

Welcome to Lansing Middle School

The entire staff at the Lansing School looks forward to working with you and making the school year an excellent one for every student. Please read through and familiarize yourself with this [Student-Parent Handbook](#). If you have any questions or you would like to learn more please contact us at LMS at (607) 533-3020.

MISSION STATEMENT

We will inspire our students to be knowledgeable, responsible, healthy and compassionate citizens.

This handbook is organized alphabetically.

To search for a word or topic press - ctrl +F. Type the word or topic in the pop up text box.

*AGENDAS

Student agendas are an important part of our daily routine at Lansing Middle School. Each student will be provided an agenda and is expected to use it. Many teachers will assign a grade for each student's use of his or her agenda. A primary goal of ours is to ensure that every student learns to organize assignments and keep track of general information.

*ASSEMBLIES

The school code of conduct will be enforced at all assemblies. Please note the following expectations and procedures:

1. Appropriate behavior will be displayed at all times in the auditorium. This means no whistling, shouting, booing or other harassing noises.
2. Courtesy shall be extended at all times to performers and speakers.
3. Students are expected to show respect for school property.
4. The procedures for reporting to the assembly will be announced.
5. Students are to wait for directions regarding dismissal from the assembly.

*ATTENDANCE AND EXCUSES

- Regular and prompt attendance is required. Each student's attendance shall be recorded in each class period.
- Students are expected to be in attendance for a full day in order to participate in practices and/or attend extracurricular activities.
- Any student who arrives late will need to sign in and will be marked tardy. If a student is marked tardy more than 3 times in a marking period s/he will be assigned an after school detention. Excessive tardiness will require a meeting with the principal.
- When a child is absent from school, please notify the school at 533-3020 ext. 2122 or by email at ms-attendance-l@lcsd.k12.ny.us. Parents/guardians will be contacted if the school is not notified. The student, upon his/her return to school, must bring a written excuse from his/her parent/guardian stating the

reason for the absence. Such excuses must be left with the office or emailed no later than three days after the absence. Excused absences include: illness, doctor's appointment, bereavement (family) or religious observance. Vacations or family trips are considered to be unexcused absences.

- Truancy is defined as a student's absence from school or class without the knowledge, consent or approval of a parent or guardian and school officials. The consequence for truancy will depend on the amount of time truant and conversations with parents or guardians. For repeat offenses a student-parent-principal conference will be required.
- Students enrolled in high school level courses (algebra I, Earth science, and foreign language) may not receive course credit if they exceed twenty-six (26) absences. These classes are high school credit-bearing courses. (The entire Lansing C.S.D. Comprehensive Attendance Policy #7140 is available upon request.)

***BACKPACKS**

Lansing Middle School is a "backpack" free school from 7:49-2:30. For health and safety reasons, students are not to wear backpacks or carry book-bags in school during regular hours. We acknowledge that backpacks are the main method of transporting student work, notebooks and textbooks to and from school, but the expectation of the student is that they use their locker to store their backpack before they attend their first period class.

***BEHAVIOR EXPECTATIONS**

Students in Lansing Middle School have the right to attend a school that is orderly, enjoyable, and a place where learning is the priority. We utilize Positive Behavioral Interventions & Supports *PBIS* at LMS.

PBIS is an organizational framework that utilizes an evidence-based instructional approach to behavior through multi-tiered systems of support.

PBIS Philosophy Statement

We believe that teaching our students how to respect themselves, others, and the environment is of great importance. PBIS is an evidence-based framework that provides exactly the support we need to accomplish this. We believe that implementing PBIS at Lansing Middle School will help us foster a caring and respectful school climate, conducive to learning.

There is an outlined set of behavioral expectations that is explicitly taught, reinforced and retaught as needed at LMS. Please see the behavioral expectation matrix for more specific information on the expectations.

