

IROQUOIS MIDDLE SCHOOL

Student Handbook

BUILDING VISION AND MISSION STATEMENT

VISION STATEMENT: Together with the community, we at Iroquois MS aim to inspire, motivate, and empower students to excel both academically and socially, while preparing them to be productive citizens and future leaders.

MISSION STATEMENT: We, the faculty, staff and administrators of Iroquois Middle School, are dedicated to providing a safe and nurturing environment for student success. To that end, we will:

- Provide a kind, accepting, and respectful culture for all students
- Utilize modern educational technology in preparing the 21st century learner
- Establish positive partnerships with home and community
- Implement daily instructional strategies to meet the needs of all students
- Strive to incorporate rigorous programs and activities that enhance academic achievement, as well as each student's social and emotional growth

GUIDELINES FOR SUCCESS

RESPECT

Respect yourself and the people around you.

Treat people the way you want to be treated.

RESPONSIBILITY

Take ownership of daily expectations.

If you take responsibility for yourself, you will develop a desire to accomplish your dreams.

SELF-DISCIPLINE

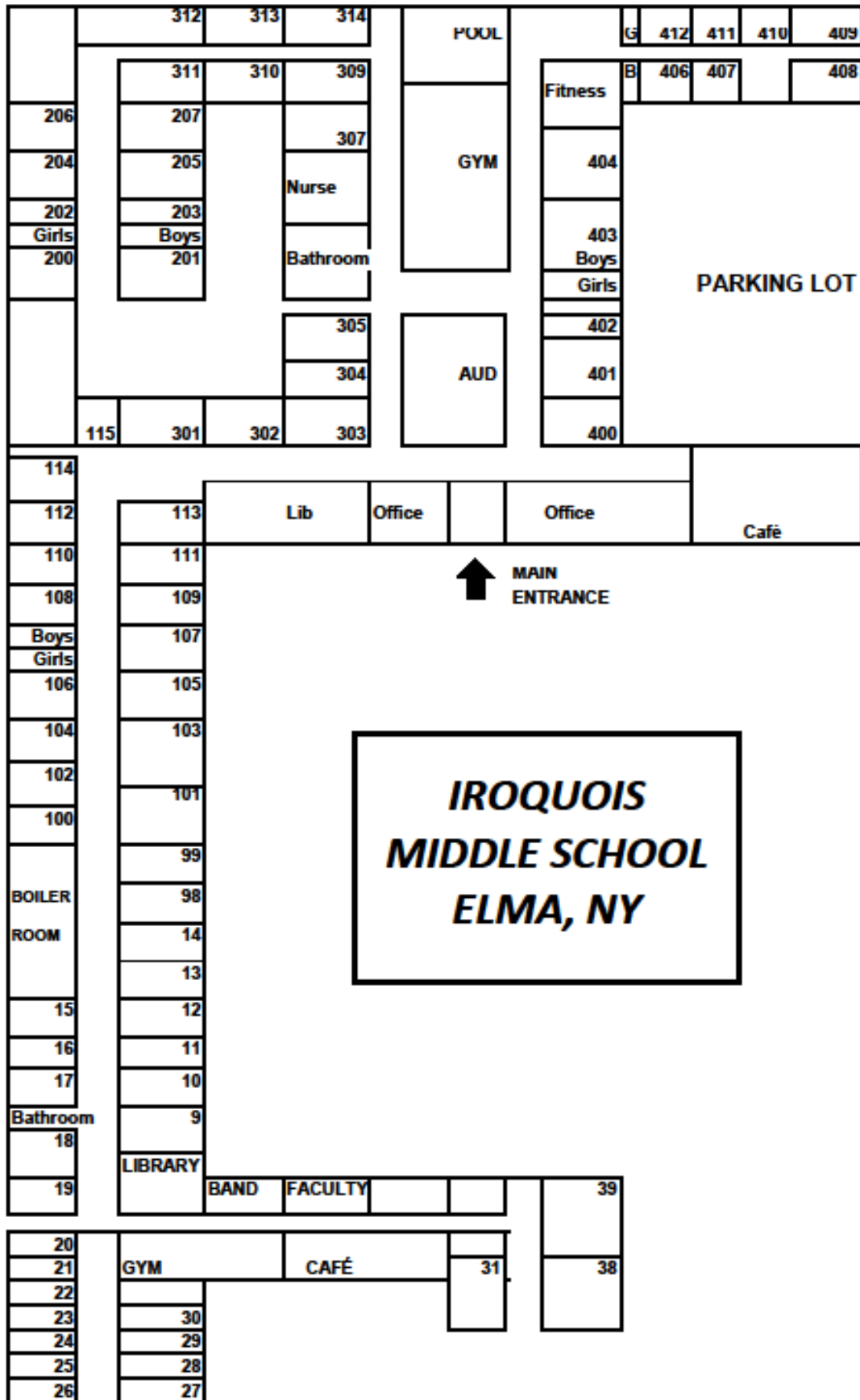
Take an active role in your own learning.

By constant self-discipline and self-control, you can develop greatness of character.

KINDNESS

Demonstrate kindness and empathy towards others.

No act of kindness, however small, is ever wasted.



