

Southwestern Middle School



**Student Handbook
2023-2024**

**DAILY SCHEDULE
GRADE 6**

EET	7:45-8:25
Pd. 1	8:28-9:08
Pd. 2	9:11-9:51
Pd. 3	9:54-10:34
Pd. 4	10:37-11:17
Pd. 5	11:20-12:00
Lunch	12:01-12:31
Pd. 6	12:34-1:14
Pd. 7	1:17-1:57
Pd. 8	2:00-2:40

**DAILY SCHEDULE
GRADE 7**

EET	7:45-8:25
BK 1	8:30-9:10
BK 1	9:10-9:50
BK 2	9:55-10:35
BK 2	10:38-11:18
Lunch	11:20-11:50
BK 3	11:55-12:35
BK 3	12:35-1:15
BK 4	1:20-2:00
BK 4	2:00-2:40

**DAILY SCHEDULE
GRADE 8**

EET	7:45-8:25
BK 1	8:30-9:10
BK 1	9:10-9:50
BK 2	9:55-10:35
BK 2	10:38-11:18
BK 3	11:23-12:03
BK 3	12:03-12:43
Lunch	12:45-1:15
BK 4	1:20-2:00
BK 4	2:00-2:40



SOUTHWESTERN MIDDLE SCHOOL

600 Hunt Road
Jamestown, NY 14701
716-664-6270
swcsk12.org

SOUTHWESTERN MIDDLE SCHOOL MISSION STATEMENT:

The faculty, staff and students of Southwestern Middle School are devoted to the pursuit of academic excellence, cultural sensitivity and the encouragement of individual strengths, talents and interests. We will support an environment where respect, cooperation, acceptance, honesty, and responsibility guide our daily interactions and help to foster success.

SCHOOL ADMINISTRATION

Maureen Donahue, Superintendent
Rich Rybicki, Principal
Kevin Salisbury, Dean of Students

SUPPORT STAFF

Amber Hasson, School Secretary ~ 716-664-6270
Jenn Omilanowicz, Attendance ~ 716-484-6842
Maddy Alexander, School Psychologist ~ 716-664-4675
Shelby Williams, Counselor ~ 716-484-6886
Debbie Peterson, BSN, RN, School Nurse ~ 716-484-6841

SCHOOL OFFICES

Business Office ~ 716-484-1136
Health Office ~ 716-484-6841
Pupil Services Office ~ 716-664-4675
Bus Garage ~ 716-763-8391
Personal Touch Food Service ~ 716-664-6940

FROM THE PRINCIPAL'S DESK

Dear Student:

Welcome to Southwestern Middle School.

The policies and procedures contained in this handbook were developed to be of value in helping you to adjust to our school and become an integral part of it.

The purpose of your education is to provide you with a strong foundation which allows you to build a successful, productive, and happy life.

The best part of your education is how you approach it and what you make of it. We hope that you will participate in our varied courses and activities, finding those things within our school which will prepare you to live a productive and fulfilling life. As a student, you are encouraged to take an active part in helping our school progress by becoming an active member of the student body.

Our school motto is "Learning Today...Leading Tomorrow." These words are very important and pave the way to our five core value words. These words are Cooperation, Respect, Responsibility, Honesty, and Acceptance. At Southwestern, we believe these are words to live and grow by. Please join us in being the best we can be and have a wonderful school year!

Mr. Richard Rybicki, Middle School Principal

SOUTHWESTERN MIDDLE SCHOOL VOICE LEVELS

Different voice levels are important and will vary depending on the time and place in your school. Posted throughout the building will be signs indicating the appropriate voice level for that area.

0 = Silent

1 = Whisper

2 = Conversation (one-on-one or small group, the conversation is not heard on the other side of the room)

3 = Presentation (speaking to a room)

4 = Emergency/ Shouting (outdoors, speaking to a very large group, gym class)

The Dignity Act states...

no student shall be subjected to harassment, discrimination, or bullying by employees or students.

"Harassment" is: 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 educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or reasonably be expected to cause a student to fear for his or her physical safety.

"Discrimination" is: the practice of unfairly treating a person or group of people differently from other people or groups of people.

"Bullying" is: an act of **repeated** aggressive behavior by one or more students in order to intentionally hurt another person, physically or emotionally.

1. Deliberate – a bully's intention is to hurt someone
2. Repeated – a bully often targets the same victim again and again
3. Power Imbalanced – a bully chooses victims he or she perceives a vulnerable

QUICK REFERENCE GUIDE

What should I do if...

I arrive early?

Students are to remain in the front foyer or cafeteria until the 7:35 bell

I am late?

Bring a note from home and report to the Attendance Office to get a pass

I must leave early?

Before homeroom, bring a note to the Attendance Office stating the reason and time to be dismissed

I have a personal problem?

Talk with your teacher or school counselor/psychologist

My parents want a conference?

Call the Counseling Office at 716-484-6842, or the teachers directly, to set up a team meeting

I must leave the classroom?

Obtain a hall pass from your teacher

Need homework?

Visit the school website at swcsk12.org. Homework is also available in the Teams application and the Remind application.

I am moving?

Students are requested to submit to the office any change of address or telephone number. Parents must provide the office with home/work phone numbers.

I am visiting SWMS?

All visitors must obtain a visitor pass in the main office and be escorted to and from their destinations upon entering the building.

I am being bullied?

Talk to your teacher, counselor, psychologist, nurse, or administrator.

I need to call home?

Get signed permission from your teacher to use the phone in the office. Bring your signed agenda to the office with a teacher signature while using the phone.

I am sick?

Have your parents call the attendance office before 8am. Leave a voice message if there is no answer. If you are sick at school, you must see the school nurse. **Students cannot make arrangements on their own to go home.**




**SOUTHWESTERN MIDDLE SCHOOL
POSITIVE BEHAVIOR INTERVENTION SUPPORT (P.B.I.S.)**

Our goal is to encourage positive behaviors and make academic gains while decreasing undesirable and disruptive behaviors.