Lansing Middle School Behavioral Matrix

	Hallways	Cafeteria	Bathroom/ Locker Room	Recess	Grounds	Bus	Technology
School wide expectations	 <ul style="list-style-type: none"> Follow adult directions the first time given Keep hands/feet/objects to yourself Use respectful language Report safety concerns to an adult 						
Voice Volume	1	0-2	0-1	0-3	0-2	1-2	0-1
Respect for self	<p>Arrive to class on time</p> <p>Safely carry belongings</p>	<p>Come prepared with money or lunch and jacket</p> <p>Eat your own food</p> <p>Stay in your seat</p>	<p>Wash hands with soap and water</p> <p>Use time efficiently</p> <p>Use closest facility when possible</p> <p>Keep personal items locked in a locker</p>	<p>Stay with your assigned group at the expected location</p> <p>Take care of your belongings</p> <p>Ask for permission before leaving</p>	<p>Go where directed</p> <p>Arrive on time</p> <p>Walk safely</p> <p>Cross safely</p>	<p>Stay seated facing forward</p> <p>Keep track of all your belongings</p>	<p>Use for adult directed purposes</p> <p>Follow task directions</p> <p>Keep passwords private</p>
Respect for others	<p>Make room for others</p> <p>Walk calmly on the right hand side of the hallway</p>	<p>Use "Please" and "Thank You"</p> <p>Be inclusive</p>	<p>Honor others' privacy</p> <p>Wait your turn</p> <p>Leave lights on</p>	<p>Use good sportsmanship</p> <p>Be inclusive</p> <p>Use safe game appropriate contact</p> <p>Move safely</p> <p>Be aware of your surroundings</p>	<p>Hold the door for others</p> <p>Follow road rules</p>	<p>Respect others' privacy when using technology</p> <p>Be inclusive</p>	<p>Cell phones off and away during the day</p> <p>Work on or focus on own device or program</p> <p>Use only your account and log off when done</p>
Respect for the environment	<p>Keep hallways clear of personal possessions</p> <p>Use your own locker with care</p> <p>Keep locker organized and clean</p>	<p>Stop and sort</p> <p>Keep area clean</p>	<p>Keep it clean</p> <p>Conserve resources</p> <p>Keep graffiti free</p> <p>Use facilities appropriately</p>	<p>Use and return equipment appropriately</p> <p>Stay in established boundaries</p>	<p>Stay on designated path</p> <p>Pick up litter</p> <p>Close door when you exit</p>	<p>Keep seat and aisles clean and clear</p> <p>Use equipment properly</p>	<p>Keep food and drink away from device</p> <p>Conserve paper and ink</p> <p>Leave settings as they are</p> <p>Shut down and plug in device appropriately</p>

Possible Consequences for Misbehavior:

1. Warning - verbal and/or written
2. Parent phone call or meeting
3. Meeting with the principal
4. Behavior contract
5. Recess Detention
6. Lunch Detention
7. After school detention: Student reports to the detention room by 2:35. The room where detention will be held is announced every morning on the announcements. Students are expected to bring work to do and to work quietly during detention. If the student does not remain quiet and do work, he/she may be required to redo the detention. Not coming to detention will result in two more detentions being assigned.
8. Restitution – Student stays after school and repay the time that was lost. This could mean staying with a teacher to make up work, staying with a custodian to clean, or working with other students to help them. Restitution can mean replacing an item that is damaged or lost also.
9. Activity Suspension: A student is suspended from attendance or participation in any or all Lansing sponsored activities dependent on the infraction.
10. In-School Suspension (ISS): A student may be suspended from classes and building activities for a period of time, up to a maximum of five days. In-school suspension can only be assigned by an administrator. Arrangements are made for the student to obtain classwork and homework, but the student cannot attend classes during his/her suspension time. A student who is assigned a full day is suspended from all building activities until 7:49 AM of the next school day.
11. Out-of-School Suspension (OSS): A student may be suspended from all classes and building activities for a period of time. Suspension of any kind can only be assigned by an administrator. A parent conference is normally necessary for re-admittance to the school. A student suspended from school may not be on school property or at any school-sponsored event. Parents assume complete responsibility for the student during the suspension. The student's assignments will be collected and provided.