STUDENT & PARENT HANDBOOK

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Faculty and Staff Directory

	<u>Phone ext.</u>
<u>Administration</u>	
Principal ~ Mr. Ross Esslinger	6000
Assistant Principal ~ Mr. Patrick O'Brien	6500
<u>Student Support Services</u>	
Counselor ~ Mrs. Mary Langl	6872
Counselor ~ Mrs. Linda Bonczyk	6870
Psychologist ~ Mrs. Melissa Albrechcinski	6875
Social Worker ~ Mrs. Colleen Edwards	6115
<u>Library</u>	
Middle School ~ Ms. Maria Muhlbauer	6800
Intermediate Building ~ Ms. Kristen Chernowski	5800
<u>Nurse</u>	
Nurse ~ Mrs. Peggy Christensen	6600
<u>Support Staff</u>	
Mrs. Linda Boyle ~ Secretary to Principal	6001
Mrs. Anne Hart ~ Secretary to Student Support Services	6871
Mrs. Sarah Boehringer-Snyder ~ Secretary to Assistant Principal	6501
Mrs. Sue Czech ~ Bookstore Clerk	6874
Mrs. Sue Slade ~ Attendance	6502

Since our faculty and staff assignments change from year to year, please look for a current listing of faculty and staff extensions on our website in September.

INTERDISCIPLINARY TEAMS GRADE 6-8

In Elementary School, there was one teacher who was primarily responsible for the academic disciplines - Language Arts, Math, Science, Social Studies, and Reading. These subjects were taught in one classroom. In areas such as Physical Education, Art, and Music the students went to specialized teachers.

In the Middle School, there are specialized teachers in all subjects and students may change classrooms each period. Keeping in mind that there are approximately 650 students and the unique aspects of adolescence, Interdisciplinary Teams have been established.

A team is made up of about 110-125 students and four or five teachers. The primary goal is to provide an identity and security within a smaller group in the Middle School.

When making up the teams, careful attention is given to the mix of students. Each team is heterogeneous (students of differing aptitudes and achievement) and balanced for the number of boys and girls.

Each Interdisciplinary Team is headed by a teacher designated as Team Leader. This team of teachers work together to develop a common instructional and planning schedule. By sharing information, ideas and expertise, the team is better able to plan, implement, and/or modify a student's educational program.

A common teacher planning time also provides parents an excellent opportunity to meet with one or all of your child's teachers. Conferences are welcomed and encouraged.

To Request a Conference with the Team Teachers:

If parents desire a conference with their child's team teachers, please call Student Support Services to schedule at 652-3000, ext. 6871.

YOUR SCHOOL COUNSELOR

Your School Counselor works closely with students, parents, teachers, and administration to help promote a positive atmosphere in the Middle School.

If you feel good about yourself and the school, it will show in your classes, the halls, the cafeteria, the bus, and at home. This good feeling is called Self-Esteem. Middle School is different and it comes at the very time that all students are going through physical and emotional changes. Some will need encouragement.

Some of the things with which counselors can help are:

- *Self-Esteem
- *Making decisions
- *Making friends
- *Adjusting to school
- *Study skills
- *Test taking
- *Organization
- *Career planning
- *High School planning
- *General information
- *Family situations

The School Counselors are here to listen. Please feel free to come down before classes in the morning, between classes, on the way to lunch, or at the end of the day.

HEALTH SERVICES (SCHOOL NURSE)

A. Procedure for Illnesses

The following points will be helpful in controlling the spread of illnesses. Please have your child remain at home if any of the following symptoms appear. Children with these symptoms will be sent home at the discretion of the school nurse if these symptoms appear at school:

1. Temperature of 100 degrees or over.
2. Acute sore throat.
3. Stiff neck or swollen glands.
4. Rash on the skin.
5. Earache or drainage from ears.
6. Nausea or vomiting, diarrhea.
7. Inflammation of eyes or crusting of eyelids.

If these symptoms occur during the night, a child should remain at home the next day to make certain the condition does not recur. Consult with your family physician in matters pertaining to diagnosis and treatment.

In the event your child is absent, please notify the Attendance Office on the first day of the absence at 652-3000 ext. 6502.

B. Procedure to Follow when being Excused from School

Due to Illness

1. Nurse will assess student and call home. Students should not call without previous consultation with the nurse.
2. If excused, the parent or person picking up the student will sign out the student in the Assistant Principal's Office. All students must be signed out before release.

C. Procedure to Follow when being Excused from a Class or Sport with a Doctor's Note

1. Student is to bring a note from doctor to the School Nurse.
2. Nurse will notify the teacher of any limitations placed on the student.
3. Teacher will make determination as to assignment based on the length of the medical excuse.

D. Medication Procedure

According to state law, we must comply with regulations in order to administer medications at school. If medication is to be administered at school, it must be delivered to the school nurse by the parent/guardian with a doctor's prescription and a parent directive to the nurse requesting administration during school hours. The medication, if over the counter, must be in the original container. If the medication is a prescription drug, the pharmacy label must match the doctor's prescription. This must include name, date, medication, dose, frequency and route. Please, never send medication to school with your child.

E. Procedure for Accidents/Injuries at School

When students are involved in accidents or receive injuries at school, the student should report it immediately to the teacher, bus driver, etc., who will refer him/her to the nurse. The School Nurse is responsible for providing first aid, filling out incident reports, contacting parents and informing them about insurance claims. If the illness or injury restricts participation in gym/recreation activities, a note from your physician is required.

F. Physicals

Physicals are required by state law on all students in Grade 5 and 7 *and* all new students. If you choose to have your private medical doctor complete the physical, a copy must be received in the health office by September. Physicals by private doctors are valid for one year. Physicals by our school physicians are available. Students must sign up with the nurse.

