

# Red Creek Middle School

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**School Identification Number for College  
Scholarship Board and American College Testing Program  
(SAT/ACT College Entrance Forms)  
#334675**

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### **Welcome**

***Red Creek has been and will continue to be a great place for students to learn. This is true because we have a great working relationship between teachers, parents, and students. This relationship revolves around trust and caring for each other, and responsibilities that enable Red Creek students to be successful. Teachers have a responsibility to be prepared to teach all students to the best of their considerable ability and skill, every day. Parents have a responsibility to support the school and their child in the pursuit of learning. This includes communicating with the school concerning problems or conditions that may affect a student's school performance and communicating the importance of school and regular attendance to their child. Students have a responsibility to be in school every day and to do their best to work with the school staff to learn as much as possible and to be active, contributing parts of the school community. By working together, the Red Creek Middle School will continue to be a great***

*place to learn!*

*Throughout the year, when questions or concerns arise, please feel free to contact us. We are happy to talk to you and want to know your concerns. Enjoy the school year, take advantage of the opportunities our school offers, and work to be the best that you can be!*

**Philosophy of Education  
For Red Creek Central School**

The child who goes from kindergarten to graduation spends more than 10,000 hours in school. During these hours we want each child to learn desirable attitudes, to practice good social relationships and to develop his potentialities for a useful, healthy, happy life. The school shares with the child's parents the responsibility of his training. It is important that we work together. We hope that this booklet will prove useful as an introduction to your school. Please feel free to visit us and become better acquainted. You are always welcome.

**Mission Statement**

"The Red Creek Central School District will create a safe and supportive learning environment for all of our students, in order to prepare them with the fundamental skills and knowledge to successfully and responsibly contribute to society."

**Alma Mater**

Of our noble Alma Mater  
Loyally we sing,  
In the heart of every student  
Let her praises ring!

Red Creek Central, stand and cheer her,  
May her fame ne'er die,  
While we live, we'll always cherish  
Happy days gone by.

**Helpful Phone Numbers**

Superintendent of Schools	754-2010
Business Office	754-2016
High School Office	754-2040
Middle School Office	754-2070
Elementary Office	754-2100
School Nurse	754-2158
Middle School Guidance	754-2054
Transportation	754-2030
Athletic Director Office	754-2084
Middle School/High School Cafeteria	754-2062

**Red Creek Middle and High School  
Period Schedule 2023-2024**

**Period Schedule - Grades 6-8:**

Warning Bell	7:30	
HR/Period 1	7:35-8:20	
Period 2	8:23-9:05	
Period 3	9:08-9:50	
Period 4	9:53-10:35	
Period 5	10:38-11:20	5A 10:38-10:59

Period 6	11:23-12:05	5B 10:59-11:20 6A 11:23-11:44 6B 11:44-12:05
Period 7	12:08-12:50	7A 12:08-12:29 7B 12:29-12:50
Period 8	12:53-1:35	
Period 9	1:38-2:20	
Walker Bell	2:23	

**First PM Bus 2:20**

**Extra Help/Club/  
Detention 2:25-3:15**

**Second PM Bus 3:15**

### Red Creek Middle School Goal

The Red Creek Middle School will provide a safe environment that emphasizes academic success and encourages social and emotional growth. Varied approaches will be used, depending on each student's needs and abilities.

### Academic Eligibility

It is the philosophy of the Red Creek Central School District that extracurricular activities are considered an integral part of a student's educational development. Participation in these activities is a privilege. Students should strive to reach their full potential with support systems available to help achieve this end. This eligibility policy applies to all students in grades **6-8** and emphasizes the importance of academics in order to participate in extracurricular activities. The intent of the policy is to help motivate students to pass their courses and/or to put forth academic effort.

#### ◆ Procedures for Determining Ineligibility

For Eligibility purposes the school year will be divided into eight (8), five (5) week eligibility periods. The restricted list is cumulative for each ten (10) week marking period. At the five (5) week progress report time, only grades from the current five weeks are used.

All students who receive a grade lower than 65, must receive a comment outlining their eligibility status. Comment 105 "Student is ineligible for the next five weeks", or Comment 106 "Student is failing but has received a "T" for trying and is still eligible." Students who receive comment 105 for two or more subjects **OR** the same subject for two consecutive grade report periods will be declared INELIGIBLE.

Ineligible students will:

- Stay at school during 10<sup>th</sup> period (2:25 – 3:15) at least one time each week for each ineligible subject
- Only be released to the library with a pre-signed pass
- Not be permitted to attend or participate in any extra-curricular events or clubs during affidavit period.

Ineligible students enrolled in extra-curricular activities (Athletics or Drama) will:

- Be permitted to practice but not compete/perform during the first affidavit period
- Not be permitted to practice if they do not earn a "T" after each affidavit period
- Support their team by sitting on the bench during all scheduled contests, but not in uniform

T for Trying – is an effort based mark given by any teacher to a student that has below a 65 grade in any particular class, but is meeting the "T" criteria. To receive a "T" students must:

- Stay after school at least one time during 10<sup>th</sup> period per week with each subject on their ineligibility list
- Have turned in all missing, late, back assignments, and lessons during the current marking period

- Come prepared for class each day with their Chromebook, writing utensils, and class materials
- Use a Google Form to track their eligibility progress.

Ineligible students will have two opportunities during each 5 week grade report to earn a “T”.

- Ineligibility list comes out; 1 week later students can earn a “T”, and then at the 3 week mark students who earned a “T” must have continued to demonstrate effort. Students who did not earn a “T” at the 1 week mark have another opportunity to earn a “T” at the 3 week time.

A passing final year average in a class will make the student eligible the next school year. A “T” for trying in any course will nullify a failing grade for that subject.

Appeal Process (only incomplete report card grades or extenuating circumstances may be appealed). \*PARENT/GUARDIAN MUST FIRST MEET WITH THE STUDENT’S TEACHER BEFORE INITIATING AN APPEAL.

### **Marking Periods and Academic Eligibility Dates**

**2023-2024**

Eligibility Period	Grading Period	Grades Due	Ineligibility Starts	Week 1	Week 3
1 (22 days)	9/6-10/5	10/11	10/16	10/16-10/20	10/30-11/3
2 (23 days)	10/10-11/9	11/15	11/20	11/20-11/24	12/4-12/8
3 (23 days)	11/13-12/15	12/20	1/3	1/3-1/5	1/15-1/19
4 (23 days)	12/18-1/26	1/31	2/5	2/5-2/9	2/26-3/1
5 (20 days)	1/29-3/1	3/6	3/11	3/11-3/15	3/25-3/29
6 (24 days)	3/4-4/12	4/17	4/22	4/22-4/26	5/6-5/10
7 (25 days)	4/15-5/17	5/22	5/28	5/28-5/31	6/10-6/14
8 (23 days)	5/20-6/13	6/26			

#### ◆ Eligibility for Extra-Curricular Activities

The following statement defines Red Creek Central School District’s rules, regulations and policies as they pertain to a student’s eligibility to participate in extra-curricular activities.