Electronic Devices

All electronic devices (including cell phones and IPOD touches) are off and away during the day (7:49-3:10). Students are not to use devices while walking in the hallways or on grounds (e.g. on the way to the bus). Exceptions to this rule may only be made with permission of a supervising adult. If a student's personal device is out, an adult will ask him/her for it, and it will be given to the principal. The first time it will be returned to the student at the end of the day. From then on it will only be returned to a parent/guardian.

***BUILDING RULES**

1. No student is to use racial, sexual and/or “put down” comments.
2. No student is to violate another’s personal space or use physical force to settle disagreements.
3. Personal electronic devices are not to be used by students between 7:49 AM and 3:10 PM unless receiving permission from an adult.
4. No student is to go off the school grounds during the school day or during after school activities without permission from the principal.
5. No student is to run in the hallways or take part in horseplay anywhere in the building.
6. No student should be in the building before or after school unless under the supervision of a staff member. Students may wait inside for the first bell (7:42) beginning at 7:35, which is when supervision is available.
7. During lunch, students should be in the cafeteria, library, gym or athletic fields under adult supervision.
8. Squirt guns, laser lights or similar items are not to be brought to school.

***BUS RULES**

The conduct of each student while riding on the school bus is extremely important to the physical safety of everyone. Any student who fails to abide by the following rules will receive a written bus behavior referral from the bus driver:

1. Follow directions of and be respectful of the driver
2. Stay seated; stay out of the aisle when bus is in motion
3. Keep body parts inside the bus (hands, head, etc.)
4. Do not tamper with emergency equipment or misuse seat belts
5. Stay quiet
6. No horseplay
7. Use appropriate language
8. Do not throw objects on/off/at bus
9. Respect bus property
10. No eating/drinking/littering
11. Follow safety rules (crossing, etc.)

Immediate suspension from bus transportation may be warranted if the following violations occur:

1. Fighting (physical contact)
2. Possessing/using alcoholic beverages, illegal drugs, tobacco
3. Possessing a dangerous object
4. Directing profanity at a driver
5. Assaulting/intimidating the driver
6. Obstructing the driver’s vision
7. Sexually explicit behavior (harassment, abuse, exposure, etc.)

Bus transportation is provided for all students. If for any reason you are not going to school, please call the bus garage at (607) 533-4608.

If a student is going to another destination at dismissal or being picked up by someone other than a parent/guardian, **he/she must bring a note to the office before noon.** The bus note should contain:

- Student's first and last name
- First name and last name of resident and address of the location to which the student is going
- Signature of the parent/guardian
- Specify 2:30 PM or 3:10 PM dismissal

***CAFETERIA**

Breakfast Program -- Breakfast is available from 7:35 AM to 7:49 AM. Students get off the morning bus and go to the cafeteria to purchase and eat breakfast. The staff work together to ensure that students are not marked tardy if they are eating breakfast.

Lunch Program -- A menu is available on the school website and in the main office. Lunch items may be purchased ala carte. Snack foods are available.

[Lunch Menu](#)

Cafeteria Rules for Students:

1. Cooperate with cafeteria staff and supervisors.
2. Keep in an orderly line while waiting. Budging or saving a place in the lunch line are not permitted.
3. Students should throw out gum before entering the serving line.
3. Behave appropriately with no boisterous behavior.
4. After eating, clear the table and floor around your area. Properly take care of tray, silverware, compost, recycling, and waste.
5. Handle food and silverware appropriately. Damaged cafeteria equipment will be paid for by the student(s) involved.
6. No food or drink may be taken from the cafeteria, except with permission.
7. Remain in the cafeteria unless dismissed by an adult.
8. Remain in the cafeteria, gymnasium, or outdoors (athletic fields), weather permitting. Students may go to the library if it is open. Other areas of the school are off limits without a pass from a teacher.
9. Wear sneakers on the gym floor. Students using gym equipment are responsible for putting it back. Gym activities are directed by the recess supervisors, and students are to follow their directions.
10. No horseplay is allowed.

***COMPUTER USE AGREEMENT**

The computer network allows students to have access to the Internet and many networked programs. Access to the Internet enables students to explore thousands of libraries, databases, museums and other sources of information from around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive. While the purpose of the Internet is to access resources for constructive educational goals, students may find ways to access other materials. We believe the benefits to students from access to the Internet (including information resources and opportunities for collaboration) exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources.

