



MARCELLUS CENTRAL SCHOOL DISTRICT

DRIVER MIDDLE SCHOOL
Student Handbook

2024-2025

JUNIOR HIGH SCHOOL

Grade: _____ Homeroom: _____

**AT DMS
I WILL:**

Do my best!

Make positive choices!

Show kindness and compassion!

Dear DMS Students and Families,

The faculty and staff of Driver Middle School extend a warm welcome to our new and returning students and their families for the upcoming school year. We are excited to begin a new year! As always, we are committed to making this a safe, productive and enjoyable year for all students. Each school year brings new and exciting experiences for both students and families. One of the most important elements in creating a successful year is the partnerships we create with our students and our parents/guardians.

We look forward to providing many opportunities for growth and positive learning experiences for your child this year. Our goal is to work together with you to make your time at DMS a well-rounded learning experience and a safe and comfortable place to be. Most importantly, we will encourage you to ask for help and support if you need it, students and parents alike. As a student here at DMS, while we will always advocate for you, it is a good time to start building your own self-advocacy tools, which might start with asking for help! The teachers, administration and entire staff are here to help you.

This handbook has been provided to assist you with some basic information about our school. It contains information relevant for a typical school year. We will strive for a level of clear and consistent communication throughout the year and ask that you reach out to us if we need to improve our communication. Please review this handbook together with your child(ren) and know you can refer to it throughout the year to revisit any of the information provided.

If you have any questions or concerns, please do not hesitate to contact me by calling the main office 315-673-6200. Please feel free to reach out to share your concerns, seek information, or offer your suggestions. This is one way in which we will build and strengthen that partnership!

Sincerely,

A handwritten signature in cursive script, appearing to read "Stephanie Rice".

Stephanie Rice

DMS Junior High Principal

MARCELLUS CENTRAL SCHOOL DISTRICT

MISSION STATEMENT

CONNECT ♦ EMPOWER ♦ IGNITE

The mission of the Marcellus Central School District is to Connect, Empower, and Ignite. We are committed to high expectations for all by: Ensuring an environment that is physically, emotionally, and socially safe. Cultivating relationships in which everyone is valued and connected. Inspiring adventurous learners to view failure and success as opportunities for growth. Collaborating with local and global partners to explore, develop, and share interests. Igniting passions through learning-by-doing. These commitments will be achieved with an efficient and balanced use of resources.

ADMINISTRATIVE DIRECTORY

Superintendent of Schools – Jean Sharlow	315-673-6000
Director of Special Education – Kara Lux	315-673-6006
Athletic Director – Michael Free	315-673-6300
Transportation –Jaclyn Pearce	315-673-6400
Director of Educational Technology- Eric Hubbard	

C.S. DRIVER MIDDLE SCHOOL

Junior High School Principal - Stephanie Rice	315-673-6200 srice@marcellusschools.org
School Counselor, Grades 7-8 - Eric Guercio	315-673-6210 eguercio@marcellusschools.org
Social Worker, Grades 4-8- Audrey Howard	315-673-6210 ahoward@marcellusschools.org
Main Office - Joyce Quance	315-673-6200 jqquance@marcellusschools.org
Counseling Office - Chris Kawryga	315-673-6210 ckawryga@marcellusschools.org
Attendance Office - Luke Lawrence	315-673-6204 llawrence@marcellusschools.org
Nurse's Office - Mary Hughes	315-673-6205 mhughes@marcellusschools.org
Automated Phone Calls From MCS	315-673-6012 (Helpful hint: Save this in your cell phone, you'll know when you've received an automated call, vs. a call from a live person, let them go to voicemail so you can listen more than once if needed)

QUICK HELP GUIDE

If you.....	Then go to the.....
Are ill or injured at school.....	Nurse's Office
Are late to school.....	Main Office/Attendance Office
Need early dismissal.....	Main Office/Attendance Office
Need a bus pass.....	Main Office/Attendance Office
Need Lost & Found.....	Cafeteria
Need information on buses.....	Transportation Office - Jaclyn Pearce
Need help with your schedule...	Counseling Office
Need school supplies.....	Counseling Office
Need working papers.....	Main Office - Mrs. Quance
Need locker help.....	Counseling Office - Mrs. Kawryga
Need help with a problem...	Teacher/Counseling Office/Administrator

**DRIVER MIDDLE SCHOOL
PARENT TEACHER ASSOCIATION**

The Driver Middle School PTA's mission is to support and speak on behalf of children and to encourage parents and teachers to form a partnership of involvement in Driver Middle School. The PTA is a valuable connection between your children, their school, and all of you as parents, guardians, relatives, and members of the Marcellus Community. Please join in our mission! Meetings are held every other month. All meetings are shown on the District Calendar.