G. Screenings

Hearing and vision screenings are completed on Middle School students in 5th and 7th grade. All 5th and 7th grade girls are screened for scoliosis. If you have any questions/concerns regarding health services at the Middle School, please call the school nurse between 7:00 a.m. and 3:00 p.m. at 652-3000 ext. 6600.

SCHOOL SOCIAL WORKER & SCHOOL PSYCHOLOGIST

Along with the School Counselor, the Social Worker and School Psychologist also work closely with students, parents, and teachers to help students achieve success at school.

Mrs. Edwards is a certified Social Worker and Mrs. Albrechcinski is a certified School Psychologist who works with students and families in a confidential setting to address and find solutions to problems at home or in school. They help to bring understanding to students, parents and teachers when these problems begin to get in the way of success, and are able to help families seek out helpful community services and resources. The Student Support Services office, school nurse, any teacher or coach can help students reach Mrs. Edwards or Mrs. Albrechcinski.

PROGRESS REPORTS

A Progress Report may also be used to recognize improved or outstanding achievement by a student. At the end of weeks 5, 15, 25, and 35 Progress Reports will be made available on the Parent Portal or, if requested, they can be mailed home. Each report gives an appraisal of a student's performance.

Teachers are asked to send a report on any student with an average below 75. This allows an opportunity for a student to improve before a Report Card grade is given.

If you have a question or concern at any time, please call Student Support Services at 652-3000, ext. 6871. Progress Reports do give an update, but open communication between the school and home is strongly encouraged.

FINAL EXAMS

Students will take final exams in June, 2020. These exams will be calculated into the overall average and will increase as students get older. Final exams for 6th grade will count as 5%, 7th grade as 10% and 8th grade as 15% of their overall average. This will better prepare students as they enter high school.

HONOR/MERIT ROLL

In recognition of outstanding academic achievement the Merit Roll and Honor Roll are compiled and submitted to the local newspapers each report card period. All grades for the

marking period are used to determine the overall average of a student. Averages are not rounded off.

Qualifications are as follows:

HONOR ROLL = AVERAGE OF 90.00 or better

MERIT ROLL = AVERAGE OF 85.00 to 89.99

The student who obtains the highest grade point average on each team will be showcased on the Middle School "Wall of Fame" in the front foyer.

GRADE 8 HONORS AWARDS CEREMONY

An Eighth Grade Honors Awards Ceremony will be held each spring. Eighth graders who have maintained a 90.00 or above average for each of the three years in the Middle School will be honored. This is based on final average in the core courses (English, Reading, Math, Social Studies, Science, Foreign Language) at the end of Grade 6, at the end of Grade 7, and after 30 weeks in Grade 8. Service awards are also presented by the local Kiwanis Clubs, American Legion, Daughters of the American Revolution and Sons of the American Revolution.

GENERAL EXPECTATIONS OF STUDENTS

The rules and regulations of Iroquois Middle School apply to all students. Appropriate conduct is conduct that does not interfere with a person's own learning or with the rights of others to learn; does not endanger the health or safety of others; and does not interfere with the teacher's ability to teach.

Student Expectations are:

- *Students will show respect for fellow students and school staff.
- *Students will demonstrate behavior which is not disruptive to the educational process.
- *Students will be prepared for and on time to class.
- *Students will use appropriate language with fellow students and school staff (no profanity).
- *Students will demonstrate appropriate hall behavior with no pushing or shoving, and walk on the right side of the corridor.
- *Students will be in the halls or lavatories during class (instructional time) only with an appropriate pass.
- *Students will consume all food and beverages in the designated dining area only.
- *Students will help keep the corridors free of paper and other litter, and will keep their lockers neat and clean.
- *Students will demonstrate courteous behavior during all assemblies.
- *Students may not be in the building or on school property unsupervised.
- *Students will leave items such as iPods, portable radios, mp3 players, CD players, video games, laser pointers, beepers, etc., at home. Cell phones are to be left turned off in their locker unless otherwise advised.
- *Trading cards, playing cards, stickers, etc., are not to be in the building.
- *Remember.....Everyone is important at Iroquois Middle School. By being friendly, polite, and using good manners, you will get the same in return.

LOCKERS AND LOCKS

All 6-8th grade students will be assigned a locker and a combination lock. Lockers are for your coats, books, notebooks, and other personal items. Students are responsible for making sure that no damage is done to their lock or locker. The school has the right to open any locker. Students must supply their own lock for their gym locker. Do NOT give your combination to anyone else. The school is NOT responsible for articles or textbooks lost or stolen from lockers. Students are responsible to purchase a replacement lock for \$5.00 at the School Bookstore in the event a lock is lost or stolen. See your teacher, custodian or an administrator if you have any problems.

