
3. Attendance at a field trip*
4. Band and chorus lessons*
5. Attendance at any other school program, building or function assigned by the staff or administration as a requirement for a legitimate school function

6. A medical excuse, from a doctor
7. Court Appointment

**Note: The student is required to meet with the teachers and make up the work missed in all of her/his classes to have the absences excused.*

Attendance Policy K-12

Absences will carry over from a previously attended school to a school at Jordan-Elbridge and will become a part of the student's permanent record. Absences will also carry over from one class to another, should a student change classes during the period of a school year.

Attendance and Course Credit

Good attendance is imperative to success in school. In order to receive a half or whole Carnegie credit, the student must complete the course both in seat time and by passing the Regents, if required.

Students who are absent from class due to their participation in a school-sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher.

For the purpose of being able to complete a course and take the final examination, excused absences may be counted toward completion of the course if:

1. The student meets with the teacher to review the lesson missed, and/or audits the same lesson taught in a different section;
2. Makes up work missed during the absence in a timely manner, based on individual requirements of the course.

Attendance Procedure

Student Absence-If a student is absent, he/she must present an excuse to the nurse when he/she returns to school. If he/she fails to do this, the nurse may submit a disciplinary referral to the office. Any absence not covered by a legal excuse shall be considered to be an illegal absence.

Student Tardiness- Students who enter the school building 10 minutes after the start of homeroom, which is 7:35 AM for the 2024-2025 school year, should have a signed legal excuse for the tardiness. They are required to report directly to the nurse and then directly to class.

Truancy-Truancy is illegal and will result in disciplinary action, in most cases, in-school suspension.

Leaving school grounds without permission from a High School Administrator or the nurse will result, following the first offense, in the student being placed on in-school suspension and a parent/guardian conference. Repeat violations will result in additional Reflection Room, and/or suspension for insubordination.

Tardy procedures for 1st period classes

1st Tardy= verbal warning from teacher

3rd Tardy= Lunch detention

Subsequent Tardiness= Late detention, Reflection Room /OSS, and or loss of driving privileges

6th Tardy = Parking pass suspended for 2 weeks if the students drives to school

Student Discipline

Major Offenses

1. Showing disrespect to staff member;
using profane or obscene language in the building, on school grounds, at any school sponsored activity or on any school- provided transportation.
using physical means to harm or restrain a staff member.
refusing to comply with directions or requests made by a staff member.
2. Deliberately destroying or defacing school property.
3. Being an instigator or aggressor in a fight, physical confrontation or similar disturbance in the building, on school grounds or at any school sponsored activity or event or on any school- provided transportation.
4. Stealing school property or property belonging to others.
5. Possession of, use of, or being under the influence of tobacco products, alcoholic beverages or being in possession of drug paraphernalia or any controlled substance without a legal medical prescription in the building, on school grounds or at any school sponsored activity or event or on any school- provided transportation.
6. Sexual Harassment (See District policy page 35)
7. Racial harassment will not be tolerated, such as calling other people racial or ethnic slurs.
8. Bullying of students will not be tolerated, such as name-calling, passing gossip or rumors, intimidating or threatening others, or any other behavior of this nature. The appropriate disciplinary action will be taken in cases of name-calling and other forms of bullying.
9. Smoke Free School
Federal Legislation prohibits smoking within any indoor facility owned, leased or contracted for the provision of routine for kindergarten, elementary, for secondary education or library services to children. The school will administer disciplinary penalties to violators, but the legislation also provides for civil penalties not to exceed \$1,000.00 for each violation. Smoking anywhere on school grounds by anyone is illegal.
10. Bomb Threats: Bomb threats are a Class E felony. Anyone who calls in or makes a false bomb scare will be suspended pending a Superintendent's Hearing. Penalties range from \$5000 fine, four years in prison, driver's license revocation and more.
11. Public displays of affection, such as kissing and hugging, are not appropriate for school grounds, transportation or any school-sponsored event.

Disciplinary Action for Major Offenses

First Major Offense:

The principal may suspend the student from school for a period of 1-5 days. The principal, or his or her designee, shall contact the parents/guardians whenever possible, by telephone, to inform the parent/guardian of the situation. It is strongly suggested that a conference, if possible be held with the student, the principal or his or her designee and a parent/ guardian present before the student is returned to class. It shall be decided at this conference what further disciplinary action, if any, will be taken in the present case and the parents/guardians will be reminded of what further action may be taken in the event that the student, during the current school year, again commits a major offense. Students will be suspended for five days and recommended to the superintendent for permanent suspension if they strike a teacher, bring a gun or knife to school or other deadly weapon, arrive at school drunk or on drugs and/or for other chronic or aggravated actions.

