

**SAUQUOIT VALLEY MIDDLE SCHOOL 2023-24
STUDENT HANDBOOK AND COMPUTER USAGE
ACKNOWLEDGEMENT FORM**

STUDENT'S NAME: _____ Grade: **5 6 7 8** (PLEASE CIRCLE)

1. My signature in the **Box #1** below, confirms that I have received a Sauquoit Valley Middle School Student Handbook and Planner. I realize that the handbook contains the rules and expectations of the school. I know that I am responsible for all the material in the handbook. I understand that it is my responsibility to share this handbook with my parents or guardians. In addition, I realize that I am expected to use the planner portion of this book for assignments in each class on a daily basis.
2. My signature in the **Box #1** below, confirms that I understand and accept the conditions that are established for student usage of computers at Sauquoit Valley Middle School. These conditions are outlined on Page 8 of the Handbook.
3. My signature in the **Box #1** below, signifies that parent(s) and student have read and understand the responsibilities of the BOE Policy # 7063 and 7063-1 ~ Extra-Curricular Participation Policy and the Extra-Curricular Eligibility Regulation, including the Introduction. These conditions are outlined on Pages 8-10 of the Handbook.

Box #1

_____ Student Signature	_____ Date
_____ Parent or Guardian Signature	_____ Date

-
4. My signature in the **Box #2** below, gives permission to publish examples of student projects, photographs of students, and any other work on the Internet accessible Worldwide Web server or via the media.

Box #2

Please place a check in the appropriate box for the following permission: YES <input type="checkbox"/> NO <input type="checkbox"/>	
1) To publish my child's work on the District Web site, newspaper, newsletters and/or other District publications.	
2) To publish my child's video image and/or photograph on the District Web site or TV media.	
3) To publish my child's photograph in the newspaper, newsletters and/or other District publications	
_____ Print Student Name	_____ Date
_____ Parent or Guardian Signature	_____ Date

**Please sign, remove, and return this acknowledgement form to your homeroom teacher
by September 15, 2023**

SAUQUOIT VALLEY MIDDLE SCHOOL
2648 Sulphur Springs Road
Sauquoit, New York 13456
phone: 315-839-6371
fax: 315-839-6390

SAUQUOIT VALLEY ALMA MATER

Our strong band shall never be broken
 Formed in Sauquoit Valley High,
 Far surpassed wealth unspoken,
 Sealed by friendship's ties.

Chorus:

Alma Mater, Alma Mater
 Deep graven on each heart,
 Shall be found unwavering truth,
 When we from life shall part.

INTRODUCTION

This handbook is intended to be an aid to both students and parents in understanding the rules, regulations, routine procedures, and other school requirements. It is the intent of the Board of Education, Administration, and teachers, that a closer working relationship among students, parents, and school personnel will be developed as a result of this publication.

Students, we urge you to accept the responsibilities and obligations put forth in this handbook. Also, we urge you to always do your best academically so that you will be able to participate as a successful citizen at Sauquoit and be better prepared for the world of tomorrow.

Parents, we encourage you to become acquainted with your child's school. Please spend some time every evening reviewing your child's planner. Comments to the teachers are encouraged.

Everyone must share in this effort in order to bring about a productive school atmosphere. By working together in a constructive manner, we will determine the type of school Sauquoit Valley Middle School will be. May we always have the spirit and the opportunity to do things that will make Sauquoit Valley Middle School an outstanding school!

It is expected that all persons at Sauquoit Valley Middle School show consideration and respect towards themselves, others, and property at all times.

SAUQUOIT VALLEY MIDDLE SCHOOL HANDBOOK TEAM

Peter Madden	Ed Ryan	Cheryl Richards
Constance Stayton	Melissa Weaver	

Principal
 Mr. Peter R. Madden

English	
Ms. A. Orsino	Grade 5
Mrs. T. Purrington	Grade 6
Mrs. A. Cook	Grade 7
Ms. V. Dykstra	Grade 8

Social Studies	
Mrs. D. Hutchinson	Grade 5
Ms. N. Becker	Grade 6
Mr. J. Macrina	Grade 7
Mrs. N. Clarke	Grade 8

Math	
Mrs. C. Stayton	Grade 5
Mrs. J. Accordino	Grade 6
Mrs. M. Weaver	Grade 7
Ms. C. LaMonica	Grade 8

Science	
Mrs. L. Smithling	Grade 5
Mrs. T. Brown	Grade 6
TBA	Grade 7
Mrs. S. Piacentino-Call	Grade 8

Spanish/French Language	Teacher Assistants
Mrs. K. DePerno	Mrs. J. Barsuch
	Mrs. G. Giruzzi

Reading Specialist	Resource
Ms. A. Hladik	Mrs. M. Roberts
Ms. L. Tartaglia	Mrs. J. Zuroweste

Math Specialist	Home & Careers
Ms. S. Malerba	Mr. S. Alsante

Physical Ed. / Health	Technology
Mr. F. Curriere	Mr. J. Corleto
Ms. B. Kuhn	

Art	Band/Music/Choir
Mr. K. Hatch	Mrs. S. Carbone
Mrs. C. Luczak	Mr. R. Decker
TBA	Ms. C. Haile
	Mr. H. Lotyczewski

ESL	Library
Ms. S. Reale	Mrs. M. Babbie
	Mrs. J. Corleto

Guidance Counselor	CSE Chairperson
Ms. G. Duell	Mrs. T. Facchini
Mr. E. Ryan	

School Nurse	Psychologist
Mrs. R. Evans	Mrs. S. McKeon-Pauley

Administrative Secretary	Teacher Aide
Mrs. C. Richards	Mrs. D. Kuhn
	Mrs. R. Taylor
	Ms. S. Taylor

Guidance Secretary/ Attendance	Custodians
Mrs. M. Cain	Mr. B. Fehr
	Mr. M. Larkin
	Ms. H. Snow

School Patrol Officers
Mr. K. Kelsey
Mr. V. Martinelli
Safe Schools
Mr. S. Nemecek

BOCES STAFF	Kitchen
Ms. S. Gates	Mrs. D. Loomis – Manager
Ms. P. Lark	Mrs. C. Eichhorn
Mrs. G. Rothdiener	Mr. T. Eichhorn
Ms. J. Tuttle	Ms. K. Kimball
	Mrs. D. Wolak

Social Worker	Occupational Therapist
Ms. R. Rogers	Ms. R. Zielinski

Specials	Speech Therapist
Mr. R. Gerling – Music	Ms. C. MacTurk
Ms. W. Lydford – Art	
Ms. C. Martin – PE	

IMPORTANT PHONE NUMBERS

Mr. Madden	Principal	315-839-6371
Mrs. Richards	Admin. Secretary	315-839-6371
Mrs. Evans	Nurse	315-839-6372
Mrs. Cain	Guidance Secretary/ Attendance	315-839-6351
Mr. Ryan	Guidance Counselor	315-839-6378
Ms. Duell	Guidance Counselor	315-839-6392
Mr. Jones	Athletic Director	315-839-6336
Mr. Curriere	Physical Education	315-839-6376
Ms. B. Kuhn	Physical Education	315-839-6377

CODE OF CONDUCT

The district establishes a Code of Conduct for the maintenance of public order on school property and at school functions, to govern the conduct of students, teachers, other school personnel and visitors. The Code of Conduct has been developed consistent with the Safe Schools against Violence in Education Act (Chapter 181 of the Laws of 2000) and Section 100.2 - Implementing Commissioner’s Regulations, and in collaboration with students, teachers, administrators, parent organizations, school safety personnel, and other school personnel.

The Board of Education is committed to providing a safe and orderly school environment where students receive, and district personnel may deliver, quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents, and other visitors, is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

Unless otherwise indicated, the Code of Conduct applies to all students, school personnel, parents, and other visitors when on school property or attending a school function.