Expectations -- Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom. Communications on the network, by nature, are public. General school rules for behavior and communications apply. Users must comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources.

Privacy -- Network storage areas and email accounts are like school lockers. Network/system administrators may review communications to maintain system integrity and to monitor responsible system use. Students should not share phone numbers, addresses or other personal information about themselves or others.

Unauthorized Copying and Downloading -- Students must never download, install, remove or alter any software or freeware onto district computer resources.

Inappropriate materials or language -- No profane, abusive, harassing or impolite language will be used. Materials that are obscene, threatening or inappropriate by school standards should not be accessed. A good rule to follow is never view, send or access materials that you would not want your teachers and parents to see. Should students encounter such material by accident they should report it to their teacher. The school district does subscribe to Internet filtering software.

Rules for Computer Use:

1. Do not use a computer to harm, harass, defame or impede other people or their work.
2. Do not damage the computer, network hardware or software in any way or take actions that put the computer system or network at risk.
3. Do not interfere with the operation of the computer or network by installing, removing or altering software, shareware or freeware.
4. Do not plagiarize or violate copyright laws.
5. Do not view, send or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not trespass or attempt to trespass, in another's folders, work or files.
8. Notify a teacher or network/system administrator if you encounter materials that violate the guidelines of appropriate use.
9. Any other use deemed unacceptable by administration will be dealt with on a case by case basis.

Consequences:

1. BE PREPARED to be held accountable for your actions. There will be a loss of computer privileges if school guidelines or rules are violated.
2. Violation of the guidelines or rules will result in disciplinary action which can range from a verbal warning, temporary or permanent loss of access privileges up to and including suspension from school as determined by the principal. If you are in violation of other school policies, those consequences will be assigned also.

***CALENDARS**

District calendars were published this year and will be sent home with students. Please see the website for additional calendar information and updates.

[District Calendar](#)

[District Event Calendar](#)

***DANCE GUIDELINES**

Dances are only for students in grades seven and eight who attend LMS. The dances are school-sponsored events therefore, all school rules apply. There is an entrance fee collected at the door. Dances start at 7:00 PM and end at 9:00 PM.

Students may not arrive for the dance before 6:50 or after 7:30 PM

Parents/guardians wishing to pick up before 9:00 PM must have a note and be signed out by an adult.

All students must be picked up by 9:15 PM

Dance Rules:

1. Refreshments are available for purchase. Food and beverages are to remain in the cafeteria.
2. Respect everyone and everything including the disc jockey and his/her equipment.
3. Follow all school rules and expectations
4. Only enter and exit from the front doors
5. You may not leave the dance/building before 9:00 unless signed out by an adult

***DIGNITY FOR ALL STUDENTS ACT**

- The Dignity for All Students Act became effective in New York State Education Law on July 1, 2012. The goal of the Dignity Act is to provide students a school environment that is safe, supportive and free from discrimination, taunting, and harassment (I.E., bullying) on school property, on a school bus, or at a school function.
- The Dignity Act also includes concepts of tolerance, respect for others and dignity to include: an awareness and sensitivity in the relations of people, including but not limited to, actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex. Implementation of training programs that include recognizing, preventing and responding to discrimination and harassment will be required of all staff on an annual basis.

[Dignity For All Students Act Information](#)

[DASA Reporting](#)

***DISTRICT RULES AND REGULATIONS**

General Conduct:

In compliance with Chapter 740 of the Laws of 1972, the Board of Education of Lansing Central School District prohibits the following kinds of conduct on school property:

- 1) Willful physical injury to any person.
- 2) Willful damage to property.
- 3) Willful disruption of the orderly conduct of classes or of any other school program or activity.
- 4) Entry upon any portion of the school premises for any purpose other than its authorized use at any time.
- 5) Willful interference with the lawful and authorized activities of others.
- 6) Any presence or activity in or on the school property during school hours except by enrolled pupils, employees of the board or visitors with an official authorization.
- 7) Any presence of unauthorized persons in an area marked restricted.
- 8) Imbibing of alcoholic beverages or the use of illegal drugs and narcotics on school property.
- 9) Smoking is prohibited on all school property.
- 10) Possession of firearms or weapons on school premises except by authorized persons.