Subsequent Major Offenses

The record of the student may be placed before the superintendent with the principal's recommendation for permanent suspension.

If a student is insubordinate concerning a possible violation of this policy, such an act of insubordination will be subject to further charges.

Possession of Dangerous Weapons/Objects

There is no circumstance under which a student, while on school premises, may have in his/her possession a dangerous weapon or any objects which could be used to inflict bodily injury to another person. Any student violating this rule will be automatically suspended and the weapon/object confiscated. The Jordan-Elbridge CSD will comply with the provisions of the "Gun Free Schools Act" (1994).

Suspension

When a student is suspended from school, he/she may not attend classes, participate in school functions, nor attend school-related activities. Upon returning to school, he/she shall report to the principal for a conference. A suspended student will be required to make up all classroom homework and/or tests given during the student's suspension.

In School Suspension - Reflection Room

In the case where a student has been suspended from school for a major rule violation, but has not been disruptive to the educational process, the principal may offer the parent/guardian the option of placing the student on in school suspension. The student will be supervised by an adult in a room where he/she is expected to do his/her homework and remain current with his/her courses. He/she will not be permitted to attend classes nor will he/she be able to participate in or attend any school activities during the period of suspension. Students will not be permitted to use and/or possess electronic devices during the period of suspension.

Special Rules for Special Areas

A student has the opportunity to go to the following areas (B through D) during his/her unstructured time. Each area has its own guidelines that the student must follow in order that he/she may make the maximum use of these areas.

Special Rules

A. Cafeteria/Lunch- Breakfast

It is expected that students will enter the lunchroom in a courteous fashion, showing consideration for others around them. Pupils will take a place in line at the end. Students are responsible for cleaning up after themselves and placing any refuse in the proper receptacle. The monitors on duty for supervision: not to clean up after you. Students who are assigned lunch are to remain in the cafeteria for the entire time that they are assigned. Failure to follow reasonable guidelines of behavior will result in disciplinary action.

B. Library- Open mods 1-8

Students are encouraged to use the library for doing independent research, utilizing library materials, leisure reading, and quiet study. Behavior in the library is a matter of self-discipline and thoughtfulness. Students should familiarize themselves with the unwritten library procedure. Disturbances that can distract others from quiet, purposeful study, or reading are not tolerated. **Group work should be undertaken only with the permission of the librarian.** The library circulation regulations include the following:

1. Everything borrowed should be checked out and recorded.
2. Reference and reserved materials, as well as current magazines, are to be used in the library only.
3. Overnight borrowing of these materials can be arranged with the librarian.
4. Books may be borrowed for three (3) weeks and renewed once.
5. Magazines and vertical file materials may be borrowed.
6. Failure to return materials may result in loss of library privileges. Students who lose, misplace, or damage library materials must make a monetary reimbursement to the school. The librarian shall determine this fee.
7. All students shall report to their assigned study hall first and then proceed to the library.

C. Quiet Study Hall

Students must come prepared to study hall. Each student is expected to recognize the purpose of study hall and to respect the rights and needs of others. It is recommended that students use this area to develop good study habits and to maintain high academic standards. Respect the rights and needs of others.

D. Computer Use

The computers and network at Jordan-Elbridge are provided for academic use. Students are granted the privilege to use this computer technology while attending school; with this privilege comes rights and responsibilities. At the beginning of each school year, these rights and responsibilities are reviewed with students; each student must then return a signed slip from their parent/guardian before using her/his school account. Students misusing computer technology worksheets will not be allowed access. Your passwords are extremely important for you not to share them with others. Individual students are solely responsible for what happens on their own computer account.

E. **Driving Privileges**

School bus transportation is available for all JE students. Due to a growing number of students with cars, parking on school grounds must be a restricted privilege. Only those students whose parents/guardians will provide a written statement outlining the reason for their son/daughter to drive to school will be allowed to obtain a parking permit from the High School Office. Students driving to school will follow the procedures:

1. Students will obtain a parking permit application in the High School Office.
2. Complete the application including a written statement from the parent/guardian demonstrating the necessity for the student to drive to school.
3. Return the completed form to the High School Office and a parking permit will be issued. The parking permit must be hung in the front window from the rear view mirror.
4. If it is necessary for a student to drive to school due to a doctor, dentist, or other legitimate appointment, the student should report to the High School Office for a temporary permit immediately upon arrival to school.
5. School transportation is available to BOCES for students. Under certain unusual circumstances, students may be given permission from the AOC principal, building principal and parent to drive themselves to and from the AOC. **No passengers may be taken to the AOC**
6. The following are regulations that shall govern the operation of motor vehicles by students on school property:
 - a) All students' vehicles parked on school property must have a permanent or temporary parking sticker affixed to the vehicle.
 - b) Vehicles are to be parked appropriately in the north (back) area of the parking lot which has been designated for student parking.
 - c) All driving lanes must be left open.
 - d) The speed limit for all vehicles on school grounds is 15 m.p.h.