STUDENT DRESS

Most parents today are aware that there is a close relationship between dress and student attitude toward school and personal conduct. Students are to dress and groom themselves neatly in clothes that are suitable for school activities. Common sense would dictate that adolescent children in the Middle School should be adequately covered when attending classes. The following dress code applies to all students:

- No hats, hoods, or bandannas are to be worn (except for religious/medical purposes).
- No coats or outerwear are to be worn in the building (except for religious/medical purposes).
- Sunglasses may only be worn for medical reasons.
- Backpacks/messenger bags, oversized purses/carryalls are to be kept in lockers during the day.
- Hazardous jewelry cannot be worn, including but not limited to spiked jewelry or wallet chains.
- Footwear should be worn at all times.
- No article of clothing should have profanity, obscene pictures, imply a sexually suggestive remark, depict weapons, or be offensive. This also includes references to drugs, alcohol and tobacco.
- No undergarments should be visible.
- Torn or altered clothing should not be revealing or suggestive.
- Skirts, dresses or shorts should extend beyond the fingertips with arms naturally at your side.
- Bottom of shirt should meet the top of pants.
- No student should wear muscle-type tank tops, halter or tube tops, spaghetti straps, one-shoulder, racer back, or strapless dresses or blouses. Straps on dresses and blouses must cover undergarments.
- No see-through clothing.
- All tops must completely cover the midriff, back, and not expose cleavage.

*Students who are in violation of the dress code will receive a warning, followed by a detention for further violations. In each case, the student will need to modify his or her appearance by covering up the offending item or changing into something acceptable. Students that repeatedly fail to comply with the dress code will be subject to further discipline including suspension.

TELEPHONE USAGE

We encourage students to be responsible for remembering lunches, books, homework, gym clothes, etc., each day. In an emergency, students should report to the Main Office where they may place a call. The use of a cell phone during school hours is in violation of the Code of Conduct.

TEXTBOOKS

All textbooks are the property of the Iroquois Central School District. Students are expected to cover and take proper care of the textbooks they are issued. Students will be held accountable for damage beyond reasonable wear and/or lost books. Any damaged or lost books must be paid for before receiving final grades.

ATTENDANCE

Good attendance is essential for a good education. Please review the District Attendance Policy in the district calendar. Homebase teachers are responsible to report attendance each morning to the Attendance Office. Absent or tardy students must bring a written excuse from their parent/guardian stating the reason for absence or tardiness. If an excuse is not turned in, the absence will be designated “unexcused” and will be indicated on the report card as such. Other examples of unexcused absences are family vacations or trips, shopping, babysitting, oversleeping, needed at home, or work.

To Report an Absence:

Parents are requested to call Attendance at or 652-3000 ext. 6502, before 8:30 a.m. whenever their son/daughter will be absent from school.

Where Students take an Excuse:

All written excuses for *absence* should be given to the Main Office upon arrival to school on the day the student returns. All students arriving *late* to school are to report to the Main Office with their written excuse.

To Be Excused Early:

Those students who are to be excused early during the school day should give their written requests to the Main Office upon arrival to school. All students are to check in with the Main Office before leaving and upon returning to school.

To Be Excused Early Without a Written Request:

Contact the Attendance Office at 652-3000 ext. 6502. A Parent/Guardian is required to come into the Main Office with a written note before the students may be signed out. A Parent/Guardian picking up a student must sign the student out at the Main Office.

Procedure for Late Arriving Buses:

If buses arrive late, all students should report to the Main Office and sign in.

To Obtain Homework for Absent Students:

Contact your child’s Team Leader by 8:30 a.m. Please leave a message on the Team Leader’s voice mailbox. Homework can be picked up after school outside of the Main Office.

Students who are absent from school for vacation purposes are required to turn in all homework within five school days upon their return.

PASSES

Students should not be in the hall during class time without a pass. There is an Agenda Passport located in student planners. This 8 1/2 x 11” pass is to be used for short trips (5 min.) to lockers, the office, lavatory, bookstore, etc.

BULLYING PREVENTION/CHARACTER EDUCATION PROGRAM

Bullying is a concern that must be addressed in order to ensure that your child has the opportunity to learn in an environment where intimidation and harassment are not condoned. Your child deserves the right to attend a school where bullying is taken seriously. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus. Bullying can be in the form of physical, verbal, psychological, cyber-bullying, text messaging, photo distribution by cell phone, email, etc.

Goals and activities include:

1. Educating parents, students and staff about bullying and bully prevention strategies.
2. Providing the necessary support for victims, bullies, and bystanders.
3. Using staff and student feedback to gauge the success of the Bully Prevention and Character Education Programs.
4. Promoting a “Good Deeds” program where students can report positive and random acts of kindness by others. Forms are located in Student Support Service office.
5. Providing a “Bully Complaint” form where students can report incidents in a confidential and non-threatening manner. Forms are located in Student Support Service office.

FIELD TRIPS

A Field Trip is an extension of the classroom and an important part of the educational program. Field trips, however, are treated as a privilege that must be earned. A student is always under the supervision of a teacher or advisor. Students are expected to conduct themselves appropriately at all times. School rules and regulations apply to all field trips.

“CHARACTER COUNTS” WALL OF FAME

As a result of the Middle School’s practice of monthly character themes, each team recognizes one student from their team who exemplifies the monthly characteristic. Students are awarded a certificate and their photos are displayed on the character wall by the Main Office.

DINING ROOM GUIDELINES

All students, whether they bring their lunch or plan to buy it, must eat in the designated dining area. Students are expected to display good manners and act like ladies and gentlemen. The lunch period also provides students an opportunity to socialize with friends. Those students who do not display good manners and behavior will be provided with an alternate dining arrangement. Students may charge their lunch on an emergency basis only. It is expected that students repay the lunch charge the following day.