Throughout the handbook section, there are references made to the Code of Conduct. Please familiarize yourself with this document. Copies of the Code of Conduct are available in the Middle School Office.

PARENT PORTAL/STUDENT PORTAL

Parent Portal

- A form, obtained through the main office, must be filled out with your valid email address account. Once this is submitted, a password will be emailed to you. Through the parent portal, you can access student report cards, interim reports, homework assignments, etc.

Student Portal

- Students in grades 7 & 8 have access to the student portal. Students log on using the same username and password used to log in to the network at school. You can access report cards, interim reports, schedules, homework assignments, etc.

SCHOOL WEBSITE

www.SVCSD.org

- Through this website, you may view teacher web pages, homework assignments, calendar dates, download forms such as busing, supply lists, contact forms, etc. You may also forward, via the web, bus notes, excuses, etc.

PROHIBITED STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel, and other members of the school community, and for the care of school facilities and equipment.

The following list of prohibited behaviors is not exhaustive. It provides examples of conduct that will result in disciplinary measures being taken against the individual(s) responsible. The district may also discipline students for misconduct not listed herein.

Students may be subject to disciplinary action up to and including suspension from school, for the following acts:

Academic Misconduct

- Plagiarism
- Cheating
- Copying
- Altering records
- Assisting another student in any of the above actions.

Insubordination

- Failing to comply with the reasonable directions of teachers, school administrators, or other school employees;
- Demonstrating disrespect;
- Lateness, missing, or leaving school without permission;
- Skipping detention;
- Failure to comply with the dress code.

SCHOOL YEAR TIME SCHEDULE

<u>Grades 5 & 6</u>		<u>Grade 7</u>	
HR	7:40 - 7:48	HR	7:40 - 7:48
1	7:48 - 8:31	1	7:48 - 8:31
2	8:34 - 9:15	2	8:34 - 9:15
3	9:18 - 9:59	3	9:18 - 9:59
4	10:02 - 10:43	4	10:02 - 10:43
5	10:46 - 11:27	5	10:46 - 11:27
6	11:30 - 12:11	L	11:30 - 11:57
L	12:14 - 12:41	6	12:00 - 12:41
7	12:44 - 1:25	7	12:44 - 1:25
8	1:28 - 2:11	8	1:28 - 2:11
		<u>Grade 8</u>	
	HR		7:40 - 7:48
	1		7:48 - 8:31
	2		8:34 - 9:15
	3		9:18 - 9:59
	4		10:02 - 10:43
	L		10:46 - 11:13
	5		11:16 - 11:57
	6		12:00 - 12:41
	7		12:44 - 1:25
	8		1:28 - 2:11

Violence

- Hitting, kicking, punching, and scratching;
- Possessing a weapon;
- Displaying what appears to be a weapon;
- Threatening to use a weapon;
- Threatening to cause bodily harm;
- Intentionally damaging or destroying personal or school district property, including graffiti.

Disorderly Conduct

- Making unreasonable noise;
- Using language or gestures that are profane, lewd, vulgar, or abusive;
- Trespassing;
- Computer/electric communications misuse, including any unauthorized use of computers, software, or internet accounts;
- Accessing inappropriate websites, or any other violation of the district's acceptable use policy.

Health and Safety

- Smoking, using smokeless tobacco, or in possession of these items;
- Possessing, consuming, selling, distributing, or exchanging alcoholic beverages or illegal substances;
- Being under the influences of illegal substances;
- Inappropriately using or sharing prescription and over-the-counter drugs;
- Initiating a report warning of a fire, bomb threat, or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

Welfare of Others

- **Defamation** – Includes making false or unprivileged statements of representations about an individual or identifiable group of individuals.
- **Discrimination** – Includes the use of race, color, creed, national origin, religion, gender, sexual orientation, or disability as a basis for treating another in a negative manner.
- **Harassment** – Includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group.
- **Intimidation** – Includes engaging in actions or statements that put an individual in fear of bodily harm.
- **Hazing** – Includes any intentional or reckless act directed against another for the purpose of initiation, affiliating with or maintaining membership in any school sponsored activity, organization, club, or team.
- **Bullying** – Includes any intentional mistreatment or intimidation of another individual in an overbearing or aggressive manner.
- **Morals**
- Lying to school personnel;
- Stealing property;
- Selling, using or possessing obscene material;
- Gambling;
- Indecent exposure – exposure to sight of the private parts of the body in a lewd or indecent manner;
- Inappropriate displays of affection.

Bus Conduct

It is crucial for the students to behave appropriately while riding on district buses to ensure their safety and that of the other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with the established standards for classroom behavior. Each bus has rules posted.

Penalties

Students, who have violated the district's prohibited student conduct, may face one or more of the following penalties.

- Verbal warning;
- Removal from classroom by teacher;
- Written warning;
- Written notification to parent;
- Detention;
- Suspension from transportation;
- Suspension from extracurricular activities;
- Suspension from other activities;
- Suspension of computer use;
- In-school suspension;
- Out-of-school suspension;
- Long term suspension (more than five days);
- Permanent suspension from school;
- Restitution in the instance of vandalism.

BEFORE AND AFTER SCHOOL HOURS

School hours begin at 7:40 a.m.

Regular classes for middle school students end at 2:11 p.m. each day. Any students remaining after school must be under the direct supervision of a teacher, advisor or coach, otherwise all students must leave school grounds.

A. Student Drop Off

Students should not arrive at the Middle School before 7:15 a.m. Students who are dropped off, walk, or ride their bikes to the Middle School, are expected to schedule their arrival time after 7:15 a.m. In the interest of student safety, student drop off in the morning will be at the Elementary School parking lot where students walk down the stairs between the ES and MS and enter through cafeteria/gym doors. Report directly to the cafeteria upon entering the building. **Students are not allowed to be dropped off in the MS parking lot prior to the start of the school day.**

B. Student Pick Up at Dismissal

Students who are picked up at dismissal will wait in the cafeteria. They will walk up to the elementary parking lot once their car arrives at the top of the stairs. **Please follow the traffic pattern for pick up. Cars that skip ahead or are not in the pickup lane will not be allowed to pick up students. Student pick up in the MS parking lot at dismissal is not allowed.**

C. Bike Riders

Students age 14 and under are required to wear a helmet and obey all bike/traffic safety rules when riding their bikes to and from school. A written permission slip must be provided from parents or guardians to do so.

D. Walkers

Students who wish to walk home after school must have a written permission slip from their parents or guardians.

ARTICLES PROHIBITED IN SCHOOL

Students should not bring articles that are hazardous to the safety of others or interfere in some way with school procedure. Such items as toy guns, water pistols, knives, *cell phones (during school hours), lasers, fireworks, etc., or other items that could be potentially dangerous. They are considered undesirable and will be impounded and returned only to the parent at his/her request. Parents are requested to help children understand the necessity for such regulations.

*See Cell Phone Policy ~ Page 16

ATTENDANCE

Regular attendance is essential to successful study. Students should be encouraged to avoid being absent from school for any reason except illness or a family emergency. State law requires all pupils to be in school during the days and hours that the school is in session. During this time, teachers and other school personnel are required to maintain a suitable environment for learning. In order to maintain this environment, students are required to contribute by attending all classes, putting forth adequate effort and respecting school personnel.

When a student is absent or tardy from school, a parent should contact the attendance personnel via phone or e-mail. Failure to do so before 9:00 a.m., will result in the parent being notified through Parent Square of your son or daughter's absence from school.

STUDENT ATTENDANCE - POLICY # 7016

I. Philosophy

The Board of Education, in accordance with Section 104.1 (c) of the Regulations of the Commissioner of Education, establishes this comprehensive attendance policy. The objectives of this policy are to ensure the maintenance of an adequate record verifying the attendance of all children, to establish a mechanism to examine patterns of pupil absence, and to develop effective intervention strategies to improve school attendance.