P.B.I.S. Mission Statement: Using our five core values and data collection, we will encourage and acknowledge appropriate student behavior where expectations are well-defined and conducive to a positive learning environment.

Southwestern Middle School's P.B.I.S. is based on five character values:

1. **Respect** – Take ownership, care, and pride in your school. Listen while others talk and follow directions. Keep your hands and feet to yourself. Remember your manners.
2. **Responsibility** – Be accountable for your actions and things you say. Lead by example and be a good role model. Be on time and ready to start. Participate in activities and complete your assignments.
3. **Acceptance** – Make your school welcoming for everyone and value differences in others. Listen to another's point of view and consider what they may offer.
4. **Honesty** – Speak the truth and do what you know is right. Keep your promises and be dependable. Do your own work and go to your scheduled classes.
5. **Cooperation** – Work together and have a positive attitude. Help others and be a friend. Keep your school, community, and environment safe and clean.

<p style="text-align: center;">Physical Bullying Is...</p> <ul style="list-style-type: none"> • Physical assaults, such as hitting, pushing, choking, hazing, tripping • Taking items such as money, food, or homework. • Damaging belongings such as clothing, school supplies, and school projects 	<p style="text-align: center;">Verbal Bullying Is...</p> <ul style="list-style-type: none"> • Threats • Teasing, taunting, and humiliating • Criticizing and ridiculing • Name calling or sarcasm • Starting and spreading rumors • Telling Lies • Using sexual innuendoes/comments
<p style="text-align: center;">Social Networking/Cyber Bullying Is...</p> <ul style="list-style-type: none"> • Making threats to others on the internet and in chat rooms • Sending cruel or inappropriate emails or instant messages • Taking inappropriate photos with cell phone cameras • Posting inappropriate material on web sites meant to damage reputations 	<p style="text-align: center;">Non-Verbal Bullying Is...</p> <ul style="list-style-type: none"> • Ignoring or excluding on purpose • Mean or inappropriate looks, stares, or glares and/or gestures • Graffiti • Playing harmful practical jokes



	Respect	Responsibility	Acceptance	Honesty	Cooperation
Building	<ul style="list-style-type: none"> -Remove hats & head coverings -Take ownership and pride in school building 	<ul style="list-style-type: none"> -Clean and maintain your locker -Make healthy food and beverage choices -Turn off cell phone and keep in locker 	<ul style="list-style-type: none"> -Make SWMS welcoming to visitors and new students 	<ul style="list-style-type: none"> -Report vandalism and misbehaviors 	<ul style="list-style-type: none"> -Have a positive attitude -Keep building safe Keep building liter free and clean
Cafeteria	<ul style="list-style-type: none"> -Stop talking when lights go out -Voice level "2" at your table -Remember your manners 	<ul style="list-style-type: none"> -Stay in your seat -Clean your area, floor, and table 	<ul style="list-style-type: none"> -Include everyone at your table 	<ul style="list-style-type: none"> -Ask permission before leaving cafeteria 	<ul style="list-style-type: none"> -Take turns washing table
Restrooms	<ul style="list-style-type: none"> -Respect privacy of others -Clean up after yourself 	<ul style="list-style-type: none"> -Flush toilets -Wash hands and use proper hygiene -No horseplay -Use closest restroom -No graffiti -Ensure restroom remains clean 	<ul style="list-style-type: none"> -Accept differences in others 	<ul style="list-style-type: none"> -Report graffiti, misbehavior, and damage 	<ul style="list-style-type: none"> -Use in a timely manner -Limit crowding in restrooms
Hallways	<ul style="list-style-type: none"> -Stay to the right, keep moving and do not block hall traffic -Maintain personal space -Voice level "2" 	<ul style="list-style-type: none"> -Keep hands, feet, and objects to self -Walk -Go directly to your destination 	<ul style="list-style-type: none"> -Be kind and helpful to others 	<ul style="list-style-type: none"> -Use your assigned locker 	<ul style="list-style-type: none"> -Keep your belongings in your locked locker at all times -Mind your own business (refrain from gossip and rumors)
Homeroom/ Classroom	<ul style="list-style-type: none"> -Listen while others talk -Raise hand to ask questions -Keep hands and feet to yourself 	<ul style="list-style-type: none"> -Be on time -Listen to announcements -Be prepared (ex. Agenda, pencil, books) -Do your homework -See teacher for missed assignments 	<ul style="list-style-type: none"> -Appreciate differences in others -Give praise to others 	<ul style="list-style-type: none"> -Take responsibility for your actions -Do your own work -Attend scheduled classes 	<ul style="list-style-type: none"> -Make an honest effort -Participate in all activities
Library	<ul style="list-style-type: none"> -Review the rules of the lab -No food or drinks by equipment -Voice level "1" 	<ul style="list-style-type: none"> -Keep your station neat -Log out when finished 	<ul style="list-style-type: none"> -Be aware of others around you 	<ul style="list-style-type: none"> -Use only your own password -Report blocked site usage. -Check out all books 	<ul style="list-style-type: none"> -Work quietly with partners
Before School/ After School	<ul style="list-style-type: none"> -Check with teacher before staying after -Be prompt 	<ul style="list-style-type: none"> -Wait in designated areas until bell rings -Bring work to do -Stay in middle school, don't wander 	<ul style="list-style-type: none"> -Work with positive role models 	<ul style="list-style-type: none"> -Stay with assigned teacher -Get bus pass from after school teacher 	<ul style="list-style-type: none"> -Work quietly
Bus	<ul style="list-style-type: none"> -Listen and follow directions of driver -Use proper language 	<ul style="list-style-type: none"> -Remain in your seat -Voice level "2" -Keep bus clean 	<ul style="list-style-type: none"> -Be a friend 	<ul style="list-style-type: none"> -Ride your assigned bus -Have proper bus passes 	<ul style="list-style-type: none"> -Help others on and off the bus