Iroquois Middle School's dining room guidelines are as follows:

- The dining room is a place to eat peacefully, relax and socialize. Do it responsibly.
- Take pride in the table at which you eat. Keep tables clean on top as well as underneath.
- Before being dismissed, tables and areas around the table must be left clean.
- Students are to be in the dining area or in line at the end of the passing time.
- Do not cut in line.
- No open food or beverage containers should be taken out of the designated dining areas.
- No take-out food may be ordered and brought into the dining area at any time.
- Students may leave the dining area only by getting a pass from the supervisors.
- There should be no more than nine students to a round table.
- Return trays properly to the designated station. Do not throw them out or remove them from the dining area.
- Leave the dining area in an orderly fashion and only when dismissed by the teacher or the person in charge. Put all chairs back in place.
- Students must remain in seats at all times. Movement must be approved by a monitor.
- Do not be afraid to do more than your share to keep the dining area a pleasant place to be.

OPEN BEVERAGE CONTAINERS

No open beverage containers (including water bottles) will be allowed during the school day.

THE MIDDLE SCHOOL BOOKSTORE

The bookstore is open daily during student lunch periods. The hours are 11:00 a.m. to 12:30 p.m. The bookstore is located next to the cafeteria.

The bookstore carries a variety of school supplies including:

- | | | | |
|-----------------|-----------------------|-------------------|-----------------|
| *Notebook Paper | *Assignment Notebooks | *Pens/Pencils | *Protractors |
| *Compasses | *Binders/Folders | *Spiral Notebooks | *and much more! |

We also carry Iroquois T-shirts, Iroquois sweatshirts, sweatpants, jackets and hats. The prices are very reasonable!

ATHLETIC/SPORTS INFORMATION

Information about schedules, daily and weekly, including updates, can be found on the Iroquois website under Athletics. For further information, you may call the Athletic Director at ext. 7200.

Sports Registration: If a student is interested in taking part in a school sport, parents register them on FamilyID (the Iroquois online Sports Registration System). Registration takes place prior to the start of each sport season (fall, winter, & spring). The school nurse reviews the registration and will communicate via email with the parent if information is missing. Students are not allowed to participate in any try out or practice without successfully completing the registration.

Physicals: A current physical is required for participation in sports. Please hand in physicals to the school nurse or attach a copy to the online sports registration. Physicals are accepted from private medical providers or may be done by the school medical provider. Dates for school physicals are posted on the Athletic webpage and school announcements.

Injuries: If a student sustains an injury that necessitates a medical provider exam, the student must submit a doctor's note to the school nurse. If a student is restricted from physical education (PE) class, they may not participate in a sport. When a medical provider releases the student back to PE and sports, the note is given to the school nurse. The school nurse will notify the coach. Any injury occurring in school or during school sports requires an incident report to be completed by the adult supervising the activity.

Athletic Placement Process (APP): Middle School students who want to try out for a JV or Varsity sport must complete the APP registration before trying out. The APP registration is on FamilyID and the sport registration also must be completed.

Additional information is available on the Athletic webpage of the Iroquois website or you may contact your child's school nurse.

LIBRARY MEDIA CENTER

The Middle School Library supports our community of learners and staff members by allowing intellectual access to information in a variety of formats with diverse ideas and viewpoints. The library, under the direction of a teacher librarian, provides instruction to foster competence and stimulate interest in reading, viewing, and using information and ideas.

The goals of the Library:

- Provide intellectual and physical access to materials in a variety of formats.
- Improve the fluency and stamina of student reading through exposure to both fiction and informational texts for success in and beyond the classroom.
- Promote student use of textual evidence in writing responses.
- Work with educators to design learning strategies to meet the needs of individual students.

Student responsibilities:

- Treat library materials and other library users with respect.
- The use of any electronic resource is subject the District's policy on student access to networked information resources.
- Return materials on time. If you receive an overdue notice, be sure to stop by the library as soon as possible to resolve the matter and maintain library privileges.
- Pay for lost or damaged books
- Refrain from eating, drinking, or chewing gum in the library.

TECHNOLOGY

Iroquois continually seeks opportunities to expand student experiences in order to best prepare them for their future. Transitioning to the use of Office 365 for all students and staff, while implementing a district wide 1:1 student computing initiative, allows the District to best facilitate their educational experience.

At the Middle School level, students use technology in various subject areas to place them on a path for success in their future endeavors. Students will also be exposed to various forward-looking technologies through the Middle School's STEAM program and Maker Space environment.

SITE-BASED TEAM

The Site-Based Team will assess student performance and how to improve that performance. The team's work will proceed by consensus, and will be made up of those that share interest in the productivity of the middle school: teachers, parents, administrators, support staff, students (secondary), and community members. The essential role and responsibility of the Site-Based Team is to decide how best to improve the education of the school's students.

MIDDLE SCHOOL PARENTS ASSOCIATION

The primary focus of the Middle School Parents Association is to promote parent-school communication through support of school based activities. Meetings are held once a month on Thursdays and all M.S. parents are encouraged to attend. M.S.A. sponsored activities include: dances, Fall Festival, Teacher/Staff Appreciation Day, and Spring Fling.

CO-CURRICULAR ACTIVITIES

A variety of co-curricular activities are offered based on student interest. These activities are offered during the school day, after school, and in the evening. Student activity nights, Student Governing Body and Teens in Action are examples of those co-curricular activities available to students.

Modified Interscholastic sports are available to 7th and 8th grade boys and girls. Exceptional 7th and 8th grade athletes may take the N.Y.S. Selective Classification Test required for participation on Junior Varsity and Varsity teams.