These are just some of the activities/resources sponsored by the PTA during the year:

- Citizenship/Effort Recognition and Awards
- Holiday Happening
- DMS Bookstore
- 7th & 8th grade picnics
- 6th grade Olympics
- Family Bingo
- Bookfair
- Spirit Wear Sales
- Playground Equipment
- 8th grade Completion Ceremony

All members of the community are invited and encouraged to become a member of the PTA helping us in our mission at Driver Middle School. We need your interest, your ideas, your time, your help and your support. A volunteer interest form will be sent out early in the school year.

2024-2025 PTA OFFICERS

President:	Suzanne Kick
Vice President:	Jen Tedesco
Secretary:	Sara Boronczyk
Treasurer:	Stacie Eriksson
Contact the PTA:	drivermiddlepta@gmail.com

Join your PTA Today!

2024-2025 MARKING PERIODS


1 st Marking Period	September 3 – November 8
2 nd Marking Period	November 12 – January 24
3 rd Marking Period	January 27 – April 4
4 th Marking Period	April 7 – June 26

REPORT CARDS

November 15
January 31
April 11
June 26

SCHOOL DAY AND BELL SCHEDULE GRADES 7 & 8

Arrival Time	7:40 – 7:48
Homeroom	7:48 – 7:56
1	7:59 – 8:40
2	8:43 – 9:24
3	9:27 – 10:08
4	10:11 – 10:52
5A	10:55 – 11:36
Lunch 8	10:55 - 11:25
5B	11:28 – 12:09
Lunch 7	11:39 - 12:09
6	12:12 – 12:53
7	12:56 – 1:37
8	1:40 – 2:21



Please Note: Students are given 3 minutes between classes with the expectation that they will take a bathroom break, get a drink, and/or go to their locker if needed during this time. Leaving during class should be an exception. Students are expected to be in their seats ready to begin class at the bell.

Students in grades 7 and 8 may arrive beginning at 7:40 a.m. Walkers should plan their arrival to coincide with school opening.