Extra-curricular activities are those recognized as athletic or non-credit bearing. This includes interscholastic athletics, clubs, intramural, class and school sanctioned activities, i.e.: dances, school plays and sporting events. Students in Grades **6-8** may be declared ineligible for participation in extra-curricular activities for failing **one** or more subjects (Incomplete and Unsatisfactory are considered failing grades).

#### **Accident Reports**

Any accident within the school year or on school property including the buses, or when an accident occurs when you are away from school on a field trip, should be reported to the teacher in charge. You will be sent to the proper persons for care, if it is needed. The teacher in charge will then make out an accident report with the school nurse.

The school’s accident insurance policy is in effect only if the student’s visit is authorized by the nurse or teacher, and the proper report is completed.

Student Accident Insurance: The Red Creek Central School carries non-duplicating student accident insurance policy on each student. The benefits of the policy shall be provided to a student only in the event the student receives bodily injury while the policy is in effect and if such

injury is caused directly by an accident and without any other contributing cause traveling to and from school on school buses, and while participating in or attending school-sponsored activities. The school pays the total cost of this insurance. All injuries must be reported to the nurse or teacher for investigation, to be covered by this policy.

It is important to note that the student accident policy does not cover 100% of cost or expenses and those parents, and/or students are responsible for residual balances.

### Activity Period

Activity period (2:25 – 3:15) is a time when students may remain after school to participate in extracurricular activities, get extra help, use the library, etc.

The activity period enriches the curriculum of the school by making available a wide variety of activities in which a student can participate. Each student also has the opportunity to join the many clubs open every year. Unless they are involved in an activity, assigned to a teacher or detention, bus students are to go home on the first bus and walkers are to leave the school grounds at dismissal time. Students are required to have a staff issued bus pass to ride the bus, after activity period.

An activity period study hall will be available to all student-athletes. This study hall will provide the student-athlete with a quiet study area to address his/her daily academic requirements or to read any educational material. Every student-athlete will be expected to attend this activity period study hall while participating in a specific sport, unless given special authorization from his/her coach to perform other desired duties or he or she is required to stay after school with a classroom teacher. Study hall regulations will be in effect during this time, so every student-athlete will be required to report to the activity period study hall before being given permission to go to another area.

### Attendance

The administration and staff of Red Creek Middle School believe that regular attendance in classroom instruction is an integral part of the learning process, and that there is a significant relationship between academically engaged time and student achievements. The insistence of good attendance serves as a clear and constant reminder of the importance of the instructional business at hand. It is the intent of this middle school to establish and maintain effective programs for learning and to build a work ethic that students can use as a foundation for success in their future endeavors.

Under New York State Education Law section 3205, parents are responsible for the regular attendance of their children for instruction. Schools are required to code absences (the reason) for the attendance records. When no reliable information is received within 5 days, absences will be considered illegal. This status may be reconsidered if a written parental excuse or doctor's note is submitted at a later time. Writing an excuse is a privilege allowed the parent to assure the school that they know their child was absent. Requiring excuses saves time and effort for schools, pupils and parents.

Any time a student is absent from school, that absence should be reported to the attendance office prior to 8:00 a.m. (754-2055). If a student is not in attendance and the school nurse has not been notified, the school will attempt to contact a parent/guardian. It is the responsibility of the student to see that their student information card is correct regarding home and work telephone numbers.

Absence from school will be monitored closely. Classes are 42 minutes, which is a major loss of class time when a student is absent. When a student has accumulated ten illegal or personal illness absences in a semester, the parents will be contacted to discuss the issue. Students who are absent this often should seek medical attention. Further absences will be considered illegal unless a note from a doctor is provided. This is also the case for absences of more than five consecutive days.

Absence from school consequences and interventions for illegal absences will be as follows:

- 7<sup>th</sup> Absence – Letter to parent and possible conference
- 14<sup>th</sup> Absence – Letter to parent, possible conference and further action.

Excessive absences may result in family court notification. Letters may be sent or conferences requested at other times, as deemed necessary by principal.

**Parental permission alone does not make absences legal and parental requests for students to be released from school during lunch period or from study halls cannot be honored.**

- According to the laws of New York State, the only legal (excused) reasons for absence/tardies are:
- a. Personal illness
  - b. Required court appearance
  - c. Illness or death in family
  - d. Quarantine
  - e. Attendance at health clinic
  - f. Impassable roads or bad weather (at discretion of principal)
  - g. Approved cooperative work program or college visitations
  - h. Military obligation
  - i. Religious observance
  - j. Other reasons as may be approved by the Board of Education

Most absences not mentioned in the list above are interpreted under the law as an illegal (unexcused) absence. The two categories of illegal absence are unlawful detention or truancy:

- Unlawful detention – Unlawful detention occurs when the pupil is absent with the knowledge and consent of his parent or guardian, for other than legal reasons (eg. visiting, vacation, work, needed at home).
- Truancy – A student who is absent from school without the consent of a parent or guardian is considered to be truant. Truancy is assumed anytime a student is illegally absent from class without proper permission, has left the school grounds without

permission, or fails to attend school without a proper excuse.

Truancy can be established whenever the parent cannot vouch for the child's whereabouts during the school day. Continued illegal absences or truancy will result in appropriate consequences assigned by an administrator which may include parent conference, detentions, in-school suspension, and/or agencies referrals.

Examples of illegal absences/tardies are:

- |                                    |                   |                               |
|------------------------------------|-------------------|-------------------------------|
| a. hunting                         | f. fishing        | j. tanning appointment        |
| b. vacations                       | g. overslept      | k. shopping                   |
| c. missed the bus                  | h. haircuts       | l. obtaining learner's permit |
| d. caring for child (baby-sitting) | i. job interviews | m. road test                  |
| e. working                         |                   |                               |

**Leaving School Grounds** – A student who must leave school because of illness must report to the nurse or the principal. If a student is to be excused for part of the school day, he/she must present a written request to the Main Office upon arrival at school. The request must specify name, date, and time to be excused, destination, reason for leaving, means of travel from school, and a telephone number by which the information can be confirmed. Upon a student's return to the building during the school day, student must sign back in at the Main Office and receive a pass to class. Students should limit appointments, if at all possible, to school holidays or after school hours. No student, under any circumstances, is to leave the school without being officially excused. A student must present a parental authorization slip requesting permission to leave **and contain the information stated earlier in the paragraph**. Study hall and lunch are not excuses to leave the building and will not be accepted. Disciplinary action will be taken if student fails to comply.