II. Policy

The Board of Education, administration, faculty and staff of the district recognize that regular classroom attendance is an essential part of a successful educational program and that there is critical relationship between academically engaged time and student performance.

III. Expectations for Good Attendance

A. 1. Students are required to attend all scheduled classes. The insistence on good attendance serves as a clear and constant reminder of the importance of attendance in instruction, enabling the student to:

- Learn subject matter and earn good grades;
- Develop responsible work and study habits, and;
- Prepare for the world of work.

2. Under New York State Education Law Section 3205, parents are responsible for the regular attendance of their children for instruction.

B. Absence/Tardy

1. Excused

Absence for the following reasons is considered "excused", when properly verified: personal illness, serious illness or death in the family, impassable roads due to weather conditions, religious observance, quarantine, court appearances, attendance at health clinics, approved college visits military obligations, disciplinary detention of an incarcerated youth or any other reason approved by the Commissioner.

All instances of an excused absence/tardy require a written parent/guardian verification. The verification must identify the date/time of absence, reason for absence, tardiness or early departure and parent/guardian signature. Students failing to

present verification prior to an early departure or upon reporting back to school following an absence or tardiness will be subject to a warning. Subsequent offenses will result in progressive discipline

2. Unexcused

Most absences not mentioned above are interpreted under the law as "unexcused absences" including, but not limited to, vacation, shopping, baby-sitting, oversleeping, needed at home, cold weather or missing the bus. Any reason not listed as excused shall be deemed unexcused, unless the Building Principal determines otherwise.

The two categories of unexcused absence/tardy are:

a. Unlawful Detention: Unlawful detention occurs when the pupil is absent with the knowledge and consent of his/her parent/guardian for other than an excused absence/tardy.

b. Truancy: A student who is absent from school without the consent of a parent/guardian is considered to be truant.

Note: A student who is truant from class/school will not be allowed to make up missed assignments. In addition, assignments will not be provided in advance of unexcused absences.

IV. Responsibility for Good Attendance

Successful implementation of this policy requires cooperation among all members of the educational community, including parents, students, teachers, administrators and all staff members.

A. Parent/Guardian Responsibilities

1. It is the responsibility of parents/guardians to ensure that their children attend school regularly and on time.

2. When a student is absent or tardy from school, parents/guardians must contact the school to report the absence and/or provide appropriate excuses when required (doctor's verification).

3. Upon the student's return/arrival to school, parents or guardians must provide an explanation of the absence or tardy for their child to be turned into: Elementary School Office/Classroom Teacher Middle/High School Attendance officer.

4. Parents are required to provide their current home address, telephone number, emergency number(s) including work number, and a list of adults to contact in the event of an emergency. In addition, an E-mail address is requested whenever possible.

B. Student Responsibilities

1. Students must attend school daily and be on time.

2. Students must attend all classes and participate fully.

3. Students are expected to make timely arrangements with their teachers to make up assignments and class work they have missed during their absence.

C. Teacher/Staff Responsibilities

1. Teachers are responsible for maintaining accurate attendance reports and for referring chronic absentees/tardy for review by the Building Principal or designee.
2. Teachers and other appropriate staff members (e.g. the school nurse, social worker, guidance counselor, and attendance officer) shall be responsible for preliminary contact with parents and students to discuss the situation of absenteeism/tardiness and devise a plan of improvement.
3. Teachers and school personnel will continually stress to students the importance of promptness and regular attendance in all of their classes. Teachers can make a difference in the attendance habits of most of their students. Teachers are required to call parents or guardians and document their call whenever poor attendance is affecting the achievements of the students in their class.

D. Administrative Responsibilities

1. The District shall maintain a register of attendance for each pupil which includes the student's name; date of birth; home address; names of parents/guardians; phone numbers to contact parents/guardians; date of enrollment; record of pupil's attendance on days of instruction; and the date of withdrawal or date dropped from enrollment.
2. The Principal or designee is responsible for implementing the attendance policy.
3. The Principal or designee is responsible for identifying students who require alternative services and/or programs for absences or tardiness.

END POLICY # 7016

STUDENT RULES

Students are expected to follow the four basic rules:

1. Be on time to your assigned room.
2. Be prepared with necessary materials.
3. Keep hands, feet, objects, and inappropriate comments to yourself.
4. Follow the rules of the person in charge - in class, study hall, library, cafeteria, and in all school activities.

ATTENDANCE

- See Pages 5-6

Leaving School Early

Students are encouraged to schedule appointments either after school or on Saturdays. However, if it is necessary to be excused from school for authorized purposes, the following procedures must be followed:

1. A note signed by the student's parent or guardian should be presented to the attendance office the morning (before homeroom) the student is to be excused. The note must contain the reason for the excuse, time, and date.
2. When leaving and returning from an excused personal activity, the student is required to sign in or sign out with

the attendance personnel. No student shall be allowed to call home to be excused early. No student shall be excused from school for lunch or study halls. All excuses are subject to the approval of the Principal in accordance with school policy.

3. Parents are required to sign out students with the attendance personnel.

Tardy

Students must bring an excuse from home if tardy. If detained by the office or by a teacher, a pass by the person who detained the student should be obtained before going to class. Repeated unexcused tardiness will result in penalties and may require a conference.

Truancy

A student will be considered truant when a parent or guardian expects him/her to be in school but he/she does not attend. Truancy requires a Principal-parent-pupil conference. Depending on the circumstances, a disciplinary consequence may be imposed. Continued truancy may ultimately result in family court.

Leaving School Grounds

Leaving the school building and/or school grounds without permission during school hours is a violation of Education Law and is considered truancy. At no time during the school day may a student leave the school grounds (including lunch time). Exceptions to this rule:

1. Written permission from parent or guardian that is approved by the Principal's office.
2. Permission from the school nurse or Principal's office.

Failure to follow the proper procedure will be considered an unexcused absence and cause for disciplinary action.

BIKE RIDERS

- See Page 4

BUS SAFETY RULES

The safety record of our school bus fleet has been excellent, and we must do everything possible to keep it that way. Because of the extent of our school's transportation network, the importance of individual student responsibility is stressed for bus safety. The purpose of these regulations is to make transportation to and from school as safe and as pleasant a journey as possible. Please cooperate.

Rules Affecting Pupils:

1. When a pupil enters a school vehicle, the school bus driver is in complete charge and his instructions are to be followed at all times. When a pupil rides to school on a school bus, or is participating in an extracurricular activity, he must return by bus unless parental permission is secured. Once he enters the bus, he is considered to be in the classroom and is the school's responsibility until he is returned home.
2. While waiting to load the bus, stay away from the bus until it has come to a complete stop.

3. All pupils must ride on the regular bus unless they have a written request by the parent or guardian in advance and approved by the office. This also refers to pupils who wish to get off a bus at any point other than their regular discharge point.
4. If a bus driver assigns a pupil a seat(s), he is expected to keep it unless granted permission to move.
5. Pupils must be seated at once upon entering a bus and remain seated. They must stay behind the white line in back of the driver.
6. Pupils must not enter or leave a bus while it is in motion.
7. Do not talk with the bus driver when the bus is in motion.
8. There is to be no fighting, wrestling, or horseplay at any time.
9. There shall be no shouting, swearing, or unnecessary confusion.
10. Do not call out or make obscene gestures to passersby or people in other vehicles.
11. Keep head, arms, and hands inside the bus at all times.
12. Students are not permitted to open emergency windows at any time. This is the driver's responsibility unless an emergency exists. Other windows can only be opened with the driver's permission.
13. Tampering with equipment or emergency devices is prohibited at all times.
14. Smoking on buses transporting students is prohibited by Public Service regulations. This applies to all persons – students and adults.
15. Throwing snowballs or other objects in the loading zones, on buses or, at buses in transit, is prohibited.
16. Cutting and breaking seats occurs much too often. This vandalism is strictly against the law and school board policy.
17. There is to be no eating on the buses except for designated field trips. No glass containers are allowed on buses. Leaving litter of any kind on the buses is prohibited.
18. Upon arrival at school, the student is to enter the building immediately. There can be no loitering outside.
19. When it is necessary for pupils to cross a highway in order to enter or leave a bus, the pupils shall cross approximately 10 feet in front of the bus. Students need to wait for driver's signal before crossing.
20. For safety reasons, student pick up, walkers (Note from parent is needed to walk) and bike riders must report to the cafeteria until released by staff. (State law requires bike riders to wear helmets until they reach age 14). Upon release, they are expected to leave the school grounds. They are not to interfere with the traffic on the road.