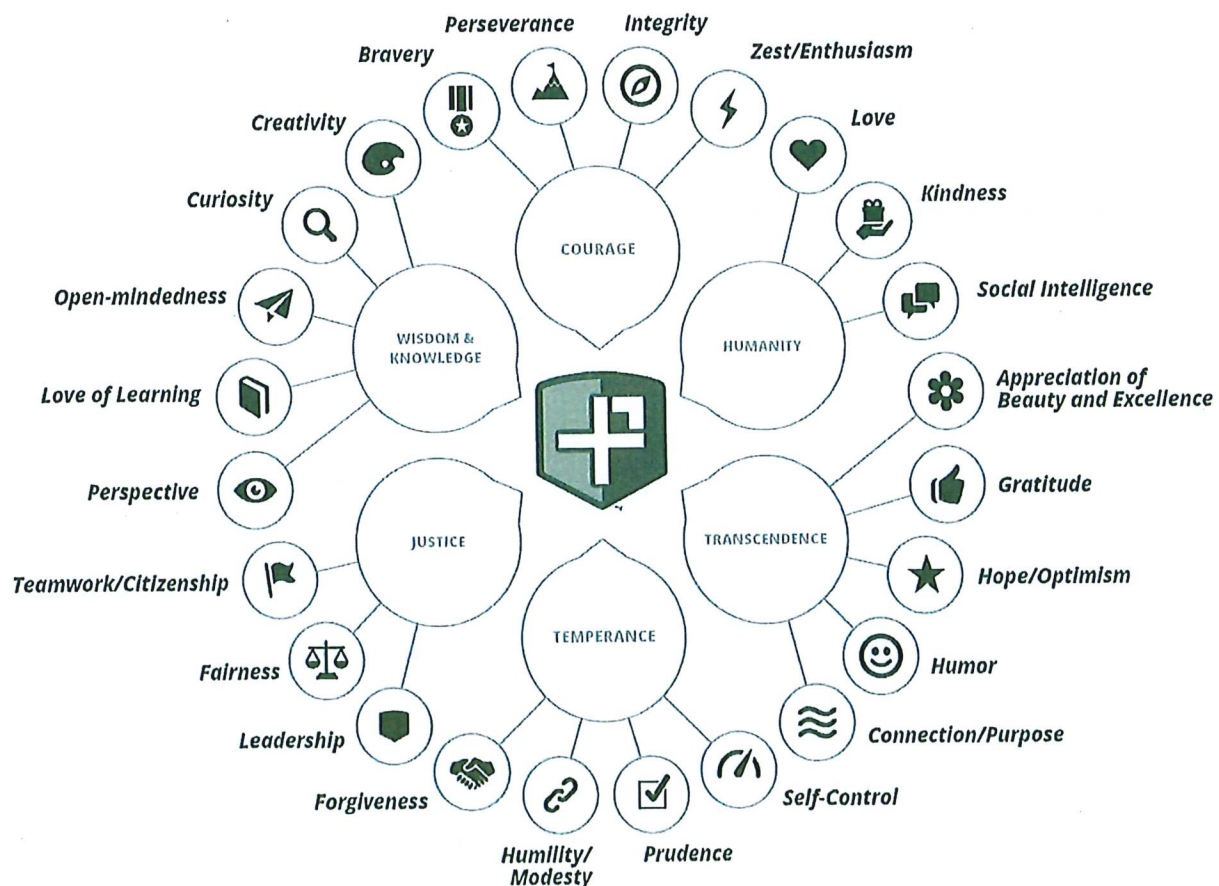
POSITIVITY PROJECT

<https://posproject.org/>

The Positivity Project is a 501c3 non-profit organization dedicated to helping America's youth build stronger relationships by recognizing the character strengths in themselves and others. Their vision is to create citizens and leaders who will enhance our communities and country by internalizing the belief that "Other People Matter." Positive psychology's scientifically validated 24 character strengths serve as its foundation. Positive psychology teaches that people have all 24 strengths within them – and that character is not just skills or behaviors, but rather an intrinsic part of each of us.

The Positivity Project is not a program with strict guidelines. Instead, it educates teachers on the character strengths and relies on them to teach in a way that best meets their students' needs. It is a school-wide endeavor, grounded in the consistency of daily classroom instruction. Their model is holistic; it incorporates students, educators, and parents through regular interaction with character strengths, vocabulary and concepts.

The project will help us instill vocabulary and the meaning of the strengths through explicit teaching of each strength throughout the school year.



CURRICULUM AND INSTRUCTIONAL PROGRAMS

Marcellus Central School District Curriculum and Instructional Programs are developed locally in compliance with the State of New York defined syllabus in each subject area.

Students receive instruction in the following areas:

GRADE 7 & 8

Mathematics, Science
Social Studies, English
World Language (French or Spanish)
Art, Music, Physical Education,
Technology, Family and Consumer Science,
Health (grade 7)

ADVANCED/ACCELERATED COURSE OFFERINGS

French I
Spanish I
Studio Art
Earth and Space Science
Algebra I Honors
Career and Financial Management
Basic Cooking
Intro to Fine Woodworking
Intro to Trades

These courses are offered to students in 8th grade who demonstrate academic excellence and aptitude. Students who qualify are eligible for high school credits during their grade 8 year. Information on specific guidelines for qualification is available in the School Counseling Office.

STUDENT PROGRESS REPORTS AND REPORT CARDS

Report cards are issued quarterly. Quarterly report cards and Interim reports will be available online through the use of SchoolTool, our electronic grade book and delivered electronically through Parent Square. Parents will be notified when each interim or quarterly report is available. These reports are a useful tool for parents and students to keep abreast of student progress. At the 7th and 8th grade levels, parents can review grades and progress online through Schooltool at any time. Regular viewing of classes is a tool and resource for parents and students to be informed about class work and grades. Each marking period vertical averages are computed using classes that meet every day as a full weight and classes that meet every other day as a half weight.