**Illness in School** – If you become ill, report to the nurse. Do not leave the school or call a parent unless authorized to do so. If the nurse is occupied or out, then report immediately to the principal's office. The determination of whether to permit the child to go home will rest with the nurse. The nurse or principal will make all calls to have parents or guardians pick up students who are ill.

**Make-up Work for Absence** – The student is responsible for all work missed due to absence, legal or illegal. However, a student will have two (2) school days to make up work missed on the specific day of the absence if the reason is excused by the law, unless other arrangements have been made with the teacher(s). Students who are judged truant may be given zero (0) for work missed.

Students may be allowed to make up work during a suspension. If it is not made up, the student will receive a zero (0) for any homework or tests given during the suspension period. It is the responsibility of the student to contact the teachers regarding missed work or tests and the deadlines for such material.

### **Tardiness to School**

Tardiness to school is a home problem. Parents are responsible by law to see that their children are in school "regularly and promptly all day, everyday" (Compulsory Education Law). Students reporting to school after 7:35 should report immediately to the Main Office to sign in and receive a pass to enter class. Prompt and regular attendance is important since it affects student achievement. Students should bring in a note explaining the tardiness with them, and if this is not possible, a written excuse should be brought to school the next day. Flagrant violations of tardiness will result in further punitive action as well as parent conferences.

Consequences and interventions for illegal tardies will be as follows, per semester:

- |                      |  |
|----------------------|--|
| <b>1 – 2 tardies</b> | Discussion with administrator                        |
| <b>3 – 9 tardies</b> | Discussion and teacher detention                     |
| <b>10 + tardies</b>  | Discussion, letter to parent, and extended detention |

**Excessive tardies may result in family court notification.**

### **Book Bags**

Students are not permitted to carry book bags, hand bags or purses during regular school hours. All bags must remain in the student's locker during the day. Class materials are to be carried by hand to and from all classes. **Female students may carry purses to restroom and/or lunch only.**

### **Cafeteria**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

The lunchroom management, the administration, and your fellow students will appreciate your cooperation in following cafeteria regulations:

- Deposit trash and litter in proper containers.
- Return trays and utensils to the washing area.
- Leave table, chair, and floor around your place in a clean condition for others (chairs stay with assigned tables).
- Do all eating of food and candy in the cafeteria.
- Keep lunch lines orderly; do not crowd or cut in line.
- Talk in normal voice tones, no profanity.
- Do not throw food or other items.
- Do not take food from other trays.
- Stay seated unless you are returning your tray, buying food, or speaking to a staff member.

Remain in the cafeteria unless you are summoned to another place or have written, pre-signed pass.

You may leave the cafeteria to use the foyer restrooms, ONLY with permission from a staff member.

You are expected to be courteous to everyone, especially staff members, and follow all directives from staff members without argument. (Staff members include ALL persons employed by the district).

Any habitual problems will result in being "written up", and/or being sent to the "in-school" lunch area.

All food is to be consumed in the cafeteria and not in the academic areas unless otherwise specified **or under supervision of a teacher.**

### Character of Students

The character of a person is most difficult to define. One definition is moral or ethical strength. Character is the heart, mind, and soul of a person. Many times, a person of high character is put in a position that is not enviable. When it comes to the safety of any one person, or a group of people, students should use good judgment – exercise their character – and take action to rectify the issue immediately. If you know someone who makes an illegal threat or possesses a weapon or drugs, for your safety and the safety of others, please report this information to a teacher, counselor, or administrator – even if it is a friend.

### Cheating

There is a clear expectation that all students will perform assignments with honor and integrity. **All work assigned is individual work, unless otherwise stated by the teacher.**

Definition: Cheating is any attempt to circumvent the evaluation and learning process. Cheating includes but is not limited to the following categories:

#### Improper test taking behavior

- ◆ Looking toward other student's paper(s).
- ◆ Unauthorized talking or other forms of communication.
- ◆ Having notes/answers visible.
- ◆ Sharing test answers or test questions with someone who has not yet taken a test or aiding and/or abetting in this process. (You are equally as guilty for giving as for receiving answers.) You are responsible for knowing the difference between group work and individual assignments.
- ◆ Using programmed electrical devices such a PDA's, calculators, etc., when prohibited.

#### Improper homework / class work behavior

- ◆ Sharing answers, homework, or other assignments. (You are equally as guilty for giving as for receiving answers.) You are responsible for knowing the difference between group work and individual assignments.
- ◆ Using programmed electrical devices such as PDA's, calculators, etc., when prohibited.
- ◆ Taking someone else's assignment and submitting it as your own.
- ◆ Submitting material (written or designed by someone else) without giving the name of the author/artist and/or source (e.g., plagiarizing or submitting work created by family, friends, tutors, or taken from another source).

Consequences:

#### Tests / Exams

- ◆ Test papers of students involved will be withdrawn and not counted for credit. Students will be given an alternative assignment to be determined, designed and graded by the classroom teacher.
- ◆ The building administrator will be informed.
- ◆ Parent or guardian of the student involved will be notified by the teacher.
- ◆ Extended detention will be assigned for a first offense. In-school suspension or out-of-school suspension will be assigned, as determined appropriate for repeat offenses.

#### Homework / Class work

- ◆ Homework will be withdrawn and not counted for credit. Students will be given an alternate assignment that will be counted for credit.
- ◆ Parent or guardian of the student involved will be notified by the teacher.
- ◆ Extended detention will be assigned for a first offense. Appropriate follow-up consequences will be assigned for repeat offenses.



## **Collector/Trading Cards, Cellular Phones, Pagers, CD/Tape/Ipods/MP3 Players, Kindles, Ipads and Electronic Games**

Collector/trading cards, pagers, CD/tape/Ipods/MP3 players, Kindles, Ipads, electronic games, and other devices as determined by school administration are not allowed in school during the school day. These items will be confiscated and may be picked up from the principal after school. If a repeat offense occurs, the item will be kept in the office until a parent conference is held. No buying, selling, or trading of anything unless it is part of a bonafide school or non-profit fundraiser! **Cellular phones** may be taken to school for use after school, but must be turned **OFF** during school hours, and stored in the student's locker. Phones that are not in the student's locker and turned off, during the school day, will be confiscated. Confiscated phones will generally be returned at the end of the current or following school day for a first offense. Repeat offenses will result in longer phone impoundments, at the discretion of the principal.