STUDENT GUIDELINES FOR ACCEPTABLE TECHNOLOGY AND INTERNET USE



- a) All use of the District's network must be in support of education and research and consistent with the mission of the Southwestern Central Schools.
- b) Students may use the Internet only if they have a valid educational purpose and are being supervised by an adult staff member.
- c) Network accounts are to be used only by the authorized owner of the account for authorized purposes. Students are only to use school computers that are designated for student use.
- d) Network users identifying a security problem or questionable material on the District system must notify the teacher in charge. Do not demonstrate the problem to anyone.
- e) The teacher in charge must approve the use of personal storage devices on the network computers.
- f) Personal information about oneself or any other individual shall not be shared over the Internet.
- g) It is the responsibility of each student to make sure that copyrighted materials on the network be used in accordance with District policy and applicable law. Students are not to make unauthorized copies of any software materials found on the network without written permission of the copyright owner.
- h) Students are responsible for all files received via Internet connections. It is each student's responsibility to keep explicit material, inappropriate files and files dangerous to the integrity of the network from being downloaded onto the network. Possession of hacking software will be grounds for disciplinary action.
- i) Using the network for any illegal activities is prohibited. This includes, but is not limited to, tampering with computer hardware or software, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files. Downloading programs from the Internet to school computers is prohibited. The use of school computers to construct personal web sites is prohibited.
- j) Use of the network for personal and private business is prohibited.
- k) Hate mail, harassment, spamming, pranks, discriminatory remarks and other antisocial behaviors are prohibited on the network.
- l) Students shall not intentionally seek information, obtain copies of or modify files or other data or passwords belonging to other users or misrepresent other users on the network.
- m) Student data files and other electronic storage areas on school hardware will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection.
- n) Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the District's computer system.
- o) Student use of the District's computer system is conditioned upon written agreement by all students and their parents/legal guardians that student use of the District's computer system will conform to the requirements of this policy and regulations adopted to ensure acceptable use of the District's computer system.

STUDENT LAPTOP USAGE

General Guidelines fall under the Acceptable Use Policy.

LAPTOP CAMERA

Each student laptop is equipped with a web cam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills. Web cams are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement
- Scanning and uploading printed documents

LISTENING TO MUSIC

At school, listening to music on your laptop is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.

WATCHING MOVIES

At school, watching movies on laptop is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.

GAMING

Gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education. Gaming has proven to be a distraction to the educational process and is prohibited.

PRINTING

Any documents that require printing should be printed at school. This means there should be no school required reason for printing at home. If a student chooses to print schoolwork at home, we suggest using the following options:

- Save the file on a thumb/flash drive and use the home computer to print.
- Sign into Office 365 account on home computer to access OneDrive cloud storage and print documents to home printer.
- Email the file to student's Outlook email account. Use the home computer to access the web-based Outlook and print from the home computer.

PROHIBITED ACTIONS

Students are prohibited from:

- Students may not loan laptop components to other students for any reason. Students who do so are responsible for any loss of components.
- Putting stickers or additional markings on the laptops, cases, batteries, or power cord/charger.
- Defacing the laptop or case in any way; including, but not limited to, marking, drawing, stitching, or marring the surface.
- Installing software. Student laptops will not allow student to install software on them.
- Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
- Modifying the device's operating system in any way.
- Students may not open the device case for any purpose.
- Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity.

BEHAVIORS AND DISCIPLINE RELATED TO STUDENT COMPUTER USE

Tech-related Behavior Violations:

- Email, instant messaging, internet surfing, computer games (off-task behavior)
- Cutting and pasting without citing sources (Plagiarism)
- Cyber-bullying
- Damaging, defacing, or endangering laptop or accessories
- Using profanity, obscenity, racist terms
- Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network
- Using an electronic resources account authorized for another person

Technology Specific Violations:

- Chronic, tech-related behavior violations (see above)
- Deleting browser history
- Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use
- Making use of the electronic resources in a manner that serves to disrupt the use of the network by others
- Unauthorized downloading or installing software
- Attempts to defeat or bypass the district's Internet filter

GENERAL CARE OF LAPTOPS

Care of Laptops at school

- Never eat or drink over or near the laptop. Food and beverages should be at least two (2) feet from laptop
- Laptops should be stored on the top shelf of the locker or on its side standing up
- Never pile things on top of it
- Never leave it on the bottom of the locker
- Never leave the locker set to open without entering the combination (reminder: Do not share your locker combination with other students)
- Never leave the laptop or laptop accessories unattended for any reason
- Center the laptop on the desk
- Lock the computer before walking away from it
- Close the lid of the laptop before walking with the laptop
- Do not leave your laptop or laptop accessories unattended
- Follow all directions given by the teacher

Traveling with the Laptop

- Completely shut down the laptop before traveling anywhere including between home and school
- Do not leave the laptop unattended in a vehicle. If unavoidable, it should be locked in the trunk before you reach your destination
- If you are ever in a situation when someone threatens you for your laptop, give it to them and tell a District staff member as soon as you get to school

STUDENT DRESS CODE

It is the policy of the Southwestern Central School Board that the student and their parent/guardian hold the primary responsibility in determining the student's personal attire, hairstyle, jewelry, and personal items (e.g. backpacks, book bags). Schools are responsible for assuring the student attire, hairstyle, jewelry, and personal items do not interfere with the health or safety of any student and do not contribute to a hostile or intimidating environment for any student.

In relation to student dress, the district's core values are the following:

- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming:

- Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity.

- Students and staff are responsible for managing their personal distractions: and

Students should not face unnecessary barriers to school attendance.

Universal Dress Code - Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.).
- Bottom (pants, shorts, skirt, dress, etc.); and
- Footwear.

This policy permits additional student attire requirements when necessary to ensure safety in certain academic settings (e.g. physical activity, science or CTE courses). Additionally, this policy allows for reasonable variation in required student attire for participation in certain activities.

Students may not wear clothing, jewelry, or personal items that:

- Are pornographic, contain threats, or that promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia.

- Illustrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups.

- Intentionally show private parts. Clothing must cover private parts in opaque (not able to be seen-through) material.