The Middle School has developed an eligibility requirement for all students who participate in extra-curricular activities. Extra-curricular activities include such things as school athletics, Student Government, clubs and school activities such as helping in the office or library.

We, at Iroquois Middle School, believe that it is very important that the students who participate in any activity outside the classroom understand the value of academic work in the classroom. We believe that classroom work is the first priority of all students. We expect, therefore, that all students do their best even when they find the work difficult.

Eligibility for Participation in Extracurricular Activities:

- A student who is involved in clubs or sports who is failing a class will be notified of the deficiency.
- The student's parents, team leader and counselor will be advised as well.
- The student will then have up to five days in which to correct the problem.
- The teacher will notify the student when he/she has successfully corrected the problem. Students who are not successful in improving their deficiencies may be declared ineligible to participate in extracurriculars until the deficiencies are corrected.

*Club members and athletes are reminded that the timely completion of homework will usually allow students to keep themselves out of academic trouble!

Attendance at activity nights and field trips is a privilege. Students who attempt to disrupt other students learning may not attend these events. Chronic misbehavior will be grounds for loss of privileges. The assistant principal/principal, with team input, will make the final decision on each case.

STUDENT GOVERNING BODY (SGB)

The primary purpose of this organization is to provide services to our school and community and promote school spirit. The membership of this organization will represent the four grade levels at the Middle School. Each grade level in the Middle School will have representatives to the SGB. Students interested may become delegates and represent their class. Student Government members are responsible for setting a good example and providing leadership for the entire student body.

IROQUOIS CENTRAL SCHOOL DISTRICT REGULATION
FOR BOARD OF EDUCATION POLICY #7460

SUBJECT: STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES

In a free and democratic society, access to information is a fundamental right of citizenship. The Board recognizes that as telecommunications and other new technologies shift the ways that information may be accessed, communicated and transferred by members of the society, those changes may also modify curriculum and instruction. The Board supports access by students to information resources.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. In the past, instructional and library media materials could usually be screened by committees of educators. This policy requires that all such materials be consistent with District-adopted guides, supporting and enriching the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of the students.

Electronic information research skills are now fundamental to preparation of students. The Board expects that all staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources.

Students are responsible for good behavior on school computer networks just as they are in the classroom. The network is provided for students to conduct research. Access to network services will be provided to students in a responsible manner.

Access to the network is a privilege and not a right. Students abusing their privilege to use the network may have that privilege suspended or revoked.

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The Board believes that the benefits to students from access in the form of information resources are invaluable.

The Board authorizes the Superintendent to prepare appropriate administrative regulations and procedures for implementing this policy and for reviewing and evaluating its effect on instruction and student achievement.

**BEHAVIOR GUIDELINES
FOR MIDDLE SCHOOL STUDENTS**

Our behavior guidelines for Middle School students focus on five areas:

- I. Preparation for class
- II. Promptness for class
- III. Participation
- IV. Respect for authority and the rights of others
- V. Rights and responsibilities go hand in hand

I. PREPARATION FOR CLASS: This includes bringing certain essential materials such as:

1. Textbook
2. Pen or pencil
3. Three-ring binder with paper
4. Homework
5. Agenda (Assignment notebook)

6. Any other appropriate materials as deemed necessary by the teacher
For example, in Gym, the essential materials would be: (1) sneakers (2) shorts (3) t-shirt (4) socks. For Swimming, the essential materials would be: (1) swimsuit (2) towel.

II. PROMPTNESS FOR CLASS: This includes the ability to get to class on time ready to begin work.

1. When the bell rings a student is expected to be in the room seated quietly, and prepared for instruction to begin.
2. Generally, passes are not to be given out during this time.
3. The lavatory should be visited before first period or in between classes.
4. Lockers should be visited before first period, and before and after lunch. Go to your locker in between classes only if you are able to get to class on time.

III. PARTICIPATION: Participation is required by everyone. Class participation includes:

1. Listening carefully to your teachers and to your classmates.
2. Asking and answering questions to the best of your ability.
3. Careful and accurate completing of all regularly assigned homework, turned in on time, and corrected as necessary.
4. Courteous behavior, which includes:
 - a. entering the classroom in an orderly fashion
 - b. raising your hand to ask or answer questions
 - c. working cooperatively with other students in small groups
 - d. doing work carefully, quietly and independently

IV. RESPECT: This includes the following:

1. Respect for the responsibilities of authority figures.
2. Respect for the human rights and feelings of self and others.
3. Respect for one's own property, the property of others, and school property. School property includes such things as desks, lockers, school books and equipment.

V. UNDERSTANDING THAT RIGHTS AND RESPONSIBILITIES GO HAND IN HAND

1. Teachers have the right and responsibility to teach. Students have the right and responsibility to learn.
2. Students have the right to answer and to ask suitable questions. Students have the responsibility to let others do the same.
3. Students have the right to ask teachers for extra help and to obtain it after school, if needed. Students have the responsibility to stay after school for extra help when requested by a teacher.
4. Students have the right to their own living space in the classroom, cafeteria, corridors, etc., without being harassed and ridiculed. Students have the responsibility to let others have their own living space as well.