### **Community Center**

Although the Community Center is located on the school campus, it is independent from the school. Students wishing to use the community center (1) must have a note from their parent or guardian, granting permission, (2) must be a member or guest of a member, and (3) must be at least 13 years of age or accompanied by an adult member. Students who have permission to go to the community center after school, and meet the center's requirements, may not ride the 3:15 or 5:30 school bus home. They are considered to have left school and it is the parent or guardian's responsibility to provide transportation from the community center to home. The only exceptions to this procedure are school sanctioned activities. While at the community center, because it is housed on campus, students are expected to follow all school rules, as well as any additional requirements from the center. This includes cooperation and courtesy toward all community center personnel. Failure to do so may result in disciplinary action by the school or community center.

### **Computer Use**

To be able to use the computer network, students and their parent/guardian need to read, sign, and return the district's Student's Use of Computerized Information Resources form.

### **Computer Misuse**

The use of any computer hardware and/or software in any inappropriate, fraudulent or destructive manner will not be tolerated, and will be referred to the principal. Examples of misuse include, but are not limited to:

- ◆ sending out unauthorized messages
- ◆ entering a code-protected file
- ◆ plagiarism
- ◆ altering of a software program
- ◆ vandalizing hardware or software components
- ◆ using another person's password
- ◆ visiting inappropriate websites
- ◆ downloading unauthorized materials (games, pictures, music) from the internet.

### **Dances**

Dances are scheduled by club advisors through school administrators. In general, dances will be scheduled from 6:30 p.m. until 9:00 p.m.

#### Procedures and Regulations:

Only Red Creek students in grades 6-8 are eligible to attend dances.

Students must remain inside the building while attending the dance. Students who leave the building will not be re-admitted.

Chaperones will consist of one administrator, a minimum of one (1) Red Creek Middle School teacher per extra-curricular event.

The sponsoring club's advisor is in charge of all aspects of the dance.

Dances will end no later than 9:00 p.m.

### **Detention**

Detention is a consequence for various school infractions and inappropriate behaviors. To make this consequence a learning experience, students may be given assignments related to their offense. If a student is not present for office detention, two office detentions will be assigned. Failure to attend these detentions will result in extended detention. If extended detention is assigned and the student is not present, two extended detentions will be assigned. At this point, if a student misses a reassigned detention, a Superintendent's Conference or other disciplinary action may be scheduled and the detentions will still be owed.

Once a detention is assigned, it will not be moved at the student's request. Students may be given a choice of serving a detention that afternoon or on the following school day.

All owed detentions will be made up. Students and parents need to understand the detentions assigned from 2:25 to 3:15 are part of the academic day. Home obligations, including childcare and employment are not excusable reasons to miss detentions.

Teacher detention - 2:25-3:15

Office detention - 2:25-3:15

Extended detention - 2:25-5:25

**Teacher Detention** - Teachers may assign and keep their own detention. If a student does not stay, teachers will contact the parent/guardian and reschedule one or more detentions. A second refusal will cause the student to be referred to the administration for additional consequences.

**Office Detention** - Detention for discipline is a very serious matter. It takes precedence over other activities, such as extra-curricular activities and jobs. When assigned a detention, a student is to report to the assigned room from 2:25 to 3:15 p.m. The student must bring work to do. This is a quiet, working study hall.

**Extended Detention** - This detention will be assigned when students have violated serious rules or are chronic offenders of any rule. This is also a quiet, working study hall. The rules are the same as Office Detention. Extended Detention is run Monday through Thursday.

### **Dismissal from School**

The school will only release students to their parents or authorized adult designees as per the Emergency Medical Form, which will include parent contact by phone.

Students who ride to school on a school bus must ride home on a school bus unless their parent picks them up at school. Likewise, morning bus students may not walk from the building unless they have prior written parental permission that has been approved by the administration. The district requires parents to sign a liability release form as part of this process. Once a student leaves school property, they may not come back to ride a late bus.

### **No After School Activities Dismissal Procedures**

Any student on the detention list for teacher or office detention is expected to stay after and serve that detention.

Any student who has made arrangement with a teacher to stay after, to make up work or to attend a group meeting, is allowed to stay after until 3:15.

There will be no 5:30 detention; those will be moved to the next school day.

If a student has not made arrangement to stay after school, they are not allowed to stay after and should go home at 2:25.

All students must be out of the building by 3:15.

### **Dropping a Course**

Students may drop a course by following these procedures:

**Student must have a conversation with the teacher prior to requesting a Drop Course Form from the teacher of the course you wish to drop.**

Fill out the top section.

Bring the form home for parent/guardian signature.

Bring the form to the Guidance Counselor to sign.

Bring form to Main Office for Administrator to sign.

This form will then be returned to the Guidance Office. **Students may only drop a course if it is done within the first two weeks of the class. After the first two weeks of class, no drop course slips will be accepted.**

### **Drugs, Alcohol and Tobacco Products**

The Red Creek Central School District has a zero-tolerance policy in terms of drugs and alcohol. Students are prohibited from possessing, selling and/or using drugs, alcohol and **tobacco products** at any time on school grounds and prior to or during school sponsored activities. The use of Drugs, Alcohol, and Tobacco will be dealt with severely including long term suspension.

### **Emergency Dismissals**

It is sometimes necessary to close school because of dangerous driving conditions caused by icy roads or snow. If we know this before the buses start out, we will have it announced over the television. If dangerous conditions develop after school is in session, the children are sent home as soon as the drivers can get to school.

Several television stations will notify residents. **The primary stations will be WSTM Channel 3, WTVH Channel 5, WIXT Channel 9, WHAM Channel 13, and WSYR 570 AM.** These stations will be notified relative to any emergency school news. Additionally, a district-wide phone message, concerning the emergency closing will be sent to home phones, when possible.

### **Evacuation of Building**

***The district plans will be followed in the event that the Middle School needs to be evacuated. We would appreciate parental cooperation during this time. Students will be released only to their parents or the person(s) listed on their Emergency Medical form. This will be done in an orderly manner which includes following the proper procedures for students signing out.***

## Evacuation Drills

The State Education law requires each school to carry out a minimum of 8 fire and 4 lockdown drills a year while school is in session. In each room in the building a sign is posted giving explicit directions to the students in that room as to which exit they are to use. Students are to file out of the building quietly and in an orderly fashion, lining up in designated areas. No one should ever return to the building until the official signal is given.

### Lockdown

The State Education Law requires each school to carry out a minimum of four lockdown drills while school is in session. These lockdown drills are conducted in compliance with our district's emergency procedures and with the assistance of local law enforcement.

## General School Regulations

**Courtesy:** The rules of good conduct are applicable at all times and should be put into practice by everyone.

### **In the Classroom:**

Follow all rules each individual teacher sets for the classroom.