- Cover the student's face to the extent that the student is not identifiable except clothing/headgear worn for an ethnic, religious, or medical purpose.

- Include hats, visors, or hoods during the school day. These articles of clothing are prohibited except for ethnic, religious, or medical purposes.

- Demonstrate gang association/affiliation.

Attire worn in observance of a student's religion are not subject to this policy.

Enforcement

Principals are required to ensure that all staff are aware of and understand the guidelines of this policy.

Staff will use reasonable efforts to avoid dress-coding students in front of other students.

Students shall not be disciplined but may be removed from class as a consequence for wearing attire in violation of this policy when the attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of others, or factors into a student behavior rule violation such as malicious harassment or the prohibition on harassment, intimidation, and bullying. Further, no student shall be referred to as "a distraction" due to their appearance or attire.

Typical consequences for a violation of this policy include parent/guardian contact or conference and the directive to cover, change, or remove the non-complying attire. A student may be instructed to leave their classroom briefly to change clothes. The Principal or their designee should notify a student's parent/guardian of the school's response to violations of the student dress policy.

The Superintendent or their designee is authorized to develop procedures in order to implement this policy if needed.

ATTENDANCE

Jenn Omilanowicz, Attendance Office – 716-484-6842

ABSENCES

Parents or guardians must call the middle school attendance office before 7:45 a.m. if you are absent for the day. In accordance with the New York State regulations, a written note containing the reason, dates absent, and parent/guardian signature must be brought to the attendance office upon your return.

TARDINESS

Students arriving late must report to the attendance office to sign in. A note explaining the reason for tardiness must accompany the student.

EXCESSIVE TARDINESS/ABSENCES

Students with excessive tardiness, illegal absences, or trancies may be referred to administration for disciplinary action.

TRUANCY/SKIPPING CLASSES

Truancy is the failure to attend school without parent permission. Skipping is the failure to attend assigned classes without appropriate permission. Any student who is truant or skipping will be referred to an administrator for disciplinary action. No student is to leave the school building without permission.

EARLY OUT

A note requesting early release must be brought to the attendance office during homeroom. A pass to leave will be issued. Students cannot be released without permission.

HOMEWORK WHEN ABSENT

A student legally absent from school for 2 or more days may contact the attendance office to request homework. Please make your request by 8:30 a.m. Homework will be available after 2:45 p.m. Students may also check their team page on the school website for homework assignments

School Website: swcsk12.org

ATTENDANCE POLICY

Each enrolled student are expected to be in school every day unless he/she is legally absent with parental permission.

New York State defines a "legal absence" as illness, medical appointments, religious obligations, death in the family, and court appearances.

Excused Absences:

1. Personal illness
2. Death in the family
3. Illness in the family
4. Medical appointment
5. Dental appointment
6. Trip with parents – Notice of the trip to be given to the school office prior to the time of departure so that assignments may be complete ahead of time or while on the trip
7. Trip without parents which would include a justifiable educational experience (e.g. a trip to visit an education institution for possible future enrollment) – Notice of the trip must be given to the school office prior to the time of departure so that the assignments may be completed ahead of time or while on the trip
8. Emergency situations to cover unexpected events which keep a student from school attendance and situations in which a business which cannot be transacted outside of school hours

Note: Because vacation periods are provided for within the school calendar, trips without parents, which would extend the vacation period, or pleasure trips without parents taken at other times during the school year, will result in an unexcused absence.

Unexcused Absences:

Any absence that does not fall into one of the above categories is considered an unexcused absence and is subject to disciplinary action.

Each principal is responsible for developing and administering an attendance program for his/her building, including disciplinary action to be taken when necessary and to communicate this program to students and parents. Determination of whether an absence is to be considered excused or unexcused is to be made on an individual basis by the principal according to the above definitions.

SOUTHWESTERN MIDDLE SCHOOL COUNSELING CENTER

Shelby Williams, Guidance Counselor (716) 484-6842
Maddy Alexander, School Psychologist (716) 664-4675

The counseling center goal is to provide preventive, proactive, and remedial services that will reach the academic, emotional, and social needs of all students.

SERVICES AVAILABLE AT THE COUNSELING CENTER

- Individual or Group Counseling on specific topics:
 - Study habits
 - Scheduling/ Grades
 - Peer Issues
 - Social Skills
 - Anger Management
 - Personality growth/ goal setting
- Referrals to community services
- High school planning
- Career exploration
- Academic assistance
- Parent support

ACADEMIC RECOGNITION

Students are acknowledged each quarter for academic excellence by qualifying for Honor Roll or Merit Roll. The calculation is based on the student's grade point average from core subjects and special area classes.

Honor Roll

90% GPA

Merit Roll

85% GPA

REPORT CARDS/PROGRESS REPORTS

Report cards can be accessed through the parent portal. A paper report card will be mailed at the end of the school year. Paper copies of report cards are available upon request. Progress reports will be mailed home after the first five weeks of each quarter for students who are doing poorly or failing one or more subjects.

TEAM MEETINGS

If you would like to schedule a time to conference with your child's teachers, please contact the Middle School Attendance Office at 484-6842 to set up a meeting.

FAILURE/SUMMER SCHOOL POLICY

Summer school selection is based on classroom performance, course failure, poor attendance, or teacher recommendation. Any student failing three or more main subjects will meet with the guidance counselor and administration to discuss an action plan.

PARENT PORTAL

Parents have the opportunity to stay informed about their student's success. By logging on the portal, parents may view report cards, family demographics, lunch account balance, attendance, grades, and their student's schedule. Parents may access the portal through the school's webpage. Questions can be directed to the Middle School office.

**SOUTHWESTERN CENTRAL SCHOOL DISTRICT
ACADEMIC ELIGIBILITY/PROBATION PROCEDURES**

ACADEMIC ELIGIBILITY

Southwestern Central School District has an eligibility program for all extracurricular activities. As per board policy, students in grades 9-11 involved in extracurricular activities must be enrolled in at least six (6) full credit bearing subjects in addition to Physical Education. Students in grade 12 must be enrolled in four (4) credit bearing classes. Southwestern Central students who participate in extracurricular activities are expected to conform to the academic standards which meet or exceed the requirements of the district and the NYS Board of Regents.