Board of Education Policy #7370 Concerning Weapons in School:

No student shall have in his or her possession on school premises any rifle, shotgun, pistol, revolver, other firearm, knives, dangerous chemicals, explosives or any object which is not necessary for school activities and which could be used as a weapon. A weapon is defined as any instrument capable of firing a projectile, the frame or receiver of any such weapon, a firearm muffler or silencer, any explosive device or any other instrument capable of and intended for inflicting bodily harm. Any student who is determined to have in his or her possession or to have brought a gun or firearm to school will be subject to an automatic expulsion from school for a period of not less than one year, after a hearing pursuant to Education Law 3214. The superintendent shall have the authority to modify the penalty after consideration of the totality of circumstances surrounding the offense and other established criteria.

N.Y.S. Law on School Bomb Threats:

Any person making a false bomb threat toward a school in New York State would be charged with a Class E felony. The 1999 law also included the crime of falsely reporting an incident of an explosion, fire or release of a hazardous substance. Individuals convicted of issuing a bomb threat face felony criminal prosecution as well as school penalties. School penalties would include an automatic five day suspension and superintendent's hearing to determine further suspension and/or removal from school.

***DRESS CODE**

The purpose of our dress code is to support our overall goals of having students develop self-respect. Clothing must be safe, appropriate and should not disrupt or interfere with the educational process.

Students need to follow the following guidelines:

1. Footwear must be worn at all times (footwear that is a safety hazard will not be allowed)
2. Wearing hats, visors or other head coverings, except for a medical or religious purpose, is prohibited
3. Clothing that is suggestive, vulgar, obscene, or offensive to others is prohibited
4. Clothing that promotes alcohol, tobacco, illegal drugs and/or violent activities is prohibited
5. Tube tops, halter tops, low necklines, see-through garments, clothes failing to cover midriff, and shorts or skirts that are too short (use “skirts shorter than fingertips with arms held at one’s side” as a guideline for this).
6. All undergarments should be completely covered

If students violate the dress code, they will be asked to change and/or a phone call home may be made. We will have clothing items in the nurse’s office should they be needed. Any suspension of the dress code by the principal for a special event will be announced in advance and will explain specific guidelines for the occasion.

***EARLY DISMISSAL**

On early dismissal days (half days) students are dismissed at 11:13. There will not be a late bus or an extra help time after school on those days. If a student needs to be transported to a different location on half days, please communicate this to the office in writing.

***FACULTY & STAFF**

Principal: Christine Rebera

Dean of Students: Stacie Kropp

School Counselor: Tanya Thompson

Nurse: Diane Marabella

Secretary to the Principal: Becky Phillips

School Psychologist: Farr Carey

Social Worker: Melanie Towner

FACULTY	SUBJECT	ROOM	FACULTY	SUBJECT	ROOM
Beck, Gwen	Science 6	204	Bedore, Jim	Social Studies 8	224
Bevington, Kate	Enrichment	161	Bowen, Deb	Teaching Assistant	219
Bronson, Ann	Science 8/Earth Science	222	Carey, Farr	School Psychologist	160
Cole, Karen	ELA 6	201	Crannell, Francesca	Math 7	214
Ferguson, Carolyn	Physical Education 5-8	169	Hartz, Matthew	Special Education	206
Hibbard, Cathlene	Math 6	205	Hibbard, Lucas	Music 5-8/Chorus	107
Hill, Daryl	Special Education	221	Hotchkiss, Brett	Intervention Teacher	217
Hummel, Audrey	F.A.C.S.	162	Hummel, Eric	Instrumental Music Band 7/8	110
Iannone, Lee	Art 5-8	The Studio	Kadlecik, Jennifer	English 8	225
Kledzik, Lisa	ELA 6	203	Kropp, Stacie	Dean of Students	130
Lamie, Nicole	Technology 6-8	170/Shop B	Lange, Calvin	Social Studies 6	208
MacMartin, Julie	Social Studies 7	215	McHugh, Kathy	Librarian	101
Meade, Brenda	ELA 5	114	Mott, Brianna	English 7	218
Munson, Sheryl	Intervention Teacher	203	Myers, Carlen	Instrumental Music Band 5/6	110
Parente, Erin	ELA 5	106	Phanhthalath, Amy	Teaching Assistant	119
Ruquet, Keith	Special Education	115	Ryan, Deborah	Social Studies 5	117
Salmon, Christa	Science 7	210	Santiago, Jennifer	French 7-8	212
Scheffler, Matt	Physical Education 5-8	165	Schwartz, Deb	Math 8/Algebra	223
Shaw, Carolyn	Science 5	104	Terry, Bob	PAWS/Quest/Health	167
Thompson, Tanya	School Counselor	150	Towner, Melanie	School Social Worker	132
Urbany, Dawn	Spanish 7-8	213	VanArnum, Christy	Math 5	116
VandePoel, Lynnea	Intervention Teacher	119	Waldrop, Lisa	Special Education	206
Weil, Lyn	Instrumental Music/Strings 7/8	109	Winiarski, Marissa	Instrumental Music/Strings 5/6	109