### **In the Halls:**

1. Refrain from running, pushing, or walking arm-in-arm, or in groups.

Be out of the hallway and in your classroom seats by the time class is scheduled to start.

Keep to the right in the halls; leave the center aisle open for students to cross over or for use of guests and faculty. Do not block traffic by standing in groups.

Discard trash in containers provided. Keep the school neat and clean by picking up papers from the floor.

Leave the school building immediately after dismissal unless under the supervision of a teacher.

### **In Assemblies and Class Meetings:**

Show every consideration to a speaker: silence, careful thought to the subject, and good posture.

Demonstrate respect during the salute to the flag and the singing of our national anthem.

Refrain from silly laughing, whispering, booing, and whistling.

### **Student Relationships:**

Students at Red Creek Central School are considered to be responsible individuals. As such, they are expected to use discretion and self-discipline in exhibiting their feeling toward one another.

In some relationships, displays of affection are normal, healthy behavior. However, it is the district policy that in our school, displays of affection (example: holding hands, kissing, etc.) are beyond the bounds of propriety and therefore, out of place.

## Grading System

Grades are an evaluation of what you have learned and become a part of each student's permanent record.

Final class averages will be based on the following formulas;

$$\frac{Q1+Q2+Q3+Q4}{4} = \text{Final Average} \quad \text{or} \quad \frac{Q1+Q2+Q3+Q4+FE}{5} = \text{Final Average} \quad \text{or} \quad \frac{Q1+Q2+ME+Q3+Q4+FE}{6} = \text{Final Average}$$

There is a minimum grade for first, second and third quarters for all courses. A passing grade is based on the final average, which must be 65 or higher.

**Incomplete Grade:** When a student does not complete all work before the quarter ends, they may if the teacher desires, and if one of the following extenuating circumstances exists, receive an "incomplete: for that subject in that quarter.

- ◆ medical or emotional problem preventing completion
- ◆ legal absence
- ◆ unable to obtain necessary resources due to school error or manufacturer's back order
- ◆ a "last week" direction from the teacher to re-do a term paper project or test

Normally students are to have all incomplete work completed within two (2) weeks from the last day of the quarter to complete requirements for a grade. The teacher and principal will approve special circumstances. In the event that such work is not satisfactorily completed, a grade of "0" will be recorded for each assignment.

If a student knows he/she will be absent for an extended period due to illness, accident, etc., special arrangements for making up assignments may be made through the Guidance Department.

## Guidance

Your guidance counselor is concerned with you and the problems that you might encounter as a young person. Your counselor is trained in assisting students in coping with peer pressure and emerging social and/or emotional problems. Your counselor is trained to help you help yourself. Your counselor is always available to help with routine situations involving schedule planning, schedule changes, requirements for graduation, vocational plans, college plans, explanation of test scores, working permits, etc.

The Guidance Department is based on the philosophy that everyone counts, that every individual is born with certain aptitudes that should be discovered and developed, and that the individual can become a mature person capable of living successfully as a member of society.

The Guidance Department is actively involved with helping students in grades 6-8 plan their educational program and think about higher education and career opportunities. Students in grades 6-8 will be involved in career awareness activities and discussions with their classroom teachers and guidance counselor, generating some ideas for their high school and/or post-secondary pursuits.

Starting with the 2005-2006 school year, New York State assessments, that can affect student plans, are being administered in ALL middle school grades. Student performance on these assessments is very important and requires a serious, positive approach to school and study by students and parents. It can also affect high placement and planning. It is very important that students and parents work together with the school to provide the best plan for success for each student. The guidance office and our teaching staff are key players, along with the parent and student in making this happen.

The Guidance Department is yours to use during school hours. Parents who wish to meet with guidance counselors may do so during school hours or evenings by appointment.

## Hall Passes

Hallway Passports are part of the Student Handbook. Students are to use these passports when they wish to leave class for another location other than during specified passing times. A passport is not valid unless it is attached to the handbook, has the student's name and grade at the top of the page, and has the proper date, time, destination, and teacher initials/signature. Generally, only hallway passports will be considered as valid hall passes. If a student loses his or her handbook, another one can be purchased from the office.

## Harassment/Bullying

Definition: Harassment means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's education performance, opportunities or benefits, or mental, emotional or physical wellbeing; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex (Education Law Section 11(7)).

For further information in regard to Harassment and Bullying, please refer to the Code of Conduct section of this handbook under Definitions.

Philosophy: Based on the belief that all students can learn, the Red Creek Middle School accepts the responsibility to provide a learning environment in the school that is free from harassment. Red Creek Central does not practice and will not condone harassment in any form.

Any form of verbal or physical harassment will not be tolerated.

## Sexual Harassment of Students

The district is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when it is persistent or persuasive, sexual in nature, unwelcome or offensive, or if it affects the student's ability to participate in or benefit from education instruction. Conduct that can constitute sexual harassment can include, but is not limited to, the following: inappropriate touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, blocking a student's movement, rape or attempted rape. Sexual harassment can also occur where an employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity. It can also occur when an employee causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct.

Sexual harassment is a form of sex discrimination. Any student who believes that he or she has been subjected to sexual harassment, whether by a teacher, student, or any individual on school grounds or at school activities, should report the alleged misconduct immediately to the building principal. The principal, upon learning of, or having reason to suspect, the occurrence of any sexual harassment, will promptly begin an investigation and inform the district's sexual harassment complaint officer.

### **There are three kinds of sexual harassment:**

Physical sexual harassment is an unwanted physical act including, but not limited to, grabbing, touching, purposely bumping or rubbing against a person, and impeding a person's movement.

Verbal sexual harassment means offensive words and comments including, but not limited to, comments about body parts, sexual suggestions and sexual jokes.

Nonverbal sexual harassment includes, but not limited to, staring or pointing at a person's body or body parts, making obscene gestures, displaying or placing sexual material in someone's locker or book and writing names, remarks, or drawings in public places.

The penalty for students engaging in this type of behavior may range from verbal warning to suspension.

### Health Office

Students who are taken ill during the school day are sent to the nurse, who will then be in charge of the student.

ALL medications (prescriptions and over-the-counter) that are to be taken by a student at school must be checked in with the school nurse and administered in her presence: the nurse must receive a doctor's order and written parent permission and medicine from the parent(s) in the original labeled container. The doctor may write that a student may carry medicine and self-administer it. Under no circumstances should a student carry any type of medication without following the above procedures. This includes Tylenol, No-Dose, inhalers, cough syrup, etc...