Consequences for Bus Conduct Reports

When a student receives a first bus conduct report, a warning letter will be sent to the parents.

When a student receives a second report, parents are notified and student receives consequences depending on the behavior described.

When a student receives a third report, parents are notified that their students' bus privileges will be suspended.

If a student continues to receive bus conduct reports, a meeting will be scheduled to discuss concerns and further consequences. This meeting may include Principal/parent/student/driver/bus supervisor. This process may be modified due to the severity of the offense.

CAFETERIA REGULATIONS

The Board of Education provides a cafeteria for school lunch services. Every day the school lunch program provides a complete lunch with at least four choices. This lunch provides 1/3 of the daily nutritional requirement of the student. The lunch may be purchased, or the student may bring his/her lunch and buy milk, ice cream, and snacks. At the beginning of each month, a copy of the menu is posted on the school web page and Parent Square. Paper copies are available for students in the office. The lunch consists of five components, namely; meat or alternate; bread or alternate; vegetable; fruit; milk. Due to the fact that some students cannot or do not wish to eat a large lunch and to eliminate waste, the Offer vs. Serve Program was enacted. This program allows the student the opportunity to select any three or four of the five food groups offered for lunch. Anything purchased besides the regular lunch will be charged ala carte.

The lunch periods run in three shifts. Students who use the cafeteria will do so according to the following regulations:

1. Breakfast is available from 7:15-7:40 a.m.
2. All breakfasts/lunches are to be eaten in the cafeteria unless special permission has been granted.
3. Under no circumstances should food or beverages be thrown.

CAFETERIA/LUNCH RECESS GUIDELINES

A. WHILE IN THE CAFETERIA

1. Each student is expected to be well-mannered.
2. When entering the cafeteria, there is no running – each student must take his/her place in line, no places may be saved in line or at the tables.
3. A maximum of eight (8) students are allowed at a table. Conversation should stay within the table.
4. When you are finished eating, clean up your area of any trash or spilled food on the table or floor. Return trays to the designated area, and place recyclable items in proper containers
5. Raise your hand when you are ready to be dismissed. Wait at your table until a lunch attendant excuses you.
6. If you have to leave the cafeteria for any reason, you must sign out. You must have permission to go to your locker.
7. Bathroom privileges are available from the cafeteria only, not from the gym.

B. WHILE IN THE GYM/OUTSIDE

1. No food or beverage allowed.
2. Everyone must share and participate in an activity.
3. No running around the gym, chasing each other, or tag games.
4. All belongings should be placed on the bleachers.
5. Once in the gym, you may not leave.
6. When the bell rings, immediately stop playing and put the equipment away.
7. If we are outside, you must stay in designated area. Line up when the whistle blows to walk inside.

These rules may vary depending on certain circumstances.

CELL PHONES

- See Page 16

CHANGE OF ADDRESS

Please inform the MS office in writing if you change your physical address, mailing address, and/or phone number. You will need 2 proofs of residency for an address change.

COMPUTERS

Sauquoit Valley Middle School promotes the use of computers and technology as a classroom tool. Our goal is to promote quality, equitable, and efficient access of technology resources to serve the learning needs of our students. Any unauthorized access or misuse of this technology is prohibited and is subject to disciplinary action.

Please be aware of the following rules:

1. No defacing of school electronics or any other equipment in any way.
2. No unauthorized use of equipment. Permission must be granted for students to use computers before, during or after school and/or for non-class applications.
3. No access to network programs without proper approval from SVMS teachers or administration.
4. No student use of social networking such as Facebook, Twitter, etc.

Subsequent to any of the offenses listed, and those which are later imposed, access to SVMS computers and the student computer network, may be suspended or revoked. In addition, students may be disciplined for any such problems according to the guidelines in the Sauquoit Valley Middle School Student Handbook, including restitution for any damage done. Every precaution will be taken to ensure positive uses for the internet. Inappropriate use of the internet by students will be disciplined under the same terms as listed above.

Misuse of computer privileges may result in a suspension and/or loss of computer use. Games, inappropriate websites, and the misuse of the internet, is prohibited.

COUNSELOR SERVICES

Counselor services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, career information, study strategies, help with home and/or school concerns, or any questions the student may feel he/she would like to discuss with a counselor. The counselor also has the assistance of a school psychologist and social worker when working with students, parents, and/or teacher concerns.

Immediate situations may be directed to a counselor when the teacher in charge calls and requests that the counselor receive a student.

DANCE RULES

Please be advised that the following rules are to be followed at school dances. If you fail to follow the rules, you will not be allowed to attend future dances.

1. Students are to sign in and out of the dance.
2. Dance time is 6:00-9:00 p.m. for grades 5-8. Students who leave the dance may not return.
3. Doors open at 6:00 p.m. for admission to the dance.
4. Guests are not allowed at dances from other school districts.
5. Dances are closed to the general public.
6. Food and drinks are not allowed in the dance area.

7. Horseplay, running, and fighting will not be tolerated.
8. No smoking on school property at any time.
9. No alcoholic beverages or drugs are permitted on school property at any time.
10. Destruction of school property may cause cancellation of all future dances. Students who are responsible, or sponsoring group responsible, will have to pay for damages.
11. Do not loiter on school grounds when leaving the dance.
12. Students absent from school on the day of the dance are not permitted to attend.
13. Students suspended from school are not permitted to attend.
14. Students must dance in an appropriate and acceptable manner. (Suggestive dancing or inappropriate contact are not permitted).
15. Students are expected to dress according to the school dress code.

NOTE: Parents picking up students are asked to be at the school by 9:00 p.m.

EXTRA-CURRICULAR ACTIVITIES

Students have the opportunity to participate in a variety of activities.

Students suspended from school on the day of a scheduled club activity will be unable to attend or participate in the event on that day

Extra-Curricular Participation Policy BOE Policy Student

7063

I. Rationale:

The Mission of the Sauquoit Valley Central School District is to ensure that each student will become a life long learner and a responsible citizen in an ever changing world.

II. Goals:

Strategic Goal #3: By 2010 each student will participate in extra curricular and/or co-curricular activities.

Strategic Goal #5: By 2010 each student will demonstrate the positive social skills and behaviors of a responsible citizen.

- A. Each student should be afforded opportunities for participation in at least one extra-curricular activity. Students who are in more than one activity will be allowed to participate in more than one activity, even if practice schedules conflict, provided that they adhere to the 50-50 rule.
- B. Students who participate in activities outside of the school district are also encouraged to participate in district activities if they choose to do so. It will be the responsibility of the student to communicate with his/her advisors and coaches when there is a conflict.

II. Definitions:

- A. For the purposes of this policy, the term “extra-curricular activity” shall be defined as including but not limited to any club, athletic team, curricular team, music group, or drama group that is available to students as part of the district.
- B. The term “season” shall be defined as the length of time that the extra-curricular activity is in effect for the school year. For a club, curricular team, and music groups, it will be length of the school year in most cases. For drama groups, it will be the time from the beginning of the practice period until the culminating performance. In sports, it will be the sport season. The length of the “season” will also be inclusive of county and state competition and post season play.
- C. The term “competition/ performance” shall be the next major event on the schedule for clubs and curricular teams; in music or drama it shall be the next concert or performance; in sports it shall be the next game or meet.
- D. The “50/50 Rule” applies when a student has two practices scheduled at the same time. In those cases, the student will attend 50% of both practices whenever practical.
- E. The “Extra-Curricular Council” is comprised of the following staff members: Athletic Director, Girls Coordinator, Music Department Chair, Student Council Advisor, High School Principal, Middle School Principal and Board of Education member(s).