HONOR ROLL

Students at Driver Middle School are encouraged to set high academic standards for themselves. Each quarter, students are recognized for outstanding academic achievement through the Honor and High Honor Roll. In order for a student to be placed on the Honor and High Honor Roll, he/she must meet the following criteria: High Honor Roll average for all subjects is 92% or higher, Honor Roll average for all subjects is 88% or higher

HOMEWORK/CLASS WORK

The Driver Middle School staff believes that homework/classwork is an important and essential part of each child's overall educational program. Homework is an extension of the skills learned in the classroom. Think about homework and classwork like practice for a sport, musical instrument or hobby/talent. Practice is designed to help you improve. The more you practice, the more your ability/skill/talent improves. For class, the more you practice, which is doing your homework/classwork, the more your comprehension and understanding will improve and then, the more success you will have. Additionally, when a teacher can observe and assess the work you complete, they are better able to see where you might have difficulty and therefore be able to provide the appropriate assistance.

Parents/guardians can expect that their child will have written homework assignments on a regular basis. Understand that written work is not the only form of homework. Studying, reviewing notes, and daily reading are all solid study habits that help students achieve success. There is a direct correlation between the amount of work students complete for class and their success in the class.

STUDENT RESPONSIBILITIES:

- Complete all homework assignments and return them on time
- If absent from school or class, contact the teacher to make up all missed homework assignments
- Seek help from teachers during activity period

TEACHER RESPONSIBILITIES:

- Assign homework that is meaningful and relevant, reinforcing skills/concepts taught in class
- Ensure all homework assignments are part of the overall class grade
- Contact parents if homework is not being returned or satisfactorily completed on a regular and consistent basis

PARENT RESPONSIBILITIES:

- Provide an appropriate atmosphere, so homework can be completed
- Question your children daily concerning their homework assignments. Do not hesitate to read over or check over these assignments
- If your child will be absent for more than three (3) consecutive days please contact your child's teachers or reference Google Classroom to obtain homework prior to the absence

STAYING AFTER SCHOOL/HOMEWORK HELP

For students in 7th and 8th grade, there is an opportunity to stay after school for various experiences. Staying after school is an excellent strategy/intervention for students to receive extra help or strengthen their academics. Teachers are available many days after school during a time where students can get small group/individualized attention from their teachers. Additionally, students may stay after for a sport, club or activity.

Students who stay after school need to have a specified reason to do so. If staying with a teacher, the student must seek permission from the teacher prior to the end of the school day. If staying for a club/activity, the student must report to the meeting location. All students staying after school need to be at their designated location by 2:30 and remain there until the teacher dismisses them. Arrangements should be made at least one day in advance so all parties (teacher, student, parents) can plan accordingly.

No 7/8 student should be in the building after 2:30 without the supervision of an adult.

NATIONAL JUNIOR HONOR SOCIETY

The Driver Middle School Chapter of the National Junior Honor Society inducts members into the chapter each spring for eligible 7th and 8th graders. Students who meet the academic candidacy requirements for membership (7th graders 90% overall average, 8th graders 90% overall average) are eligible to apply for acceptance into the chapter. Students who apply must receive teacher recommendation and complete the application process demonstrating their achievements in the areas of Scholarship, Leadership, Service, Character and Citizenship, the qualities held vital to the Honor Society. The faculty selection committee reviews properly completed and timely applications for acceptance determination.

SCHOOLTOOL

Teachers in grades 7 and 8 utilize an electronic grading system, Schooltool, to record and compute student grades. The use of this system provides a unique opportunity to enhance the communication and connection between home and school. It also allows students to take more ownership and responsibility for their school work. Through the use of Schooltool teachers, parents, and students can collaborate with improved student achievement as the ultimate goal. Parents and students are encouraged to visit Schooltool regularly to obtain and review a student's current standing in each subject area. If you have any questions about using Schooltool or questions about your child's grades, please contact your child's teacher.

To gain access to Schooltool a parent must provide the school with an e-mail address. Please contact the School Counseling Office at 315-673-6210 to gain access to the program.

ENTRANCE TO THE BUILDING/VISITORS

During the school day we have a single point of entry for all buildings and all visitors must use the main front doors to enter the buildings and report directly into the main office. Parents/guardians are welcome in our school at any time. All visitors will be asked to produce their license and sign in as they enter the building through the front door which enters into the main office. Visitors will be given a visitor's badge. Please wear this badge at all times while in the building so that students and staff may identify you. Visitors are not to proceed into the main building until they have stated their reason for their visit. Visitors should have an appointment with teachers before proceeding to any classroom. This request is made to aid visitors, to prevent interruption of classes, and to prevent unauthorized individuals from entering the building. Your child's safety is our first priority. All visitors must then sign out in the main office when leaving the building.