**Physical Examinations:** Each student entering 7<sup>th</sup> grade is required to have a physical with their weight and body mass index documented by their doctor. This has to be given to the school nurse. If this document is not received when the student enters 7<sup>th</sup> grade, a written note will be sent to the parent/guardian. They will have 14 days from the date of the notice to hand in the document. If the physical is not handed in, a physical will be performed at school thru the Wolcott Medical Center health care providers (Education Law, Section 904). These 7<sup>th</sup> grade students are also required to have a vision and hearing screening and grades 6-8 must have a scoliosis screening. Our school nurse can perform these screenings. The school will notify the parents or guardians of any defects uncovered as a result of these examinations.

Students must have a physical examination prior to trying out for any athletic team. It is highly recommended to have physicals performed by the student's own doctor. School physicals are given on specified dates at the end of the school year and during the summer. ***Students must sign-up and attend just as they would in making an appointment with their family physician. Failing to fulfill the appointment will require a student-athlete to go to their own physician for this service, at their own expense.***

### Homework Statement

Homework is an important part of middle school life. Students may have some homework every day. The amount of homework will progressively increase with grade level. Homework is not "busy work". It must have at least one of the following five purposes:

Practice – to reinforce newly acquired knowledge and skills.

Preparation – to prepare for upcoming work and concepts that will be presented in class.

Extension-to apply and use new skills or concepts in different situations than they were originally presented.

Creativity – to integrate learned information and skills to produce original responses or solutions that demonstrate or reflect understanding of information or skills that have been learned.

Responsibility- to help students organize and budget their time to meet the performance and learning requirements of their course of study. Learning to organize, plan, and budget time to complete tasks (like homework) is an important life skill.

In addition, the effective use of study hall time can significantly reduce the amount of homework that must be taken home.

Doing homework on the day that it is assigned allows students to take full advantage of getting extra help from their teachers. The activity period, from 2:33-3:25, is also available for extra assistance.

### Honor Roll System

Two rolls of honor for scholastic achievement are compiled at the end of each ten week marking period for the students in Grades 6-8. They are High Honor and Honor.

**PRINCIPAL LIST** is comprised of those students having a combined average of 95 or better for all courses. However, a person with a failing mark or an incomplete mark in one or more courses will not be posted on any honor roll.

**HIGH HONOR ROLL** is comprised of those students having a combined average of 90-94.9 for all courses. However, a person with a failing mark or an incomplete mark in one or more courses will not be posted on any honor roll.

**HONOR ROLL** is comprised of those students having a combined average of 85-89.9 for all courses. However, a person with a failing mark or an incomplete mark in one or more courses will not be posted on any honor roll.

### Identification Cards

Students are issued I.D. Cards early in the school year. They must carry this I.D. cards at all times. It will be used to check out items from the library, student identification at school events, and in the event of emergencies.

## In-School Suspension

In-School Suspension will be used as appropriate. Detention and Extended Detentions will be the preferred consequence for disciplinary issues.

In-School Suspension (ISS) will be a consequence given when a student's behavior is severe or repeated. Students will serve this time in a designated room that is monitored by an aide. When in the room, the basic rules are:

- No talking
- No idle time
- All schoolwork sent by teachers must be completed.
- No sleeping or head down on the desk
- No cell phone

The rationale for the room is to take students out of the population- away from friends and classmates. A morning bathroom opportunity will be made available and a basic lunch is served in the room for students who choose not to bring a lunch from home. Social Probation may be enforced for 5 days. In-School Suspension runs from 7:42 a.m. until 3:25 p.m. The In-School Suspension room may also be used as a quiet place for "time out" periods of less than one full day, at discretion of Principal.

## Insubordination/Insolence

- ◆ **Insubordination** is refusing to follow the direction of someone in authority, this includes teachers, bus drivers, and all support staff and administrators. When an adult asks something reasonable of a student, it is expected that the student will comply. Examples of such reasonable requests are to "sit in a particular seat", "report to the office", "stop an inappropriate behavior", etc...students must follow the directions of adults in the building. If a student feels that the request was unreasonable or unjust, they may appeal to the administration.
- ◆ **Insolence** is being disrespectfully arrogant.

Both insubordination and insolence will be dealt with severely.

## Learning Lab Rules and Procedures

The learning lab is a time for students to complete assigned schoolwork. This should be designed so that students finish a much of their work as possible prior to leaving school for the day. As such, the environment in this room should be a quiet working atmosphere. Teachers must maintain the proper atmosphere to allow for maximum achievement.

### RULES

1. No more than one student should be out of the room at any time.
2. Students must arrive with all materials and be prepared with their assigned work.
3. Students are accountable for arriving on time and taking their seats.
4. Students will begin class by reviewing their homework and classwork assignments.
5. Students going to the library will remain there the entire period.

### PROCEDURES

1. Students enter and sit in assigned seats, teacher takes attendance
2. Students activate their GoGuardian accounts.
  - ◆ Teacher will have GoGuardian webpage open.
3. Students who have work to complete, must stay in their seat and complete homework of classwork.
  - ◆ Teacher must monitor Chromebook usage.
  - ◆ Only school access is allowed.

## Library Media Center

Our Library Media Center (LMC) is open to students, faculty and community members. As an **Advanced Level Electronic Doorway Library**, we are a part of a network of Library Media Centers in the Wayne-Finger Lakes BOCES. Our Library Media Specialist (LMS) is NY State certified as a Teacher and School Media Specialist-Library. Our LMC subscribes to a number of Online Resources that students may use to complete their research either in school or from home. Resources may be accessed from the Red Creek District Web page ([www.rccsd.org](http://www.rccsd.org)). Click on "Students" bar, MS/HS Library, then select "Research Databases." IDs and Passwords are available on a bookmark which students may pick up in the LMC. Our licenses for these resources allow home use by registered students & faculty.

Students may come to the LMC from their Learning Labs one period a day by obtaining a pre-signed pass from a subject area teacher. (\*Note: Students with teacher-assigned research projects may obtain permission from LMC staff for additional visits.) Both the LMC and the Library Lab are open most activity periods and passes are not required during activity period if students arrive by 2:45 p.m.

Since the LMC is a place of study, it is imperative to maintain a quiet working atmosphere. Students are expected to work in a

productive manner and to be courteous to other patrons. Students asked to leave due to misbehavior or inappropriate computer activity will be subject to disciplinary action which may include detentions and/or loss of "library privileges" when not with a class.

### **Circulation Rules:**

- Current issues of magazines and newspapers are available to be read in the LMC.
- Three books or back issues of magazines may be signed out for fifteen school days.
- Books and magazines may be renewed as many times as necessary.
- Many reference books may be checked out overnight and must be returned before 7:45AM.
- There is a free copy machine in the LMC for research copying only.