III. Responsibility of coaches and advisors:

- Coaches and advisors will establish practice times and meeting times at the beginning of each sports season and at the beginning of each semester for extra-curricular activities.
- Coaches and advisors will maintain consistent practice and meeting times throughout the season and/or semester unless there is a compelling reason to change. Changes will be announced daily at school, be posted on the district website and will be emailed to parents whenever possible.
- Coaches and advisors are responsible for monitoring student academic performance at the three week report mark (in September) and every two weeks thereafter.
- Coaches and advisors will not penalize a student for missing a practice or meeting when the time change resulted in an unanticipated conflict.
- Coaches and advisors will respect and adhere to the 50/50 rule.
- Coaches and advisors will not penalize a student for missing a practice or meeting for an academic reason or a medical/dental appointments and family emergencies. Such reasons include but are not limited to the following: college visits, tutoring, etc.
- Coaches and advisors are expected to adhere to the District Code of Conduct

IV. Responsibility of the Extra-Curricular Council:

- The Extra-Curricular Council will meet on the last Thursday of every month to discuss upcoming events, athletic contests, and performances.
- The Extra-Curricular Council will review potential conflicts and determine solutions whenever possible.
- The Extra-Curricular Council will make decisions jointly and will communicate them to all coaches and advisors on a monthly basis. Coaches and advisors must share this information with students.

V. Responsibility of the Student:

- All students are expected to maintain academic eligibility.
- All students are expected to attend practices and meetings and assume their share of the group/club/team’s responsibilities.
- All students will adhere to the 50-50 rule for meetings, practices etc., unless directed otherwise by both coaches and/or advisors.
- All students will adhere to the priority established and are expected to attend the appropriate practice, meeting, game, etc.
- Students are expected to communicate with their coach and/or advisor if they have an individual conflict.

VI. Responsibility of the Parent:

- Parents will encourage their children to be responsible for communication with the coach and/or advisor.
- Parents are expected to demonstrate good sportsmanship and be positive role models for the students.
- Parents are expected to respect the decisions of coaches and/or advisors and to allow students to learn to be effective problem-solvers and improve their time management skills.
- Parents are expected to adhere to the District Code of Conduct.

Extra-Curricular Eligibility Contract
BOE Policy
Student

**Regulation
7063.1**

Introduction:

The Extra-Curricular program at Sauquoit Valley Central School District is designed to provide an opportunity for all students to participate in and enjoy the advantages of extra-curricular activity and competition in many cases. It is a privilege, not a right, which is extended to all students. Therefore, students who participate do so under the rules established by the Board of Education, coaches, advisors, and officials when appropriate.

Competitive sport and some musical performances do not always lend themselves to complete “fairness”. The majority of students must work, sacrifice, and develop their ability in order to participate in a musical or dramatic group, a sports team or even some clubs and academic teams. Therefore, all participants may not receive the same level of individual

opportunity (i.e. solos, leads in a play), or playing time on a sports team. That will be determined by the advisor or the coach. It will generally be a function of the quality of practice time and effort. It is the goal of the Sauquoit Valley Central School District that all student participants will develop their abilities through hard work and with the guidance of their coaches and advisors.

The following rules shall apply to all students participating in an extra-curricular activity. Students are expected to follow these guidelines and will be held accountable for infractions.

These rules will be enforced at all times from the date of signature through the following year. They are in effect both on and off campus. They are in effect during school hours and when school is not in session.

Students are expected to maintain their minds and bodies and to make decisions that will preserve that expectation.

Rules:

1. Students will perform academically as determined by the district Academic Eligibility Policy.
2. Students will abide by the district Attendance Policy.
3. Students will attend and actively participate in all practices and/or meetings.
4. Students are expected to be good citizens and positive representatives of the district.
5. Students will return all school issued equipment, uniforms, materials, and supplies at the end of the season or activity.
6. Students will not engage in any activities or behaviors that are prohibited by the District Code of Conduct.

Involvement in any type of illegal activity will be reviewed by the Extra-Curricular Council and may result in a Level Two consequence, at a minimum.

Consequences for violations:

- A. First offense:
Level One Consequence: Two week suspension from competition/performance. Student must attend practice.
- B. Second offense:
Level Two Consequence: Student will miss the remainder of the season plus the following season.
- C. Third offense:
Level Three Consequence: One year suspension from all extra-curricular participation.

Serious infractions such as, but not limited to, In-School Suspensions or Out-of-School Suspensions will be considered as Level One violations.

Note: counseling is available to students upon parent request or school referral.

Quitting a team:

Students who quit a sports team will not be able to participate in the first 25% of the next season. Students who quit any other extra-curricular group will not be able to return to that club, group, etc., for the remainder of the school year. In both instances, the Extra-Curricular Council will review and consider extenuating circumstances if appropriate.

Quitting a team without extenuating circumstances (reviewed by a panel made up of the coach, athletic director, girl's coordinator, and principal) after the first scheduled contest, will result in a two-week suspension from the next sport season that

the athlete chooses to participate in. The suspension will begin on the date of the first scheduled contents.

Appeal:

An appeal of suspension may be made in writing to the principal within ten (10) school days of notification for the student and parent of the suspension, a committee consisting of the athletic director, girl's coordination, coach of the team, and the high school principal will review that appeal. The student athlete and his or her parent/guardian shall be invited to attend the committee meeting. It shall be the athletic director's responsibility to notify the student and parents as to the date, time, and location of the meeting.

End Policy

7061 & 7063.1

ATHLETICS

ATHLETIC ELIGIBILITY CONTRACT

The athletic program at Sauquoit Valley Central School is designed to provide an opportunity for all students to participate and enjoy the advantages of interscholastic competition. It is a privilege, not a right extended to all students. Therefore, students who participate, do so under the rules established by school coaches and officials, the Board of Education, NYS Board of regents and NYS Public High School Athletic Association.

A. The following rules shall apply on a year-round basis to all athletes, whether or not they are participating on interscholastic athletic teams at the time of the alleged violations.

1. Athletes are expected to perform their academic work as determined by the Academic Eligibility Policy.
2. Athletes are expected to abide by the Extra-curricular Attendance Policy requirements.
3. Possession or use of tobacco or tobacco products is prohibited.
4. Possession or use of alcoholic beverages is prohibited.
5. Athletes are expected not to use or possess stimulants, depressants, or other drugs not prescribed by a physician.
6. All athletes are expected to abide by the specific hours set by his/her coach for his/her practice.
7. Athletes are expected to attend and participate actively in all practice sessions unless excused by his/her coach.
8. Athletes are expected to be contributing as good school citizens.
9. Athletes are expected not to perform in or be a part of any verbal or physical activity that will bring unfavorable view to our team, coaches, family, school, or community.
10. Any insubordinate or disorderly behavior or conduct that endangers the health, safety, or morals of others while in school, is prohibited.
11. All forms of thievery, vandalism or malicious damage to school property, school equipment, or to the property of others, including but not limited to the opponent's school and students, is prohibited.
12. Quitting a team after the first scheduled contest, is prohibited.

A. In case of an injured student:

1. The injured athlete must report the injury immediately to the coach.
2. The injured athlete is not allowed to participate in practice or competition until a medical release form is obtained from the school nurse or physician.

3. The student that is unable to participate in athletics due to an injury, must attend all practice sessions and competitions.

B. In case of violation of the rules: Refer to BOE Policy ~ Regulation

Academic Eligibility Policy for Extra-Curricular Activities

The following procedure shall be implemented to ensure that students maintain a proper balance between academic achievement and said participation.