Southwestern Central adheres to an academic eligibility policy that all students must follow if they wish to participate in any school-sponsored extracurricular activities, including athletics. Students in grades 7-12 will be required to maintain at least a 65% average in each of their classes. Every two weeks, students who have below a 65% in one or more of their courses will be placed on academic probation for a two (2) week period of time. During this two-week period of time, it is expected that student/athlete will stay after school for academic assistance in his/her failing course(s) on Tuesdays, Wednesdays and Thursdays until 3:30pm so as to improve their course grade(s). Student/athletes will still be allowed to participate in athletic and/or extracurricular activities during this probationary period as long as they are working diligently at improving their course grade(s). Student/athletes will remain on the probationary list until the next report is generated, which is two weeks after the initial report is generated. If a student/athlete is not working towards improving his/her grade(s), a possible suspension from that athletic team and/or extracurricular activity may result.



HEALTH SERVICES

Debbie Peterson BSN, RN 716-484-6841

A nurse is available to meet students' routine and emergency medical concerns, illness and first aid needs:

- Students must have a pass from their teacher in order to go to the nurses' office unless there is an emergency.
- The school nurse is not allowed to administer medicine without a signed order from the doctor explaining dosage and administration directions, and a signed note from the parent giving permission for the nurse to administer the medication.
- Medication must be brought to school in the original container by an adult.
- Unused medication must be picked up by an adult in the nurse's office.
- Other medications, whether over-the-counter or prescription, are not allowed in school and may not be carried by the student. Students found with medications will be subject to disciplinary action.
- **School nurse will assess illness and injury and contact parents if warranted. Students are not to arrange for their own dismissal.**

PHYSICALS

- Entry and 7th grade physicals are mandated by New York State to be on file with the school district.
- Upon entry to SWMS or prior to 7th grade, forms are given out providing you the opportunity to choose a free in-school physical OR you may choose to, at your own cost, see your own physician. Return proper documentation to be placed on file in our health office.

SPORTS PHYSICALS

- Students wishing to try-out for a Southwestern sport must have a physical given by the school or your own physician (documentation is required).
- These physicals are scheduled through the health office by first completing a sports questionnaire form and returning it to the nurse.

IMMUNIZATIONS

- Immunization requirements are followed closely.
- Students entering 6th grade are required to be immunized against tetanus and pertussis.
- Student entering 7th grade must have 1 dose of meningococcal vaccine.
- Students will not be admitted to school without required immunizations.
- Chautauqua County Health Department offers a free clinic to update students who need additional immunizations to meet state requirements.

SCREENINGS

- Mandated screenings are completed throughout the school year on all students. Concerns are mailed and parents/guardians are contacted by phone.

Please return Health Office form promptly and make the nurse aware of any medical concerns you may have regarding your son/daughter. Communication is the key!

BREAKFAST & LUNCH PROGRAM

*Free and reduced breakfast and lunch is available to those who qualify.

*Applications can be obtained through the health office and must be filled out and returned to the school nurse by the end of September.

*Caffeinated drinks are not permitted during school hours. Drinks must be consumed in the cafeteria before school begins.

*Please refrain from bringing in fast food for lunches

ELEVATOR POLICY

Student use of the elevator is restricted to those with medical need. A physician's excuse is required to obtain permission. A key is available in the main office. Keys must be returned at the end of the day.

TRANSPORTATION

Bus Garage

716-763-8391

The Southwestern Board of Education provides bus transportation for all students in the Middle School. Misconduct will not be tolerated. Violation of bus rules may result in riding privileges to be suspended and/or revoked.

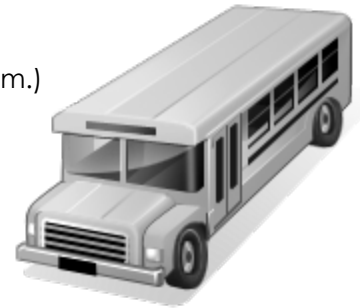
BUS REGULATIONS AND SAFETY RULES

- Respect your bus driver and his/her authority. Your bus driver is authorized to assign seats.
- Be at your bus stop 5 minutes before bus arrival time. Buses will not wait.
- Respect other riders and property at your bus stop.
- Cross 10 feet in front of the bus and only when driver signals you to cross.
- Board buses single file, wait without pushing.
- Remain seated and facing forward until the bus stops.
- Talk quietly
- Keep hands, feet, and objects to yourself.
- No food or drink may be consumed on bus.
- No throwing of objects of any kind.
- No profanity, obscene or inappropriate language, or gestures.
- Respect other riders. Harassment and/or bullying will not be tolerated.

BUS

Afternoon bus runs: 2:45 PM Monday-Friday (must sign up by 11:00 a.m.)

Late Bus: 3:30 PM Tuesday, Wednesday and Thursday



EMERGENCY CLOSINGS

In the unexpected event of mechanical breakdown or severely inclement weather, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. A parent broadcast notification message will be delivered announcing a closing to the phone number provided. Additionally, the closing will be posted on local radio and TV stations.



BICYCLES

Bicycles must be kept in the bike rack and locked. Bicycles are not to be ridden on sidewalks or in the bus area during arrival and dismissal. The school is not responsible for damage or loss.

Southwestern Middle School Student Organizations

Students are encouraged to join and participate in activities while attending the Middle School. Student involvement will help to promote school pride, healthy choices, academic success, and personal development.

CLUBS AND GROUPS

Student Council:

Any student may be part of the student council which provides activities for middle school students (i.e. dances, fund raisers), allows students a share in managing their school, and promotes strong character values and a positive well-being among students. Each year the student council forms in late September.

Southwestern Middle School Junior Honor Society:

Membership in the Southwestern Middle School Honor Society is based on scholarship, leadership/service, and character. Evidence of these qualities will be evaluated as follows:

Scholarship: GPA of 92% or better for the first three quarters of the current school year.