### **Computers:**

**Computers in the LMC and Library Lab are for research and instruction.** Students may print research or class assignments only. The Acceptable Use Policy (AUP) is enforced in the LMC, as it is for the entire district. While students in good standing may conduct personal research (surf), school computers may NOT be used for online games, cheats, email, Instant Messaging, chat- lines, listening to music, downloading, drawing or accessing social sites such as Facebook, My Space, etc.. Students may not give out personal information over school computers. Students who are on the Academic Ineligibility List must limit their computer use to academic research in order to improve their academic standing.

Students who are on the Academic Ineligibility List must limit their computer use to academic research in order to improve their academic standing.

### **Overdue Materials Policy:**

When a student borrows a book or magazine, it is stamped with a due date. If the item is not returned by the due date, a written notice is sent weekly to the student via their first period teacher requesting that they renew or return the item. Once the item is 30 days overdue, students will not be allowed to sign out new items, parents will be contacted, and the student will be subject to disciplinary action, if appropriate. Students are responsible for the loss of school materials and will be billed for any materials lost or damaged.

### **Lockers**

Lockers are provided to students for their use. Students are responsible for the contents and general conditions of their locker. Your locker should be locked at all times. Students should not share lockers. Do not give your combination to another student. Do not set the lock. Do not keep money or valuables in your locker.

To make better use of the locker space available, students should keep their lockers neat and orderly. Lockers remain the property of the school and thus, may be searched at any time, by school officials.

Note: Students may decorate the inside of their lockers with appropriate materials. These must be properly taken care of at the end of the year. Please use "masking tape" or magnets to attach items to lockers.

### **Lost or Stolen Personal Property**

The school district is not responsible for lost or stolen items. Please report items that are stolen or lost and the district will help in trying to retrieve the items. Two lockers are provided to all students. Keep your belongings locked at all times and do not share your combination.

### **Lunch Program**

The Red Creek High School Food Service Program has a computerized, pre-paid point of sale cash register system in the cafeteria. In addition to having the ability to purchase lunches with cash on a daily basis, students will have the option of using a prepaid "debit" system. The prepaid "debit" system works as follows:

An account is set up for each student.

Parents/guardians can pre-pay into the student's account any amount of money at any time.

Purchases are simply deducted from the balance on the student's account.

We can tell you at any time what your child is purchasing.

When you request a limit in writing, we can limit the amount of money your child spends on "extras" and/or "snacks."

Students are notified of low-account balances immediately. Notes are sent home as needed.

If you have any questions regarding this program, please contact the Cafeteria Manager at 754-2062.

### **National Junior Honor Society**

Eligibility for members into the Junior National Honor Society is based upon scholarship, leadership, character, citizenship, and service. Any student in grades six and seven obtaining an average of 85 or better, is eligible for consideration. Membership is determined by student application and the middle school faculty, based on the general criteria mentioned above. Students inducted into the National Junior Honor Society, in sixth and seventh grade may participate through the end of ninth grade. This is an important academic achievement in a middle school student's career. Each candidate and family should be very proud of this accomplishment.

## Physical Education

By law, every student is required to take a regular physical education class scheduled by the Guidance Office. A gym uniform is necessary for gym classes in grades 6-8. This consists of shorts, T-shirt and gym shoes.

For safety reasons, all jewelry must be removed. The physical education teacher will have a secure place for any valuables.

All students, who actively participate in the physical education classes, may take showers.

Gym classes must remain in the gym or locker room until the passing bell.

Temporary excuses from participating in physical education classes must be obtained from the nurse. All permanent excuses from participating in physical education classes must be issued on the authorized forms and signed by the student's physician. Students should contact the nurse for the proper forms for a permanent excuse from physical education. A student medically excused from gym class may be placed into an adaptive physical education class or have alternate activities to fulfill their PE requirement.

It is the student's responsibility to schedule make-up periods with the appropriate physical education teacher.

Students who fail to change clothes and actively participate in their Physical Education class will be ineligible for participation in extracurricular athletic events on that specific day.

## Posters/Notices

Students **MUST** acquire written approval from school principal prior to hanging/posting/putting anything up anywhere in the building.

## Program of Study

### Grade 6

Language Arts  
Social Studies  
Math  
Reading  
Science  
Physical Education  
Art  
Technology  
Music  
Band/Chorus

### Grade 7

English  
Social Studies  
Math  
Science  
Physical Education  
Health  
Foreign Language (Spanish)  
Library Skills  
Technology  
Reading  
Band//Chorus

### Grade 8

English  
Social Studies  
Math  
Science  
Physical Education  
Foreign Language (Spanish)  
Reading  
Art  
Technology  
College/Career Awareness  
Personal Wellness  
Band/Chorus

## Promotion Policy

**Grades 6 - 8:** Promotion is based on the criteria listed below:

1. Students who pass all subjects will be promoted automatically.
2. Promotion or retention of students who fail one or more subjects will be decided by consensus using a case conference approach involving teachers, building principal, and guidance counselors.

## Respect for Students and Staff

It is a universally held precept that one should treat others, as they would want to be treated - no hassles, no arguments, no fights. With this in mind, it is expected that all members of our school community will be respectful to each other at all time. Be very cautious of hearsay information (rumors). This causes problems because often the information is inaccurate or people intentionally want to make unnecessary trouble for others. Should a problem arise, it is expected the initiative will be taken to act in a mature manner by seeking the appropriate support (e.g. another teacher, counselor, administrator, etc.) when dealing with difficult situations. Disrespectful language, gestures and/or physical abuse will be dealt with quickly and firmly.

Remember, staff members have your best interest at heart; and at the principal's direction, they are obliged not only to follow all school rules themselves, but to encourage and motivate you to follow those rules as well. This is good training for whatever career you choose.

## Response to Intervention (RtI)

The Review Team meets to discuss and determine interventions for students who are having unusual difficulty with academics, behavior, or attendance. The student may be referred by a teacher, a counselor, the administration, a parent, or by the student. The SRT consists of an administrator, school counselor, the school psychologist, the learning center teacher, core classroom teachers, and other middle school staff members, as needed.



The team listens to information from all parties having knowledge about the student and then suggests a plan of action to assist the student. The team schedules the student for follow-up meetings to monitor progress, as needed. Teams meet by grade level at scheduled times.

### **School Publications**

From year to year our school produces various publications.

The yearbook, Centralite, edited by a small staff of high school and middle school students selected each year, serves as a record of student activities for the year. In it will be found individual and group pictures. The Centralite strives to show, through write-ups and pictures, important events for the year. Books may be ordered during a sales drive, part way through the school year. Books are distributed in late May or early June.