- A. All Sauquoit Valley student-athletes shall be bona fide students in accordance to the guidelines set forth by the New York State Public High School Athletic Association. Accordingly, a student-athlete must be enrolled in at least four credit bearing courses, including physical education, in order to be eligible for interscholastic athletics.
- B. All coaches and advisors are expected to turn in an eligibility list of students participating in their extra-curricular activity to the school office and guidance office within two weeks from the start of said activity. This list shall be distributed to the administration and staff.
- C. At the end of the third week of September, teachers will be polled to indicate those students who are currently failing their class (or not turning in work at this point in time).
- D. Following the September evaluation period, students will be evaluated at each subsequent five-week report period throughout the school year.
- E. Enforcement of the academic eligibility policy will be carried out as follows:
 1. Students failing two or more classes will be placed on academic probation for two weeks; however, they will remain eligible for full participation, providing they attend a mandatory study hall.

Note: The study hall will run four days per week, from 2:15 –3:00 p.m. (Mon-Thurs). Attendance in study hall is mandatory.

2. After the two-week probation period, if students are failing less than two classes, they will maintain their eligible status. Attendance in the academic study hall would no longer be mandatory. Failing two or more classes after the probation period will result in the immediate ineligibility status of the student. Students may not participate in extra-curricular activities; however, they will be expected to practice with the team/group. Attendance in the academic study hall is still mandatory until they resume their eligible status. This will be reviewed after two weeks.
3. Students will remain ineligible if failing two or more classes in subsequent evaluation periods.
4. Failure to attend the mandatory study hall without a legal or acceptable excuse will result in immediate ineligibility status until further notice.
5. Failure to attend mandatory study hall, during the ineligibility period, may jeopardize your athletic eligibility.

Attendance for Extra-Curricular Activities

Students must be in attendance by the end of the first period on the day of an extracurricular activity or event, unless legally excused, if they intend on participating. Students must also be in attendance the day preceding the event if the event is held on a non-school day. If students do not arrive on time, they will be ineligible for participation in a game or event, but this does not exclude them from practicing. If a student/athlete is found abusing this policy, he/she will be dealt with on an individual

basis. If a pupil is absent from school due to personal illness, the pupil is not permitted to practice or participate in any games scheduled for that day/night. If a pupil has an unexcused absence, he or she is not permitted to practice or play that day or night. An unexcused absence on Friday eliminates the student from participating on Saturday. The athlete must attend the practice or game but cannot participate.

In-School Suspension

Conduct resulting in an in-school suspension will prohibit a student-athlete from participation in a practice and/or game on the day the suspension is issued. This goes for multiple day suspensions, as well. The same is true if the suspension is issued the day preceding an event, if the event is held on a non-school day. The student-athlete is expected to attend the practice/contest, however, they cannot participate. If the suspension is issued on a non-game day, the student/athlete may also be subject to a partial or full game suspension for the next scheduled contest. An accumulation of in-school suspensions, during a sport season, may result in further suspension from athletic contests. This will be at the discretion of the athletic director.

Out-of-School Suspension

Conduct resulting in an out-of school suspension will prohibit a student-athlete from participation in practice and/or contest for the duration of the suspension. The student/athlete is not allowed on school grounds or to attend a school related function or activity. Student-athletes may be subject to further contest suspensions, beyond the suspension period. This will be determined by the athletic director and coach.

FIELD TRIPS

A field trip is any departure from the school grounds by a select number of students to a predetermined destination during school hours. All field trips are educational, but may fulfill different objectives.

Recreational – For example, a trip to Water Safari

Cultural – For example, theatrical shows

Requirements for Field Trip Participation:

Behavioral and academic requirements will be established through grade level guidelines and communicated to the parents by the Principal, as per Board of Education policy. Children who engage in inappropriate behavior and are in violation of the school discipline code will not be allowed to participate. In cases where students have been denied participation, the parents have the right to review the student’s record with the Building Administrator prior to the trip. Efforts will be made to ensure that all students, within reason, have an opportunity to attend curriculum-related field trips. All field trip attendance requirements are subject to review by the principal(s), teachers, and other trip planners depending on special circumstances.

Review of the discipline record will determine field trip participation. In a period not to exceed six (6) weeks prior to the trip, 2 administrative detentions, 1 in or out-of-school suspension, or 3 office visits (sent out of class or the cafeteria) will render the student ineligible to attend the field trip. Parents will be given written notification from the principal of any additional eligibility requirements, such as academic effort prior to some trips.

HARASSMENT POLICY

Rules for Field Trips

1. No glass bottles;
2. Students are expected to conduct themselves in a reasonable and responsible manner;
3. No group singing or chanting;
4. Chaperones are responsible for reasonable behavior of the group;
5. Chaperones are responsible for ensuring cleanliness of the bus, within reason;
6. Drivers are not to be put in charge of any students, except in an emergency situation;
7. The driver has the right to turn the bus around due to weather or behavior;
8. It is important to have buses back to school in a timely manner;
9. The school district reserves the right to inspect all student belongings prior to a field trip departure.

FIGHTING

Students, who engage in fighting on or near school property, may be suspended from school for up to five days.

FINANCIAL OBLIGATIONS

Students owing for lost or damaged textbooks, library books, or cafeteria charges, etc., will be billed each year.

FIRE DRILLS AND LOCKDOWNS

Fire drills and lockdowns, important safety precautions, are required by law and must be held at regular intervals during the school year. It is essential that when the first signal or announcement is given, everyone obeys orders promptly and clears the building in a quick and silent manner for fire drills, and listens to instructions over the PA system for lockdowns. Further instructions will be given by their teachers or staff.

FIRE AND SAFETY EQUIPMENT

Tampering with the fire safety equipment, including fire alarms, is a criminal offense. The pulling of, or tampering with, fire safety equipment including fire alarms and AED's, will result in up to five days suspension and possible legal action.

HALL COURTESY

1. With the exception of passing between classes, corridors are not to be occupied by students unless they have a proper pass.
2. Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups.
3. Report to your class promptly and quietly. Do not run or shout. Be considerate of others in the halls and classrooms.
4. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.
5. DO NOT leave your belongings outside lockers.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher, or have a hall pass from an authorized staff member.

The Sauquoit Valley Board of Education affirms its commitment to nondiscrimination, and recognizes its responsibility to provide for all students and employees, a learning and working environment that is free from sexual harassment.

Discriminatory harassment is a violation of Law Section 703 of title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000e, et seq., and the New York State Human Rights Law, Article 15 and stands in direct opposition to District Policy. Therefore, the Board prohibits all forms of such harassment, including sexual harassment, and that based on age, race, color, creed, national origin, and religion, or disability status. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual obtaining an education or retaining employment;
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual's education or employment;
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education or employment environment.

The Board acknowledges that in determining whether sexual harassment has occurred, the perspective of the victim, as well as, the offender's conduct and/or intention, should be evaluated. Other forms of discriminatory harassment are illegal if they have the purpose or effect of unreasonably interfering with an individual's performance or creating a hostile or offensive learning and working environment.

Any student who believes that he/she has been subjected to discriminatory harassment, shall report all incidents of such conduct to an appropriate school district official, such as the Principal or the Superintendent. All such reports will be held in strictest confidence.

Any employee who believes that he/she has been subjected to discriminatory harassment shall report all incidents of such conduct to their immediate supervisor (Principal, director, etc.) through the complaint procedures developed by the district. In the event that the immediate supervisor is the alleged offender, the complainant shall report his/her complaint to the Superintendent or to the Board President in the event that the Superintendent is the alleged offender. All such reports will be held in strictest confidence.

Upon receipt of a complaint, the district will conduct a thorough investigation of the charges. However, if the district has knowledge of or has reason to know of any alleged harassment, the district is obligated, even in the absence of a complaint, to investigate such conduct promptly and thoroughly.