Leadership/Service: Membership in an extra-curricular activity in the school or community.

Character: Recommendation by one teacher

Art Club: Art club is for all grades! Art Club does school wide art pieces like murals, poster contests, and extra individual art projects/crafts.

Girls that Code: This club is open to any girl in grade 6-12 interested in computer science. You work on Computer Science Impact Project, where you will solve a problem relevant to your Club and community. You will learn the fundamental computer science concepts of loops, variables, conditionals, and functions that form the basis for all computer programming languages while also building your teamwork and leadership skills.

Quiz Bowl: Quiz Bowl is a club that competes with area middle schools in academic cleverness. Competition questions cover every academic area from art to grammar to mathematical theories. Questions range in difficulty from intermediate to mastery. Three-man teams pair up to see who comes up with the answer to the questions first. Space is limited.

Impact: Impact is a weekly Middle School Club offered to all students interested in the Christian lifestyle and growing in their faith. Student must be in good Academic standing and meet behavioral requirements.

Spectrum: Spectrum club celebrates diversity, equity, and inclusion of all people in the Middle School.

Dream It Do It (Tech Club): This club is open to any middle school student interested in STEM and STEM related fields. We will have monthly competitions or events for you to attend. You will work in teams to solve problems.

MUSIC OPPORTUNITIES

Band

Choir

Orchestra

SCHOOL SPORTS MODIFIED

Students in 7th & 8th grade can participate in modified sports by passing a sport's physical. Current sports available are:

Boys Soccer

Boys Basketball

Football

Softball

Track & Field

Wrestling

Girls Soccer

Girls Basketball

Football Cheering

Baseball

Girls Volleyball

SCHOOL SPORTS JV/ VARSITY

Students in 7th & 8th grade can participate in a JV or Varsity sport. To be eligible to play an athlete must pass the NY State Athletic Placement Process. Current sports available are:

Girls Swim

Football

Boys/Girls Soccer

Softball

Boys Swim (combined w/Frewsburg)

Football Cheering

Girls Volleyball

Baseball

Boys/Girls Bowling

Boys/Girls Golf

Boys/Girls Basketball

Boys/Girls Tennis

Boys/Girls Cross Country

Boys/Girls Track

Wrestling



FIRE/LOCKDOWN DRILLS

The state requires 8 drills before December 31st and 4 more during the balance of the school year. Instructions for this type of drill are posted in every room of every building. Additional drills may be added during the school year, these may include Tornado and/or evacuations drills. Students are to follow directions and conduct themselves with a seriousness that reflects the sobering purpose of these drills.
NO TALKING!

TEXTBOOKS/ELECTRONIC DEVICES

Textbooks & Electronic Device will be assigned to each student at the beginning of the year. **The student is responsible if damaged or lost.** If you lose a textbook or device, it is your responsibility to notify your teacher immediately.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money or electronic devices, such as cameras, iPods, or cell phones to school. The school is not responsible for personal loss or stolen items.

AFTER SCHOOL

Students may stay after school on Tuesdays, Wednesdays, or Thursdays for extra help, making up work from absences, or at a teacher's request.

- Bussing is available at 3:30 on Tuesday, Wednesday, and Thursday for students staying after with a teacher. Students requiring bussing must sign up in the office before **11:00 AM**.
- Students requesting to stay after must make arrangements with a teacher prior to EET.
- Students **must** stay with a teacher during the entirety of after school time. Wandering the buildings will not be permitted. Students not following this policy may face disciplinary action.
- The high school cafeteria will be available for all students needing a supervised study area.
- Students not using after school time wisely will not be permitted to stay after school.

LOCKERS

Lockers are provided as a convenience. Students are responsible for keeping their lockers clean and orderly. Do not keep perishable items (things that will rot) in your locker. Students are not allowed to write on their lockers. **Students are not allowed to share their lockers or their combinations with others.** Locker assignments, combinations, and changes will be handled through the main office. If a student misuses his/her locker, locker privileges may be removed for a period of time.



SNOWBALLS

Throwing snowballs on school property is not permitted at any time.

BALLOONS/FLOWERS

Please refrain from having balloons and/or flowers delivered to school. These items are not permitted on the bus and storage is not available.

**Southwestern Central School District
Grade 6-12 Administrative Assertive Discipline Policy**

OFFENSE/INFRACTION	Level One Action	Level Two Action	Level Three Action
100 Disorderly Conduct	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · OSS · Parent Conference · Super. Hearing · Police Action
101 Horseplay (Physical, non-threatening inappropriate behavior)	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · OSS · Parent Conference
102 Profane, Vulgar, Abusive Language	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · OSS · Parent Conference
104 Computer Policy Violation	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · OSS · Parent Conference · Banned from use
105 Parking Violation	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Loss of privilege · Parent Conference 	<ul style="list-style-type: none"> · OSS · Loss of privilege · Parent Conference
106 Lunch Detention (by teacher)	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · OSS · Parent Conference
107 Common Area/Hallway Behavior	<ul style="list-style-type: none"> · Warning · Lunch Detention · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Pass Restriction · Parent Conference 	<ul style="list-style-type: none"> · OSS · Pass Restriction · Parent Conference · Super. Hearing · Police Action
200 Insubordination	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · OSS · Parent Conference
201 Gross Insubordination	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · OSS · Parent Conference · Super. Hearing · Police Action
202 General Disrespect	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · OSS · Parent Conference
203 Skip Teacher/Homework Detention	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · OSS · Parent Conference
204 Truancy from school	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference · SST Referral 	<ul style="list-style-type: none"> · ISS · Parent Conference · PINS Referral · Police Action 	<ul style="list-style-type: none"> · OSS · Parent Conference · Super. Hearing · Police Action
205 Skip Administrative Detention	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · OSS · Parent Conference
206 Late to class	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference · Super. Hearing · PINS Referral
207 Late to school	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference · Super. Hearing · PINS Referral
208 Truant from class	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · OSS · Parent Conference · Super. Hearing · PINS Referral · Police Action