Other publications may include a newspaper, issued several times a year, containing articles, stories, essays, poems or any literary piece contributed by a student, worthy of publication. Students are encouraged to submit material to a newspaper or any other publication that may be in place within the school.

### **Smoking on School Property**

No student will be allowed to carry, possess, or use cigarettes, e-cigarettes, vapes, other tobacco products and/or smoking paraphernalia on the grounds (including cars) or any school building at any time. Violations of this rule will be treated as a serious discipline case. Any paraphernalia will be confiscated.

Also, students who are in the school building of another school district are not to smoke in these buildings *as per New York State Law*. This is a matter of courtesy and cooperation with other school districts.

### **Social Probation**

Social Probation is a consequence that may be assigned as a result of a student's inappropriate behavior. A student on social probation may be prohibited from attending/participating in school activities. Also, student drivers/riders may lose that privilege during social probation.

Students assigned to out-of-school suspension may be assigned 5 days of social probation, including OSS days. Students assigned to in-school suspension or extended detention are also on social probation the day(s) of their assigned consequences.

### **Sportsmanship-School Spirit**

School spirit may be divided into three categories:

1. **Courtesy:** Toward teachers, fellow students, and the officials of school athletic events
2. **Pride:** In everything our school endeavors to accomplish and has accomplished
3. **Sportsmanship:** The ability to win and lose gracefully

School spirit means loyalty to all functions of the school. Loyal students support their school and do their utmost to keep their scholastic and activity standards at the highest possible level.

Each student should follow these suggestions that will serve as a guide to carrying out his/her responsibilities in promoting good sportsmanship:

1. Consider the visiting team and fans, as well as the officials, as guests and treat them as such.
2. Respect the rights of all spectators.
3. Support your cheerleaders with enthusiasm:
4. Be modest in victory and gracious in defeat.
5. Consider it a privilege and duty to encourage everyone (players and spectators) to live up to the spirit of the rules of fair play and sportsmanship.

### **Sports Study Hall**

Sports study hall is held in the LGI from 2:25 **until 3:15 p.m.** Only students who are members of a team, which is practicing or competing that day, are allowed in sports study hall. This is a time for students to work on academic studies and homework. Drinks and snacks are available to help with nutrition before the athletic activity. Basic rules include quiet talking and staying seated.

### **Student Activities**

Red Creek Middle School students have the opportunity to participate in a number of modified interscholastic sports, intramurals, and clubs, as well as band, chorus, and drama presentations. Specific activities may change from year to year, based on staff and student interest. We

encourage middle school students to become involved in this aspect of middle school life.

### Student Council

The Student Council is an elected group which leads and governs student associations of grades 6-8. Each class elects representatives to the council. The student body elects the officers of the organization. The Student Council meets once a month and the meeting takes precedence over all others. The Student Council is a democratic group devoted to promoting good citizenship, the general welfare of the school and good school spirit. The Student Council will conduct and assist in many activities during the year, working with the administration to improve our school. 5<sup>th</sup> grade is a transition year from elementary school to middle school. 5<sup>th</sup> grade council members do not participate in all aspects of student council activities.

### Student Dress

The overriding factors governing student dress are safety, modesty, cleanliness, and decency. Using these criteria, the School SAVE Committee, Administration, and the Board of Education have agreed on guidelines which can be found in the district's Code of Conduct. The Code of Conduct can be found on the district website.

### Telephone Usage

1. An office telephone will be available, on a limited basis for student use, upon request.
2. The telephone should be used only during free periods, before or after school, for school related matters.
3. Office phones are not to be used by students for other purposes, and only with the permission of office personnel.
4. Students will not be called out of class for telephone calls. Parents may leave messages for their children in emergency situations. Only messages left by parents or grandparents will be given to students. These students are called to the office for their messages.
5. **Cell phones must be turned off and stored in student lockers during the school day.**

### Textbooks

All students are expected to cover their textbooks and to replace the book cover if it becomes worn during the school year. If a textbook is misused or lost, it is to be paid for according to the following schedule:

Lost Books:	Misused Books:
1 <sup>st</sup> year of use.....100% of cost price	Missing cover.....\$2.00
2 <sup>nd</sup> year of use.....75% of cost price	Torn cover.....1.75
3 <sup>rd</sup> year of use.....50% of cost price	Torn page.....1.00
4 <sup>th</sup> year of use.....25% of cost price	Misused beyond repair – same as lost book

### Video Cameras on School Grounds and Buses

School buildings, grounds and buses may be equipped for video camera use in order to monitor student behavior or for other security purposes. Violations of the school code of conduct or board policy, as well as participation in any illegal activities, will be dealt with in accordance with applicable law and school regulations.

All recordings used in relation to this policy shall be the sole property of the District, and the Superintendent or his/her designee shall be the custodian of such recordings. Requests for viewing a recording must be made in writing to the Superintendent or his/her designee; and, if the request is granted, such viewing must occur in the presence of the District's designated custodian of the recording. Under no circumstances will the District's recording be duplicated and/or removed the District premises unless in accordance with court order and/or subpoena.

### Notification

A copy of this policy shall be posted in each building, including the Middle School and High School Student Handbooks, and will be discussed by elementary classroom teachers with their students at the beginning of each school year.

The following sign will be posted at District building main entrances:

***WARNING: This facility employs video surveillance equipment for security purposes. This equipment may be monitored at any time.***

### Visitors

***Visitors or guests are not allowed during the school day.*** Persons who are not students or staff must report immediately to the main office and state their reason for being in the building. ***All visitors to the building must show proper identification (ie: driver's license, picture ID, etc.). All visitors must also sign out when leaving the building.***

Parent(s)/guardian(s) are encouraged to visit teachers, guidance counselors, the school nurse, school psychologists and other support personnel by appointment, in order to discuss any problems or concerns the parent may have regarding the student, whether or not school related.

## **Water Bottle Policy**

The Red Creek Central School District will allow students to have water bottles in the classroom upholding the following stipulations:

- The container **MUST** be transparent (see-through).
- The container **MUST** contain **WATER ONLY**. No juice, soda, carbonated water, coffee, tea, addable ingredients or energy drinks are allowed.
- The container must have a closable lid of some sort; this will be a screw on lid or push top.
- The student will be responsible to fill the bottle between classes. A student may **NOT** leave class to fill a bottle.
- Water bottles must be closed when not in use.
- Classroom rules will be in effect regarding the use of the bathroom. Students need to take care of restroom needs before class starts and one must be responsible for the amount of water that is taken in during classroom time.
- Bottles are not to be in proximity to any technology (computers, overheads, document cameras, Smartboards or projectors of any kind).
- Water will not be allowed in any computer class or computer lab.