SUPPORT STAFF:

Attendance/Guidance Clerk: Tessa Myers

Teacher Aides: Amy Lattin, Caroline Parks, Jennifer Phelps, Gail Dennis

Library Clerk: DeeAnn Calhoun

Monitors: Cheryl Adams, Shaunna Wagner, Chassidy Gandy

SACCP: Chassidy Gandy

Cafeteria Staff: Lynda Woods, Deb Ayers

CUSTODIAL STAFF:

Tom Quaile, John Slaght, Caitlyn DeMann

***FIRE EVACUATION**

The following instructions are to be followed by everyone during a fire drill or in the case of an emergency as we all leave the building in an orderly and quick fashion.

- 1) Your teacher will inform you of safety areas and routes of escape. Routes are posted by classroom doorways
- 2) Walk single file out of the building
- 3) Keep to the side of the corridor depending upon the room from which you exit
- 4) No talking, pushing or loitering
- 5) Walk fast, but don't run
- 6) Watch for blocked exits
- 7) Keep walking until the designated safety area is reached
- 8) Remain quiet and attentive, being alert for further instructions

***GRADE AND PROGRESS REPORTING TIMES**

Report cards will be issued at 10 weeks, 20 weeks, 30 weeks, and 40 weeks. Progress reports will be issued at 5 weeks, 15 week, 25 weeks, and 35 weeks.

Dates for 2018-2019 include:

10/12/18 - 5 week progress report

11/16/18 - 10 week report card

12/21/18 - 15 week progress report

2/1/19 - 20 week report card

3/8/19 - 25 week progress report

4/12/19 - 30 week report card

5/19/19 - 35 week progress report

End of year - 40 week report card mailed home

***HARASSMENT POLICY**

Lansing Central School is committed to creating a learning environment free of all forms of harassment. Harassment, whether sexual, racial or physical, will not be tolerated. Conduct which has the purpose of substantially interfering with a person's educational performance or of creating an intimidating, hostile or offensive environment will be considered harassment. Harassment can take different forms including:

1. Verbal: Sexual innuendo, suggestive comments, humor and jokes about sex, gender, race, or national origin, offensive notes, insults or threats of physical violence.
2. Nonverbal: Leering, whistling, suggestive or insulting sounds and gestures.
3. Physical: Touching, brushing, pinching or pushing.

Any student who believes that he or she has been subjected to harassment should report incidents to a teacher, the Dean of Students or the building principal. Any person found harassing other people in school will be disciplined according to district policy.