ATTENDANCE

Daily attendance in school is of extreme importance. Absence is one of the frequent causes of low grades and/or lack of success in school subjects. Regular attendance is one of the most desirable habits a student can develop in school. A student's attendance record is accurate and recorded on their permanent record from the time they enter school until they leave or graduate.

It is understandable that on certain occasions a student cannot be in school. Recognized legal excuses for absences are:

- a. Sickness
- b. Death in the family
- c. Religious observance
- d. Doctor's appointment/Remedial health treatment - it is recommended that appointments are made outside of school hours whenever possible.
- e. Required court appearances
- f. Impassable roads or weather
- g. Previously approved educational experience (requested in writing, in advance of the absence, approved at the discretion of the administration)

On the day following any absence or tardiness, the student is to provide a written excuse from their parent (guardian) explaining the reason for the absence or tardiness. Attendance is monitored regularly. Letters are sent home to parents/guardians of students who have an absentee rate that may hinder their success in school (missing more than 10% of school days). The purpose of this letter is to be certain we work together to support students and ensure success while opening the lines of communication. Schools are required by NYS to notify parents/guardians of absences for students approaching or experiencing chronic absenteeism. If a student is habitually absent for reasons other than legal reasons, the student may be given interventions to help assist the student with attendance improvements.

Students who miss a class/day for any reason are responsible for making up all material covered during that absence. Students should see the teacher at the beginning of their first class back to discuss missed learning. Students in grades 7 and 8 who miss a class are invited to make arrangements to attend another class that day during a study hall if their schedule permits. If your child is going to miss school for an extended period of time, we would ask you to inform the school.

Students are to have permission from a parent (guardian) if they are to leave school early for any reason. The note must be submitted to the homeroom teacher first thing in the morning and then

students should retrieve a pass from the attendance aide in the main office. Students should inform the appropriate teacher of their dismissal time. All students must be signed out in the main office.

LATE TO SCHOOL

Students arriving late to school should report immediately to the attendance aide in the main office. Students with persistent difficulty getting to school on time will be referred to the office.

Tardies to school are monitored weekly. Letters informing students/parents of tardiness are sent at specific intervals. If there are extenuating circumstances leading to repeated tardiness, parents should contact the office. If a student is habitually late for reasons other than legal reasons, the student may be given interventions to help assist the student with attendance improvements.

Additionally, students may begin to serve detentions for a continued pattern of tardies within each semester, in part, to make up for time missed in class.

FAMILY OR HOME CRISIS

The school is not always aware of problems at home that are affecting a student's progress. If a student is under stress from an illness, death in the family, or some other problem, the family is asked to contact the school counselor, school nurse, or building administrator. Often, it is very important for a student to have someone at school who understands what they are going through. We will do our best to support students and their families during difficult times.

STUDENT ID NUMBERS

Each student will receive a cafeteria ID number that must be used for any purchases from the cafeteria. The Food Services Department strongly suggests students maintain money on account so that lunch money doesn't have to be carried each day. Checks may be made payable to the DMS Cafeteria. Funds can also be added to student accounts at MySchoolBucks. A link to this site is located on our school website under "Quick Links". Lunch accounts can also indicate limits for amount spent per lunch or types of items purchased (i.e., no snacks).

STUDENT LOCKERS – GRADES 7 & 8

All students in grades 7 and 8 will be assigned a locker and issued a combination for the lock. The following guidelines will help students maintain an orderly locker and secure their possessions.

- Students are not to share lockers or locker combinations with anyone.
- Only school issued locks may be used.
- Students may go to their lockers between classes, before/after lunch, and at dismissal.
- The school district is not responsible for any items removed from a student's locker.
- Students who have reason to believe that the security of their locker is in question should inform the main office.
- The administration or the Board of Education has the right under New York State law to search any locker at any time consistent with legal guidelines.

LIBRARY LEARNING LAB

Welcome to the DMS Library Learning Lab! This is a space where students and teachers are empowered to ask questions, find answers, share ideas, and grow new understandings. We have reading material, independent and collaborative work spaces, a makerspace, and a greenscreen recording studio. The library staff provides reading recommendations, training on how to access physical and electronic material, how to conduct research, note-taking techniques, along with digital literacy & citizenship lessons.