Based on the findings of the district's investigation, immediate corrective action may be taken up to and including long term suspension of a student from school, or the termination of the offenders' employment, in accordance with legal and contractual guidelines. The Board prohibits any retaliatory behavior directed against the complainants and/or witnesses. Follow-up inquiries shall be made to ensure that harassment has not resumed and that the victim and/or witnesses have not suffered retaliation.

The Board directs the Superintendent to develop regulations for resolving discriminatory harassment complaints. The Superintendent's designees shall affirmatively discuss the topic of discriminatory harassment with all students and employees, express the district's condemnation of such conduct, and explain the sanctions for harassment. A copy of this policy shall be included in the Board Policy Handbook and will be distributed to all students and employees annually

HEALTH SERVICES

School health services exist to help assure that each student is able to receive the maximum benefit from his/her educational experience. All students are periodically appraised through health examination, vision, hearing, height and weight screening. Health counseling is given through informal sessions as problems arise. If students become ill in school, they should report to the nurse, who will decide what should be done. Students must not leave the building because of illness without authorization. If the nurse is not in, students are to report to the office. Health services are not intended to render diagnosis or treatment. For professional diagnosis and treatment, you should rely on your family physician.

No medicines, including, but not limited to, cough drops, aspirin, or ibuprofen, may be dispensed from the health office. New York State Law prohibits this. Students may receive medication during school hours provided parents make arrangements with the nurse. A written note from the parent and the physician prescribing the medication must be on file before any medications may be dispensed to students.

Parents are responsible for transportation home for their children when ill or injured during school hours.

The school nurse maintains a student health record for each student in the district. Health appraisals are given to all students in grade 7 and grade 10 by the school nurse practitioner with physician's approval, providing this has not been completed by the family physician on the school forms. The school nurse schedules physical examinations for all students competing in interscholastic sports and to students needing working paper certification, when necessary.

HOMEWORK

Effective Study Habits

Home study is a necessary part of each pupil's educational program. Each student must be expected to spend time (1 to 1 1/2 hours) in addition to scheduled class instruction to achieve satisfactory work.

Plan - Assign a definite time each day for study at home; utilize study periods and library facilities in school. Keep a list of assignments in this planner and take home all necessary books, papers and other materials. It is recommended that parents check the planners on a regular basis.

Place - Have a definite place at home to study away from distractions, with all necessary books, papers, and materials available. Do not attempt to study while conversing or watching television.

Procedure - Be certain that you understand the assignment when the teacher gives it out. Preview the assignment to grasp the basic content. Read the assignment slowly and comprehensively for meaning, content, and details. Close the book and mentally outline the material and ideas contained in the lesson. Review thoroughly.

HOMEWORK can be requested by calling the attendance office at 315-839-6351 before 8:30 a.m. NO EXCEPTIONS!

INTERIM REPORTS

Student interim reports will be handed out to students at the end of the school day between marking periods. If there are any questions or concerns, please contact the guidance counselor or teacher.

LIBRARY MEDIA CENTER

The Library Media Center has a marvelous collection of books and other forms of media materials. It is open during school hours. Most printed materials may be signed out for two weeks. Reference and reserve materials are signed out according to demand.

LOCKERS

Each student will be assigned a locker. Periodic inspections may be made by school personnel to see that they are kept neat and orderly. Lockers remain the exclusive property of the school and students should have no expectations of privacy with respect to their lockers. You should carefully consider each of the guidelines that follow:

1. Use only the locker assigned to you. Do not permit other students to use your locker.
2. Keep your locker locked at all times when not in use.
3. Never leave your locker unlocked even for a few minutes.
4. Never "set" your combination.
5. Do not tamper with another locker.
6. Do not give your combination to another student.
7. Do not kick or slam any locker. This can create situations where a locker will not open.
8. Do not write in or on lockers.
9. If you forget your locker combination, check in the office or with your homeroom teacher.
10. Do not leave valuable items such as money, watches, rings, etc., in your locker, even if it is locked.

LOCKDOWNS

- See Page 12 (Fire Drills and Lockdowns)

LOST AND FOUND

All lost articles should be taken to the middle school cafeteria or office. Disposal of lost and found items will take place at the end of the school year.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society recognizes students for their outstanding accomplishments in the areas of scholarship, recognition and awards, leadership, community service, and citizenship. The selection of students for membership is the responsibility of the local school through its nominating committee. Sauquoit Valley Middle School follows the recommended procedure as outlined in the National Junior Honor Society handbook.

1. Students' academic records are reviewed to determine academic eligibility. To be considered eligible, any student who is in seventh (7th) or eighth (8th) grade, must first maintain an average of 90, for the last four (4) consecutive academic quarters.

2. Academically eligible students receive a mailed letter inviting them to apply and to attend a meeting regarding the approval procedure. At this time, they receive the student activity information form that must be completed and signed by a parent or guardian.
3. The committee completes a form that identifies citizenship and leadership qualities for each student who chooses to submit a student activity information packet.
4. Based on the information received in the Student Activity Information Form and the faculty evaluations, a rubric is used to award points for scholarship, recognition and awards, leadership, community service, and citizenship. Membership in National Junior Honor Society is both an honor and responsibility. No student has a right to belong as it is an honor bestowed by the faculty.
5. Members risk dismissal from the organization if they commit disciplinary infractions, or have two (2) plus disciplinary referrals.
6. NJHS members must maintain a cumulative average of 90 at each marking period. Members who fail to maintain this average will receive a warning letter, and have the next 10-week marking period to raise their average. Members who fail to attain the required average will be dismissed from the society. A letter of notification will be sent.

P. A. ANNOUNCEMENTS

Announcements of interest to the entire school are made by means of the Public Address System during homeroom period (7:40 -7:48 a.m.) and the beginning of eighth period (1:28 p.m.) The following policies are used.

1. Announcements must be of interest to a number of students or faculty.
2. A faculty or staff member must sign announcements. Unsigned announcements and those signed by students will not be read unless approved by the principal or secretary.
3. Announcements should:
 - Be written legibly;
 - Include all pertinent information;
 - Include day(s) and time(s) to be read;
 - Be in the middle school office no later than 7:40 a.m. for the morning announcements or, 1:20 p.m. for the afternoon announcements.

PARENT CONFERENCES

Parents are always welcome at our school. Parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the school at 315-839-6371 or by contacting the teacher individually.

PARENT PORTAL

- See Page 3

PERSONAL APPEARANCE

Individual students and parents have the responsibility for student dress and general appearance. Students are required to attend school in appropriate dress that meets with health and safety standards and does not interfere with their education. Students may be asked to wear appropriate protective gear in certain cases (i.e., Home & Careers, Technology, and P.E.). Clothing and attire which has the expression (phrase, word, or words) or insignia (picture, symbol, patch or pin) which is obscene or libelous (that is, which contains objectionable language, including insults, whether directed to themselves or

others) or which advocates racial or religious prejudice is forbidden, as is clothing which reveals undergarments or midriff. Spaghetti straps, plunging necklines (Front or back), excessively short skirts or shorts, and see-through garments, will not be allowed. Accessories that interfere with learning or personal safety will also be prohibited.

To summarize:

- Your attire must cover all undergarments: midriffs (front & back), and provide appropriate coverage of the neckline (specifically: the chest area is to be fully covered).
- A tank top style shirt should be no less than two fingers width wide over the shoulders and must cover the midriff.
- Skirts and shorts must be at an acceptable length.

If found wearing inappropriate attire, students will be asked to cover, change, or remove the article(s) in question. Parents will be notified.

Students may not wear hats during the instructional day, except for students who do so as part of a religious practice or medical condition.

PHYSICAL EDUCATION

I. Attendance

All pupils shall attend and participate in the physical education program as provided in the school plan for physical education and as indicated by physicians' examinations and other tests approved by the Commissioner of Education. Individual medical certificates of limitations must indicate the area of the program in which the student may participate. School district plans shall indicate the steps to be taken to insure each pupil meets the requirement for participation in a physical education program that complies with the provisions of this section.