***HEALTH SERVICES AND MEDICATION**

A registered nurse is available to care for student health needs while at school. The nurse also completes screenings (vision, hearing and scoliosis) during the school year as regulated by educational law. Students in need of any medication at school (prescription or over-the-counter medication) must have the following provided to the school health office:

- 1) A written order from the primary care provider for the current school year which includes the student name, diagnosis, medication name, dosage, time to be given, duration of order, and provider signature.
- 2) Students in grade 6 and above may be authorized to self-carry and self-administer certain medications if both the primary care provider, school nurse and parent/guardian deem the student to be self-directed and responsible. This privilege must be specified on the original written medication order and must be signed by the primary care provider and parent.
- 3) Parents must bring medication to the school in the original container, labeled with the student name.
- 4) Medication should not be sent with the student on the bus unless the student has a written self-carry order on file (as specified in #1 and #2 above)

Please notify the school with any changes in address and phone numbers in case of an emergency. If you have any questions regarding health office services or protocol, please call the school nurse at [607-533-3020 extension 2140](tel:607-533-3020).

***HOMEWORK AND STUDY**

Homework is an important part of a student's academic program. Some students complete a large segment of homework at school. Students are expected to record assignments in their agendas. Every effort will be made by teachers to keep students up-to-date. However, it should be realized that absences, especially repeated ones, prevent students from completing classwork and homework.

***HONESTY AND INTEGRITY**

Students are expected to do their own work in an honest and forthright manner. Looking at another student's test paper, using crib sheets, obtaining answers, copying homework and plagiarizing are dishonest acts. Students who compromise their integrity in these ways will be subject to disciplinary action.

***LATE BUS AND STAYING AFTER SCHOOL**

All students in the school building after 2:35 PM must be directly supervised by a teacher, advisor or coach. A 3:10 p.m. late bus is provided **ONLY** for such students. Students riding the 3:10 PM bus must sign in while in line waiting for the bus to arrive. Students staying after school are not to leave the school building or grounds. Going to other school buildings after school is prohibited without the principal's permission. Students who wish to be a spectator at an after school athletic event are to be supervised by a teacher until the event or go home and return to school at the time the event begins. Students cannot loiter on school property waiting for an event to begin. Please plan accordingly.

***LIBRARY MEDIA CENTER**

- The library is open from 7:35 - 2:30 or 3:10. For exact availability, listen to the morning announcements, check the schedule on library door or [webpage](#). Students who want to stay after school must sign up by 1:30.

- Our mission is to provide resources and support to staff and students so they may obtain the books and information they want and need for school assignments, reading for pleasure, and personal enrichment. Students come to the library with classes for projects and research. Students may also use the library on their own before school, during study hall, lunch recess, and after school. Online resources are available 24/7 from any computer with Internet access.
- Students in grades 5, 6, and 7 may borrow two books for two weeks. Eighth graders may borrow two books for three weeks. Students with overdue items lose their library privileges until the problem is resolved. Lost and damaged books must be replaced. More information is available on the library [website](#).

***LOCKERS**

The school district assigns a locker to each student. Lockers are school property and it is expected that lockers:

- will be kept clean, neat, and free of graffiti
- will be locked at all times
- combinations should not be shared
- may be searched and/or inspected at any time for any reason by the principal

***MORNING DROP OFF**

The building opens at 7:35, which is when supervision of students begins in the building. Please do not drop off your child(ren) prior to this time.

Please adhere to driving/parking procedures including:

- ** Drive all the way up toward the front door (do not stop to let students off near the cafeteria door) to let students out of your vehicle.
- ** Do not pass in either of the two drop off lanes as this is a potential hazard for walking students and staff.
- ** Please observe the crosswalk areas and allow students to cross before moving your vehicle.

***PLAGIARISM POLICY**

Students should never copy other people's work and pass it off as their own or intrude into other people's files. When a student uses someone's ideas or words without giving that person credit, it's plagiarism.

***RESTRICTED LIST AND 7th & 8th GRADE ACADEMIC IMPROVEMENT PLAN PROCEDURES**

The purpose of the Academic Improvement Plan (AIP) and restricted list is to support student's academic achievement and study habits.

Academic Improvement Plan

- Middle School students who fail a subject or have an incomplete for a grade, are assigned an Academic Improvement Plan (AIP). The AIP list is available to teachers, advisors and coaches on the day students walk their progress reports or report cards home.
- **Students will know they are on the AIP list if they receive a failing grade or incomplete on their report card or progress report.**
- A student on the AIP list is required to meet with the teacher of each failed subject for academic help weekly. The student is responsible for having teachers sign a card signifying he/she fulfilled the requirement. **This card must be turned into the designated team teacher by 3:10 Friday afternoon for the student to be able to participate in activities the following week.**
- He or she must continue to meet this requirement until the next report card or progress report.