BELL SCHEDULE

		7:38 (Homebase)	7:43
PERIOD	1	7:45	8:29
	2	8:33	9:17
	3	9:21	10:05
	4	10:09	10:53
	5	10:55 (Gr. 6/7 th Lunch 30 min.)	11:25
	5	10:57 (Gr. 5/8 th Class 40 min.)	11:41
	5	11:27 (Gr. 6/7 th Class 40 min.)	12:11
	5	11:43 (Gr. 5/8 th Lunch 30 min.)	12:13
	6	12:15	12:59
	7	1:03	1:47
	8	1:51	2:35

MIDDLE SCHOOL STUDENT BEHAVIOR CODE

Based on ICS District Code of Conduct

The following Student Behavior Code consists of common terms which describe prohibited student conduct. This list is not exhaustive; additional terms can be found in the District Code of Conduct. We feel that this behavior code which defines terms and penalties can help the student in regulating his/her behavior in accordance with the necessary guidelines. The goal of our school discipline code is to help each student develop self-discipline. We define self-discipline as the ability to act in ways which are mutually beneficial to oneself and others. We want students to develop perceptions of themselves which say, "I am able; I am valuable; and I am responsible; and I will act accordingly."

1. Insubordination

Failure to comply with the reasonable request of an administrator, a teacher, or a staff member.
*Penalty Range: Verbal reprimand, loss of privileges, community service work, detention, in-school suspension, and/or out-of-school suspension.

2. Disorderly Conduct

Endangerment or harassment of others, e.g. pushing, shoving, throwing objects (including food), running or screaming in the hall, blocking halls or stairs, verbal taunting, spreading of rumors, etc., and all other similar activities. Willful disruption of the orderly conduct of classes, lunch, bus transportation, or any other school program or activity.

*Penalty Range: Verbal warning, loss of privileges, community service work, detention, in-school suspension, and/or out-of-school suspension, legal action, permanent suspension.

3. Bullying

For purposes of this policy, the term "bullying" among children is defined, in general, as: "a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful." Bullying can take three forms:

- a) Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
- b) Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and
- c) Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).

Bullying may also occur as various forms of harassment and/or hazing of students by other students (including "pledging" and/or a student's initiation into or affiliation with a school or student related organization or team).

Cyber-Bullying Behavior in the Schools

The NYSED VADIR Glossary of Terms defines Intimidation, Harassment, Menacing, and Bullying (IHMB) as "[t]hreatening, stalking or seeking to coerce or compel a person to do something; intentionally placing or attempting to place another person in fear of imminent physical injury; or engaging in verbal or physical conduct that threatens another with harm, including intimidation through the use of epithets or slurs involving race, ethnicity, national origin, religion, religious practices, gender, sexual orientation, age or disability that substantially disrupts the educational process" (8 NYCRR §120.2[gg][1][vi][j]).

Cyberbullying is "the repeated use of information technology, including e-mail, instant message, blogs, chat rooms, pagers, cell phones, and gaming systems, to deliberately harass, threaten or intimidate others." Cyberbullying, unlike physical bullying, does not provide an option for its victims to walk away

Cyberbullying is a form of electronic aggression and that both it and sexting are inappropriate and will not be tolerated on school grounds or at school-sponsored events or functions, using either school or personal information technology equipment.

Disciplinary or referral actions include the following:

- Referral to counseling;
- Teacher removal (formal 3214 hearing);
- Suspension from class or activities; in-school equivalent of one full day; Activities or transportation for five (5) consecutive school days;
- Out of school suspension: equivalent of one full day;
- Transfer to alternative setting; or
- Transfer to law enforcement.

4. Sexual Harassment

The Board of Education, administration, and staff affirms its commitment to non-discrimination and recognizes its responsibility to provide for all district students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits all forms of sexual harassment by employees and students. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Some examples of intolerable sexual harassment include, but are not limited to: touching, sexual language, graffiti, perpetuating rumors of a sexual nature, exposing oneself, creating an atmosphere of discomfort. Students should immediately report any occurrences of sexual harassment to the building principal/assistant principal. All complaints will be thoroughly investigated. *Penalty Range: in-school suspension, out-of-school suspension, Title IX investigation, Superintendent's Hearing.

5. Fighting

Fighting with other students in school or on school property.

*Penalty Range: 1st Offense = Three (3) days in or out-of-school suspension.
2nd Offense = Five (5) days in or out-of-school suspension.
3rd Offense = Five (5) days in or out-of-school suspension:
Superintendent's Hearing.
Striking a staff member = Five (5) days out-of-school suspension;
Superintendent's Hearing; authorities are notified, if warranted.

6. Swearing

Swearing or abusive language and gestures with peer group, staff members.

*Penalty Range: Reprimand, detention, community service work, in-school suspension, out-of-school suspension. Abusive language to a teacher will result in automatic in-school suspension or out-of-school suspension.

7. Alcohol/Drugs

Under the influence, possession, or use of alcohol/drugs at any time on school premises or at school sponsored events.

*Penalty Range: Out-of-school suspension, legal action, referral to police, if warranted.

Loss of extra-curricular privileges for ten weeks, Superintendent's Hearing.

If it is determined that a student has been selling drugs or any controlled substances in or around school, that student will be removed from school. Arrangements will be made to provide an education elsewhere.

8. Misuse of Textbooks

It is the student's responsibility to account for all textbooks, workbooks and all other school property issued for course work by teachers. Students must understand that all school property made available for their use must be returned in good condition.

*Penalty Range: Lost or damaged textbooks will be paid for by the student. Report cards will not be issued until all such obligations have been met.

9. School Vandalism

Damage at any time to school property, to include writing on desks or walls.

*Penalty Range: Restoring damaged property, payment of damage by students or parents, in-school suspension, out-of-school suspension, legal action.