II. Physical Education Jewelry Policy

No jewelry shall be worn in physical education classes. This includes any jewelry or any pierced body parts. Medical and religious jewelry must be taped to the body. Students who refuse to remove jewelry will not receive credit for the P.E. class and will be responsible to make it up at another time.

III. Long-Term Non-participating Absences

Long-term absences include absences by those students who are excused from physical education classes because of injury, sickness, or other circumstances. Individual medical certificates of limitations must indicate the area of the program in which the student may participate.

These students will be able to attain credit through the following recommended procedures:

1. Alternate modified activity
2. Completion of a physical education project in the unit of instruction in which they are participating but not limited to that unit.
3. Assist in physical education instruction in various ways approved and recommended by the physical education instructor, i.e., helping with statistical data, equipment or any other assistance in the area of instruction they are participating in.
4. All equivalent requirements for credit would be left to the discretion of the physical education instructor and/or the Director of Physical Education.

IV. Physical Education Attire

1. PE Uniform required. To be determined at a later date
2. Appropriate clothing
3. Socks
4. Sneakers (Must tie)

PE Uniforms are ordered online on school website: SVCSO.org

REPORT CARDS AND GRADING

Grades are an evaluation of what you have learned. They become part of a permanent record. Report card grades are computed numerically and are issued four times during the school year at ten-week intervals. Report cards are distributed to students at the end of the school day.

INTERIM REPORTS

- See Page 13

An average of 65 or higher is considered passing.

If a student receives an incomplete he or she has two (2) weeks to make up the work.

A failing average will be no less than a 50. *Students taking high school level courses* will receive a grade no lower than a 50 for the 1st marking period, only. After that, their actual average will appear on the report card, even if lower than a 50.

Honor Rolls

The *Highest Honor Roll*, *Principal's Honor Roll*, *Honor Roll*, and *Special Recognition* lists are published after report cards are issued. To qualify for the Special Recognition list, students need to show commendable effort, marked improvement, class participation, complete assignments, organizational skills, and positive attitude. To calculate averages for honor rolls:

All subjects are included in the average. Computing grade point average: Classes that meet every day are counted twice, while classes that meet every other day are counted once. Add the grades for each student and divide by the appropriate number. When averaging, if less than .50, round down (i.e. $89.47 = 89$). If greater than .50, round up (i.e. $89.51 = 90$).

Lists:

Highest Honor Roll ~ Average of 95 or above

Principal's Honor Roll ~ Average of 90 - 94

Honor ~ Average of 85 - 89

Special Recognition: Teacher's recommendations; not on any another academic list.

SCHEDULE CHANGES

If you need a schedule change, you must meet with your guidance counselor.

SCHOOL SPIRIT

School spirit may be divided into three categories:

1. Courtesy – towards all others attending the school activity.
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. A loyal student supports their school and does their utmost to keep their scholastic and activity standards at the highest possible level.

SEARCH AND SEIZURE

The School District has the legal obligation to ensure the safety and welfare of the students in its care. School authorities may carry out reasonable inspections of school and/or student property, under appropriate circumstances, including lockers and book bags.

SOLICITING

No student will sell food, candy, or any other item on school property **or** while on the school bus unless given written permission by the School Principal.

STUDENT PORTAL

- See Page 3

STUDY HALLS

The purpose of a study hall is to provide students with a quiet environment in which to study or read. To ensure this, the following procedures will be followed:

1. Students are expected to arrive on time. This means to be in the room before the period begins.
2. Students are expected to bring books and materials to enable them to work sufficiently for the entire period.
3. Only one girl and one boy may go to the restroom at a time.
4. Permission to leave the study hall must be approved by the teacher in charge. No student will be permitted to leave the study hall for any reason until attendance is taken. You must have a pass to leave the study hall.
5. Students, not just teachers, have a responsibility to see that the study hall is tidy before leaving.
6. Students who are currently failing two or more subjects at any time, will not be permitted to go to the library, unless issued a pre-signed pass by a **classroom** teacher.

TARDINESS TO CLASS

Sufficient time is provided for all students to be in class on time. Any student, who is not in his assigned room when the bell rings at the beginning of a period, is tardy to that class. A student who is late for class disturbs others by his/her entrance into the room, misses a certain amount of work, and forms the undesirable habit of being late.

If you have been detained in the office or by a teacher, ask for a late pass from the person who detained you before going to your next class. The lunch period is considered a class and therefore students should be prompt to the cafeteria. Three times late to class may result in a detention.

TELEPHONES

The office phone is for school business. It may be used by students in case of an emergency, with the permission of a staff member.

Students are not generally called from class to answer the telephone. Any emergency incoming calls will be accepted and the appropriate party notified. Students are not allowed to use classroom phones.

CODE OF CONDUCT POLICY 1010

CELL PHONE & USAGE OF ELECTRONIC DEVICES

I. CELL PHONE USAGE DURING THE SCHOOL DAY

- A. No student will be allowed to use a cell phone during the hours of 7:30 a.m. to 2:11 p.m. on school property, and/or school related events/functions on scheduled school days.
- B. Cell phones must be turned off and secured in the student's assigned locker.

II. VIOLATIONS OF CELL PHONE POLICY

If a student is found to be using a cell phone on school property during scheduled school hours, the cell phone will be confiscated and delivered to the Main Office.

III. PENALTIES

- A. First Offense: The first time a student is found to be in violation of the District's Cell Phone Policy, the cell phone will be held in the Main Office until the end of the next day. The cell phone may be picked up at the office at the end of the school day.
- B. Second Offense: For a second violation of the District's Cell Phone Policy, the cell phone will be held in the Main Office until the end of the next day. The cell phone may only be picked up by the student's parent or legal guardian.
- C. Third Offense: For a third violation of the District's Cell Phone Policy, the cell phone will be held in the Main Office for three (3) days. The cell phone may only be picked up by the student's parent or legal guardian following a meeting with the student and district officials. The student shall be subject to a one (1) day in-school suspension.
- D. Additional Offenses: Additional offenses shall be considered an act of insubordination, and shall be subject to such penalty as deemed appropriate for the offense.

**If a cell phone is confiscated on a Friday or the day before vacation, it will be returned to the student at the end of the school day, with the understanding that the phone is to be surrendered upon return to school. The phone will then be kept overnight for the duration of the offense, and returned at the end of that school day

TEXTBOOKS

All basic textbooks are loaned to students for their use during the school year. Books are signed out to each student, numbered and charged to that student as his/her responsibility. Textbooks are to be kept clean and handled carefully. A student who damages or loses a school-owned book is obligated to pay for it. A letter will be mailed home at the end of the year stating the amount owed for the book. Students who lend their books to a classmate are still responsible for that issued book. Book covers are available free of charge in the guidance office.

VISITOR'S POLICY

ALL visitors are required by law to sign in at the middle school office, indicating the reason for the visit and the name of the person being visited. A badge **must** be obtained in the main office in order to go to your destination. Visitors are asked to make appointments in advance of their visit.

Student visitors: Students are not allowed to bring visitors to school.

WALKERS

- See Page 4

WEBSITE

- See Page 3

WORKING PAPERS

All students between the ages of 14-18 must have working papers if they intend to work after school or during vacations. To obtain working papers, the student should follow the following procedure:

1. Go to the middle school office and ask for the application form.
2. Take this form home to your parent or guardian for his/her signature.
3. A physical examination from the school nurse practitioner or a family doctor is required, showing that the student is physically able for the job. The school nurse must initial or sign the form and verify date of birth before it is brought to the main office.
4. Bring the completed application to the middle school office. The secretary will send this to the high school secretary who will make up a card and return it to the middle school office.
5. The student will be notified when the card is ready, at which time the student will sign the card in the presence of the office personnel.