F. **School Dances**

All school rules are in effect at dances as well as the following additional rules are in effect at all activities:

1. Jordan-Elbridge High School dances are for *students in grades 9-12 and are not open to the public*.
2. During the annual Junior Prom and Senior Ball, guests may be permitted at the discretion of the principal. If guests are allowed, they must be registered by a JE student, through the main office, prior to the Prom/Ball. A guest Prom/Ball permission form must be turned into the main office by 12:30 pm two days prior to the Prom/Ball.
3. Students attending dances are not allowed to leave the building/facility, for any length of time, and then gain re-admittance to the dance.
4. No students are allowed into a dance, later than 1 hour after the published start time of the dance, Prom/Ball.
5. Students must meet the same standards of dress as those for the regular school day. Anyone who does not will be directed to leave the dance and school property.

6. No pupils are to be in the parking area, in cars or out, except as they are entering or leaving school grounds. Chaperones will check the parking areas periodically. Pupils loitering in these areas will be directed to leave school grounds immediately.
7. Students may be subjected to a breathalyzer test before entering a school-sponsored event. Refusing to submit to this will result in denied entrance to the event.
8. Students who violate any of these rules will be suspended from attending dances, Prom/Ball for the remainder of the school year, as well as face appropriate disciplinary action.

G. Pledge of Allegiance

The Legal Division of the State Education Department in Albany has advised that the minimum expected behavior of a student while the pledge of allegiance is being recited in school is for him/her to remain quiet during the time the pledge is given and to not cause any disruption. The teacher shall send any student not showing this degree of respect for the flag of the United States immediately to the principal. The student may be subject to disciplinary action for disruption or insubordination.

Electronic Equipment and Games

Jordan-Elbridge Central School District is not liable for any electronic games or equipment including cell phones that a student brings to school. Equipment and Games must be surrendered to the main office when a student is assigned Lunch Detention, Late Detention and In School Suspension. Students are allowed to use personal electronic devices in-between classes, in the lunch room or when prior permission is granted by the instructor. Students using these items during instructional time without prior permission of a teacher or administrator will be subject to the code of conduct.

Assemblies

Assemblies are held periodically throughout the year for the enrichment and entertainment of the students. Students should arrive at assemblies promptly and quietly, and give courteous attention to those who have made an effort for their entertainment pleasure.

Bus Rules

1. Be on time at the scheduled stop or when going home at the close of the school day.
2. Wait until the bus comes to a full stop before attempting to enter or get off. And, if standing near the road waiting for the bus, be sure to stand at least three (3) feet back from the edge of the pavement until the bus comes to a full stop.
3. Go immediately to a seat and stay there until the bus comes to a complete halt at the assigned stop at school.
4. Pupils should await the driver's hand signal before crossing the road or street, crossing at least ten (10) feet in front of the bus.
5. Leave no books, lunches, papers or other articles on the bus. Also, bring no large items or packages on the bus.
6. Refrain from talking to the driver while the bus is in motion.

7. Be a courteous and responsible passenger at all times. Obvious safety measures should be practiced. Head and limbs should remain inside the bus; pupils should avoid crowding and jostling while entering and leaving the bus; pupils' conduct should in no way distract others, particularly the bus driver.
8. Older students should display a responsible and protective attitude toward the younger ones.
9. Pupils should recognize the school bus as valuable property, purchased and maintained at great expense by taxpayers.
10. Pupils should know the location of the emergency doors/windows, first aid kit, and the fire extinguisher, and the use of emergency exits as a means of escape in case of fire or accident. Such instruction in the conduct of emergency drills on school buses will be given by members of the transportation staff. Older children should be familiar with safety devices in case of emergency.
11. Pupils riding to school on an assigned bus are to return home on that bus. They are not permitted to ride on any other bus. To be excused from going home on their regular bus, pupils must present a written request from their parents.
12. Report any safety concerns to the driver immediately.
13. Report acts of vandalism to the driver immediately.

BOCES students must ride the bus both to and from attendance at BOCES classes. Any deviation from this procedure must be approved by the High School Office. Failure to adhere to this provision will result in disciplinary referral.

Unauthorized Use of School Grounds

The Board of Education minutes contain the following resolution: "The unauthorized use of school grounds after sundown is prohibited". This means that students are not to be on school grounds after sundown for any reason unless they are attending a school-sponsored activity or are being accompanied by an authorized employee of the school.