10. Persistent Tardiness

Late arrivals at school and/or class on a regular basis.

*Penalty Range: 1st to 3rd Offense = Warning.
4th Offense and each subsequent Offense = Detention, phone call and/or letter to parents or guardians, counseling session with parents, in-school suspension, loss of privileges.

11. Unexcused Tardiness to School

Students must be in their assigned class by the tardy bell at 7:38 a.m. The status of an excuse is governed by New York State regulations regarding absences.

*Penalty Range: 1st to 3rd Offense = Warning.
4th Offense and each subsequent Offense = Detention, phone call and/or letter to parents or guardians, counseling session with parents, in-school suspension, loss of privileges.

12. Truancy

Absence from school and/or classes without sufficient reason. Students may not leave building without proper excuse.

*Penalty Range: Detention, in-school suspension, family court proceedings.

13. Unexcused Absences

An unexcused absence occurs when a student is absent with the knowledge and consent, stated or implied, of his parents for other than excused reasons. Such excuses as the following come under this heading: "Visiting," "away," "vacation," "shopping," "needed at home," "caring for baby," "work," "overslept."

*Penalty Range: If teachers have not been adequately notified, they are not obligated to administer make-up quizzes, tests, etc., given on days of unexcused absence: conference with parents and student, in-school suspension, family court proceedings.

14. Stealing

Taking other students' property or school property.

*Penalty Range: Return of all stolen property or equivalent restitution, in-school suspension, out-of-school suspension, legal action.

15. Forgery

Falsely making or altering a document or letter.

*Penalty Range: Detention, in or out-of-school suspension.

16. Possession, sale, or use of fireworks/arson

*Penalty Range: Five (5) days out-of-school suspension, Superintendent's Hearing; Authorities are notified, if warranted.

17. Bomb Threat/False Alarm

*Penalty Range: Five (5) days out-of-school suspension, Superintendent's Hearing; Authorities are notified, if warranted.

18. Public Display of Affection

School is not an appropriate place for public displays of affection; e.g. hand holding, kissing, etc. This includes all school functions and dances.

*Penalty Range: Warning, detention, pass restriction, loss of extra-curricular privileges.

19. Smoking/Use of Smokeless Tobacco/Possession of Cigarettes, Lighters, Matches

All students are forbidden to use or possess tobacco in any form (including chewing tobacco) in the school building, on school grounds, on school vehicles, or on school sanctioned trips.

Smoking or attempted smoking shall be defined as:

1. Holding a cigarette (lit or unlit) in mouth or hand.
2. Smoke coming from mouth.
3. Possession or use of vaporized electronic cigarettes.
4. Cigarette being disposed of.
5. Obvious connection between student(s) and cigarette found in the immediate area.
6. Student in lavatory stall and smoke is seen coming from the stall.

*Penalty Range: 1st Offense = Three (3) days in-school suspension, loss of extra-curricular privileges up to ten weeks.
 2nd Offense = Five (5) days in-school suspension, loss of extra-curricular privileges up to twenty weeks.
 3rd Offense = Five (5) days out-of-school suspension, loss of extra-curricular privileges for school year; Superintendent's Hearing.

20. Cheating/Plagiarism

The use of unfair means to do assignments; giving aid to or obtaining aid from another person during a quiz, test, or examination.

*Penalty Range: Verbal reprimand, receiving a zero, detention, loss of extra-curricular privileges.

Student may be given a zero for the Assignment/Quiz/Exam. Teacher will notify parent of this action. If the principal has determined the student cheated on a final examination or Regents examination, the student will be denied credit for the course.

21. Bus Behavior

The bus driver is in charge of the bus. It is the driver's responsibility to insure the safety of all students. To do this the driver must have control over all activities on the bus. While each bus driver is different, it is important for students to "get along" with their driver. Some general rules are:

- Treat the bus driver with respect.
- There should be no candy or food on the bus.
- Students must sit down on the bus.
- Students are not to open the window without the permission of the bus driver.
- The bus driver has the right to place students in assigned seats to insure order on the bus.
-

*Penalty Range: Verbal reprimand, detention, suspension from transportation, in or out-of school suspension.

*The order of consequences listed is not necessarily the order in which they would be enforced. The assistant principal/principal has the authority to determine the severity of the consequence based on each individual situation.

BOYS AND GIRLS CLUB

The Boys and Girls Club is available for all Middle School students five days per week. The club is open during school vacations and “snow days” for special hours. Check with the club at #652-9292 for details. The club is a United Way Agency concerned with youth asset development. Programming includes daily structured activities and recreational leagues, plus tutorial programs.

TRANSPORTATION

Please familiarize yourself with the District Transportation Policy located in the school district calendar.

Normal Dismissal: Students should know the number and location of the buses they will ride to and from school. Students will be dismissed at approximately 2:35 p.m., and the buses will leave the campus at approximately 2:45 p.m.

Requests for Bus Changes: If it is necessary for a student to ride a different bus, this request must be made in writing with the reason stated and signed by the parent/guardian. Generally, bus passes are issued *only* for babysitting reasons or working purposes. These notes are to be taken to the Principal’s Office when students arrive in the morning. Once these requests are approved, students may pick up their bus pass in the Principal’s Office at dismissal.

Due to safety reasons, students may not ride their bikes or walk to/from school.

***To see a complete ICSD Code of Conduct, please refer to our website at:
www.iroquoiscsd.org