OFFENSE/INFRACTION	Level One Action	Level Two Action	Level Three Action
209 Leave school without permission	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference · Super. Hearing · Police Action
210 Failure to sign in/sign out	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · OSS · Parent Conference
211 Dress code violation	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · OSS · Parent Conference · Super. Hearing
212 AUP/Electronic Device violation	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference · Confiscation 	<ul style="list-style-type: none"> · ISS · Parent Conference · Confiscation · Loss of Privilege · Police Action 	<ul style="list-style-type: none"> · OSS · Parent Conference · Loss of Privilege · Super. Hearing · Police Action
214 Unauthorized distribution via social media	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference · Confiscation 	<ul style="list-style-type: none"> · ISS · Parent Conference · Confiscation · Loss of Privilege · Police Action 	<ul style="list-style-type: none"> · OSS · Parent Conference · Confiscation · Super. Hearing · Police Action
301 Inappropriate physical contact	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference · SST Referral · Police Action 	<ul style="list-style-type: none"> · OSS · Parent Conference · Super. Hearing · Police Action
302 Instigate a fight	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference · SST Referral · Police Action 	<ul style="list-style-type: none"> · OSS · Parent Conference · Super. Hearing · Police Action
303 Personal Injury	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference · SST Referral · Police Action 	<ul style="list-style-type: none"> · OSS · Parent Conference · Super. Hearing · Police Action
307 Verbal Threat	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · OSS · Parent Conference · Super. Hearing · Police Action
308 Damage personal property	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference · Restitution 	<ul style="list-style-type: none"> · ISS · Parent Conference · Restitution 	<ul style="list-style-type: none"> · OSS · Parent Conference · Restitution · Super. Hearing · Police Action
309 Damage school property <\$50	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference · Restitution 	<ul style="list-style-type: none"> · ISS · Parent Conference · Restitution 	<ul style="list-style-type: none"> · OSS · Parent Conference · Restitution · Super. Hearing · Police Action
310 Damage school property >\$50	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference · Restitution 	<ul style="list-style-type: none"> · ISS · Parent Conference · Restitution 	<ul style="list-style-type: none"> · OSS · Parent Conference · Restitution · Super. Hearing · Police Action
313 Cell Phone Violation	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference · Confiscation 	<ul style="list-style-type: none"> · Detention · ISS · Parent Conference · Confiscation · Loss of Privilege 	<ul style="list-style-type: none"> · OSS · Parent Conference · Confiscation · Loss of Privilege · Super. Hearing · Police Action

OFFENSE/INFRACTION	Level One Action	Level Two Action	Level Three Action
400 Safety, Moral Health, Welfare	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · OSS · Parent Conference · Super. Hearing · Police Action
401 Lying to school personnel	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · OSS · Parent Conference
402 Stealing	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference · Restitution 	<ul style="list-style-type: none"> · ISS · Parent Conference · Restitution 	<ul style="list-style-type: none"> · OSS · Parent Conference · Restitution · Super. Hearing · Police Action
404 Defamation	<ul style="list-style-type: none"> · Warning · Restorative Practice · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · OSS · Parent Conference · Super. Hearing · Police Action
405 Discrimination	<ul style="list-style-type: none"> · Restorative Practice · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference · SST Referral 	<ul style="list-style-type: none"> · OSS · Parent Conference · Super. Hearing · Police Action
406 Harassment	<ul style="list-style-type: none"> · Restorative Practice · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference · SST Referral 	<ul style="list-style-type: none"> · OSS · Parent Conference · Super. Hearing · Police Action
408 Intimidation	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · OSS · Parent Conference · Super. Hearing · Police Action
411 Unsafe conduct	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference · SST Referral 	<ul style="list-style-type: none"> · OSS · Parent Conference · Super. Hearing · Police Action
412 Possession/Use of contraband: Tobacco products/e-cigarettes/vaping devices	<ul style="list-style-type: none"> · ISS · Confiscation · Parent Conference · SST Referral 	<ul style="list-style-type: none"> · ISS · Confiscation · Parent Conference · SST Referral · PINS Referral 	<ul style="list-style-type: none"> · OSS · Confiscation · Parent Conference · PINS Referral · Super. Hearing · Police Action
420 Cafeteria misconduct	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · OSS · Parent Conference · Super. Hearing · Police Action
421 Forged note from parent	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · OSS · Parent Conference
422 Forged teacher signature	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · OSS · Parent Conference
423 Forged Pass	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · OSS · Parent Conference

<u>OFFENSE/INFRACTION</u>	<u>Level One Action</u>	<u>Level Two Action</u>	<u>Level Three Action</u>
500 Bus Misconduct	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference · Loss of Bus Privilege 	<ul style="list-style-type: none"> · OSS · Parent Conference · Loss of Bus Privilege · Super. Hearing · Police Action
600 Academic misconduct	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference · SST Referral 	<ul style="list-style-type: none"> · OSS · Parent Conference · Super. Hearing · Police Action
601 Plagiarism	<ul style="list-style-type: none"> · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference · SST Referral 	<ul style="list-style-type: none"> · OSS · Parent Conference · Super. Hearing · Police Action
604 Altering Records	<ul style="list-style-type: none"> · Warning · Detention · Parent Conference 	<ul style="list-style-type: none"> · ISS · Parent Conference 	<ul style="list-style-type: none"> · OSS · Parent Conference · Super. Hearing · Police Action

- **Levels and quantity of consequences are determined by frequency/severity of infraction determined by Building Principal / Dean of Students**



FACULTY/STAFF 2023-2024

Principal: Rich Rybicki
Dean of Students: Kevin Salisbury
School Secretary: Amber Hasson

School Psychologist: Maddy Alexander
Guidance Counselor: Shelby Williams
Attendance: Jenn Omilanowicz
School Nurse: Debbie Peterson