Incompletes

- A student with an incomplete for a grade has five school days to make up the incomplete after the end of the marking period.
- If the grade at that time is failing, the student will continue to have an AIP for the remainder of the term.

Restricted List

- Students not meeting their extra help requirement(s) will be placed on a weekly *restricted list*.
- Students on the restricted list may not participate in school sponsored, extracurricular activities which include but are not limited to athletic practices and contests, dances, musical and drama rehearsals and performances, attendance at athletic events and participation in clubs and service organizations. Students are allowed, however, to participate in performances required for chorus, band and orchestra.
- If a student on the restricted list knowingly attends activities, he/she will be referred to the Dean of Students.

The academic help time comes before any participation in a club, theater, sport or end of the day activity.

*SCHOOL HOURS

The school day is from 7:49 AM to 3:10 PM. Students who have no academic obligations or activities will leave at the 2:30 PM dismissal time. The day is divided into the following periods:

<i>Period</i>				
1st:	7:49 - 8:29			
2nd:	8:32 - 9:10			
3rd:	9:13 - 9:51			
4th:	9:54 - 10:32			
	<u>Grade 5</u>	<u>Grade 6</u>	<u>Grade 7</u>	<u>Grade 8</u>
5th:	10:35 - 11:13	10:35 - 11:13	*10:35 - 11:09	10:35 - 11:09
6th:	11:16 - 11:54	11:16 - 11:54	11:12 - 11:46	*11:12 - 11:46
7th:	*11:57 - 12:31	11:57 - 12:31	11:49 - 12:27	11:49 - 12:27
8th:	12:34 - 1:08	*12:34 - 1:08	12:30 - 1:08	12:30 - 1:08
9th:	1:11 - 1:49			
10th:	1:52 - 2:30			
Academic Support Time	2:33-3:10			*Lunch

***SCHOOL PICTURES AND YEARBOOK**

The photographer will be in the school for individual pictures which may be purchased from the photography company. A yearbook will be available with prepaid orders taken in the spring. The books will arrive in June.

***SCHOOL STORE**

The school store, located by the main office, will be open each morning. Papers, pens, sketchbooks, etc. may be purchased at the store.

***STUDENT ACTIVITIES AND ATHLETICS**

From 2:35-3:10, a student's first priority must be academics. If all academic requirements have been met, students are encouraged to participate in student activities and athletics that will round out their school day. An interscholastic athletic program is offered for both boys and girls in the seventh and eighth grades. Students participating in sports must adhere to the [Athletic Code of Conduct](#). For more specific information and specific sports see the [Athletics' section of the school district website](#).

For information about other activities for students, see the "Clubs & Activities" brochure that is available in the main office or in the [Activities/Clubs section of the website](#).

***STUDENT SERVICES**

Student Services are available to help students better understand themselves and to develop their talents and abilities. The guidance program includes orientation, counseling, testing, referrals, placement and informational services. Using this information the school counselor helps students solve vocational, educational and social problems. Psychological and social work services are also available providing support to children and parents on an individual and confidential basis. The psychologist will also evaluate students for academic support through a referral process.

- If a parent desires help for his/her young person in one of these areas please call:
Tanya Thompson - School Counselor - ext. 2150
Melanie Towner - School Social Worker - ext. 2132
Farr Carey - School Psychologist - ext. 2160

***TELEPHONE**

- There is a student phone located in the main office. Students must obtain permission from the office staff to use this phone. Students must sign into a logbook whenever they make a call. Phone calls will be limited to **urgent/important** phone calls. Please arrange for transportation changes with your child in advance and notify the office in writing of any changes before 1:00 pm.

***WORKBOOKS AND TEXTBOOKS**

- The Middle School furnishes all textbooks at no charge. If a book is lost or damaged a charge will be made to cover the book. All books should be covered to prevent wear and damage.