PART III- STUDENT ACTIVITIES

Student Council

The purpose of the Student Council is to promote the general welfare and good spirit of the Jordan-Elbridge High School and to insure the student body a means of participation in decisions regarding matters of primary concern to them. The Student Council is organized with an executive branch consisting of four elected officers (president, vice-president, secretary and treasurer) and a one-house legislature. Student Council officers and individual class officers will be elected in the spring of each year. All officers and representatives shall be considered voting members of the Student Council's House of Representatives.

Activity Scheduling Procedure

Class and club officers and their advisors are reminded that a specific procedure must be followed in the scheduling of all activities. A "Student Activities Form" may be obtained from the High School Office. The form must be completed and returned to the High School Office a minimum of one (1) week prior to the function. **Contracts with bands, DJ's, etc., must receive the principal's approval before they are returned to the vendor.** Posters and similar forms of advertising may not be displayed until the activity has been approved. Posters, signs, etc., will

not be affixed to any classroom walls; removal of the tape will cause damage to the painted surface.

Extra-Curricular Activities

Students are encouraged to review the activities available and to select those which best fit their interests and the time they have available. If there is sufficient interest in some activity which is not currently being offered, we will do our best to help students start something new, as has been done many times in the past.

Academic Eligibility Requirements

Please see the Athletic and Extracurricular Handbook for rules pertaining to Academic Eligibility

Interscholastic Athletics

The following sports are offered on an interscholastic basis for students in grades 7-12.

(V=Varsity, JV=junior varsity, M =modified)

Boys Grades 7-12	Girls Grades 7-12
FALL 2025	
Cross Country - V, M	Cross Country – V, M
Football - V, M	Football Cheerleading
Soccer –V, M	Soccer - V, M
Golf - V	Volleyball V,JV
	Tennis - V
WINTER 2025-2026	
Basketball - V, JV, M	Basketball - V, JV, M
Indoor Track- V	Indoor Track- V
Wrestling - V, JV, M	Volleyball - M
Ice Hockey - V (Combo w/ Fulton)	Basketball Cheerleading
SPRING 2026	
Baseball - V, JV, M	Lacrosse –V, M
Lacrosse - V, M	Softball - V, M
Track - V, M	Track - V, M

HIGH SCHOOL ADMINISTRATION

High School Principal Mark Schermerhorn
 Director of Health, PE and Athletics Daniel Stadtmiller
 Secretary-Main Office Julie Hickey
 School Resource Officer Lynette DelFavero

COUNSELING OFFICE

Grade 9 - 10 Kim MacDonald
 Grade 11 - 12 Jamie Susino
 Attendance Counselor Laurie Spencer
 Secretary Sharyl Smith

 School Nurse Heather Clark
 Cafeteria - Melissa Villa 689-8500 ext. 5701

BELL SCHEDULE

Mod 1	7:35	8:28
Mod 2	8:31	9:11
Mod 3	9:13	9:53
Mod 4	9:56	10:36
<hr/>		
Mod 5 (Lunch 1st)	10:39	11:09
Mod 5 (1st Floor)	11:12	11:52
<hr/>		
Mod 5 (2nd Floor)	10:39	11:19
Mod 5 (Lunch 2nd)	11:22	11:52
<hr/>		
Mod 6	11:55	12:35
Mod 7	12:38	1:18
Mod 8	1:21	2:01
Eagle Mod	2:04	2:40

*Dismissal is at 1:57 PM on Wednesdays

Jordan-Elbridge High School
 5721 Hamilton Road, P.O. Box 901
 Jordan, New York 13080

WWW.JECSD.ORG



Marking Period Dates

	End Date	Mailed Home
1	10/10/25	10/16/25
2	11/21/25	12/4/25
3	1/23/26	1/29/26
4	3/13/26	3/18/26
5	5/1/26	5/7/26
6	6/26/26	6/30/26

SCHOOL CALENDAR

September

2 First Day of School
 19 Half Day of School
 16 School Picture Day

October

2 Open House/ Pep Rally
 3 Homecoming
 13 No School / Columbus Day
 24 School picture make-up day

November

11 No School / Veterans Day
 14-15 Fall Play
 24 Conference Day
 24-28 Thanksgiving Recess

December

2 Holiday Concert
 12/22-1/2 Holiday Recess

January

19 No School/Martin Luther King Day
 20-23 January Regents Exams

February

16-20 Mid-Winter Recess

March

13 Conference Day
 13-15 Spring Musical
 24 Just Bands
 3/30-4/3 Spring Recess

April

7 Pops Concert

May

15-16 Spring Play
 22-25 No School / Memorial Day
 29 Academic Awards Night

June

2 Festival of the Arts & Collage Concert
 19 No School / Juneteenth Day
 17-25 Regents Exams
 26 Graduation Day