Team 6 (Team Leader – Darin Beckerink)

Room 307 Diane LaGrega
Room 311 Darin Beckerink
Room 324 Kim Pannes
Room 328 Sarah Peterson

Team 7 (Team Leader – Marge Gustafson)

Room 304 Zack Kautzman Social Studies
Room 206 Patrick Connor Science
Room 302 Carrie Gould English
Room 316 Marge Gustafson Math
Room 210 Dan Thomas Tech Ed

Team 8 (Team Leader – Dan Lewis)

Room 202 Kay Sirianni English
Room 204 Alexis Johnson Science
Room 201 Dan Lewis Social Studies
Room 306 Rachel Frisbee Math
Room 308 Dana Lovecchio Spanish
Room 200 Autumn Bower-Mazzone French

Special Education

Room 300 Jack Felton
Room 309 Shane Kellogg
Room 322 Dan Vanderzyden
Room 203 Taylor Saxton

Band	Jamie Sigler	150 H.S.
Orchestra	Cody Hiller	156 H.S.
Choir	Sue Huther	155 H.S.
Reading	Breanna Summers	320
General Music	Elizabeth Christensen	231 H.S.
Librarian	Mary Zdrojewski	Library
Speech	Liz Jagoda	313
Hearing/ELL	Emilie Barnett	
Art	Tina Clark	230 H.S.
Computers	Mary Jo Andalora	200
ALP	Linda Ostrom	301
Health	Kyler Majka	305
Health	Nick Yachetta	305
Physical Education	Nicole Marino	Gym
Physical Education	Dan Cheney	Gym

Cell Phone Policy

Cell phones are negatively impacting student engagement and student performance in the classroom. Beginning September 2023, **STUDENTS MUST** place their cell phones in their lockers for the entire school day. To be clear, cell phones, Air Pods/ear pods/smart watches, etc. are prohibited in the classroom.

****Students who need a phone for any health-related reason must provide a note from their respective doctor to be able to keep their phone.**

The progressive discipline consequences will be the following: Refusal and non-compliance will be documented as insubordination within the discipline process.

1st offense – WARNING by the teacher if student complies and puts the cell phone in their locker.

2nd offense – Teacher collects the student's cell phone, returns to the student at the end of the period, and reminds the student to leave their cell phone in their locker. Teacher will send a discipline report via email to the office. Student will receive 2 lunch detentions with the discipline report sent home by administration.

3rd offense – Teacher collects the student's cell phone, brings the cell phone to the MS main office where the student will be permitted to pick it up at the end of the school day, and reminds the student to leave their cell phone in their locker. Teacher will send a discipline report via email to the office. Student will receive 2 after school detentions with the discipline report sent home by administration.

4th offense – Teacher collects the student's cell phone, brings the cell phone to the MS main office. Parents will be called to come pick up the student's cell phone. Teacher will send a discipline report via email to the office. Student will receive 1 day of ISS with the discipline report sent home by administration. Student also will be required to bring cell phone to the MS office at the beginning of each school day or leave it at home for a period of 10 school days.

The progressive discipline consequences for students who refuse to comply with the cell phone policy: Refusal and non-compliance will be documented as insubordination within the discipline process.

1st offense – Teacher attempts to collect the student's cell phone and the student refuses. Teacher will send student to MS office and will send a discipline report via email to the office. Student will be given the opportunity to put the cell phone in their locker. If the student still refuses the student will receive 2 lunch detentions.

2nd offense – Teacher attempts to collect the student's cell phone and the student refuses. Teacher will send a discipline report via email to the office. Student will receive 2 after school detentions with the discipline report sent home by administration. Student also will be required to bring cell phone to the MS office at the beginning of each school day or leave it at home for a period of 10 school days.

3rd offense – Teacher attempts to collect the student's cell phone and the student refuses. Teacher will send a discipline report via email to the office. Student will receive 2 days of ISS with the discipline report sent home by administration. Student also will be required to bring cell phone to the MS office at the beginning of each school day or leave it at home for a period of 20 school days.

4th offense – Teacher attempts to collect the student's cell phone and the student refuses. Teacher will send a discipline report via email to the office. Student will receive 1 day of OSS with the discipline report sent home by administration along with a call to parents from administration. Student also will be required to bring cell phone to the MS office at the beginning of each school day or leave it at home for a period of 30 school days.



2023-2024 SOUTHWESTERN CENTRAL SCHOOL
INSTRUCTIONAL CALENDAR

AUGUST						
SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DECEMBER						
SU	MO	TU	WE	TH	FR	SA
15					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
SU	MO	TU	WE	TH	FR	SA
17						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SEPTEMBER						
SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JANUARY						
SU	MO	TU	WE	TH	FR	SA
20						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAY						
SU	MO	TU	WE	TH	FR	SA
21						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER						
SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
SU	MO	TU	WE	TH	FR	SA
16						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

JUNE						
SU	MO	TU	WE	TH	FR	SA
17						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						








NOVEMBER						
SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MARCH						
SU	MO	TU	WE	TH	FR	SA
19						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 30-31	Supt. Conference Days	January 15	Martin Luther King Jr. Day
September 4	Labor Day	February 19	Presidents' Day
September 5	Supt. Conference Day	February 20-23	Mid-Winter Recess
September 25	Supt. Conference Day	March 29	Good Friday
October 6	Emergency Go Home Early Drill	April 1-5	Spring Recess
October 9	Indigenous Peoples'/Columbus Day	May 24-27	Memorial Day Break
November 10	Veterans' Day Observed	June 19	Juneteenth
November 22-24	Thanksgiving Recess		
December 22-January 2	Winter Recess		

SUMMARY - STUDENT DAYS			
September	18	February	16
October	21	March	18
November	18	April	17
December	15	May	21
January	20	June	17

Student Days - 181 Teacher Days - 185

	Regents Exams
	Holidays
	Vacations
	Supt. Conference Day
	Gr 3-8 NYS Assessment Days
	Rating Day
	Emergency Go Home Early Drill