Students are admitted with a pass from a teacher including the reason for the student's visit. Students present passes upon arrival and "sign in" and "out" of the library at the circulation desk. An atmosphere conducive to the type of study is maintained in different areas of the library. Students maintaining our shared library norms are welcome to use our space regularly, while those who need reminders will be asked to "reset" or take a break from the shared space, review the norms, and practice them when returning.

CIRCULATION

1. Books & magazines circulate for two weeks. Simply renew the item if it is needed longer or for an assignment.
2. Students & teachers are encouraged to make recommendations to build the collection and may request inter-library loans to satisfy reading interests beyond our library's collection.
3. Technology (i.e. chromebooks) circulate for repairs, when needed, and should be returned at the end of the day unless instructed otherwise.
4. Borrowers are responsible for materials signed out to them. We ask that lost materials be replaced using the replacement cost payable to Marcellus Driver Middle School or a gift in-kind to keep our collection current.

SCHOOL COUNSELING SERVICES

The school counseling services in our school are designed to help students in any way possible. Every student is welcome and should feel free to use our counseling services to talk over any kind of problem with the confidence that their problem will receive immediate attention and that the nature of this problem will be considered confidential. Generally, it is best to make an appointment with a counselor so that parents/students won't spend too much time waiting to see the counselor and so that the issue can receive the full attention it deserves.

It is hoped that while in the Driver Middle School, every student will begin to consider thoughtfully their plans for high school, and while in high school, to plan for their post-high school future. Our school counselor will be happy to meet to discuss information necessary for sound planning and to help students learn more about themselves in terms of aptitudes, interests, abilities, and personality - all of which are important considerations in any planning or decision-making undertaken. See page 7 of this handbook for more information on accelerated coursework for grades 7/8.

NURSE'S OFFICE

The school nurse provides students with many services. She will care for students if they become ill or are injured during school, supervise the dispensing of prescribed medications for students and she will verify that all students have required physicals and immunizations. During the course of each school year, students will have hearing and vision tested and will be screened for scoliosis. In addition, at predetermined grade levels, blood pressure recordings and color vision tests are performed. Re-testing is done on any pupil whose first screening shows any deviation from normal. All students at grades 5 and 7 are required to have a health appraisal by the school physician or your private physician within the first 30 days of school. This will be an inclusive physical exam including growth recordings, a cardiovascular check, and a check for physical defects. Additionally, incoming 7th graders are required to have the Meningitis Vaccine within the first 14 days of school. Incoming 6th graders are required to have the Tdap booster within the first 14 days of school if they have had their 11th Bday. Otherwise, it is required 14 days after the student turns 11 years of age.

NURSE'S OFFICE PROCEDURES

In case of illness a student is to secure a pass from their teacher and report to the nurse. When a student returns to class, they must carry a pass signed by the nurse.

If the nurse finds it advisable, it may be recommended that the student return home. A parent must first be contacted and permission granted before the student may leave the building. No student should leave the building for illness without the permission from the nurse.

A nurse is not permitted by state law to administer or give the student any form of medication, including over the counter medications, other than emergency first aid unless the following stipulations are met:

- a. The Health Office needs a written request from the family physician which indicates the frequency, dosage, and condition being treated with the prescribed medicine.
- b. The Health Office needs a written request from the parent to administer the medication as specified by the family physician. A verbal or telephone request is not acceptable.
- c. Medication must be in the container prepared by the pharmacist and be properly labeled. It is suggested that the pharmacist be asked to package prescriptions in two containers, one for home and one for school. Over the counter medications must be in the original container.
- d. The school nurse should know the course of treatment recommended.

OVER THE COUNTER MEDICATIONS AND SUPPLEMENTS

Over the counter medications (aspirin, cough medicine, herbal remedies, dietary supplements, vitamins, etc.) must be kept in the nurse's office and administered under the supervision of the nurse. Students are not to keep these medications in their possession at school. If a student is in possession of any of these substances it will be considered a violation of our drug and alcohol policy as noted later in this handbook.

PHYSICAL EDUCATION EXCUSE

If a student is unable to participate in physical education will need an excuse from home. The nurse will check this note and give an excuse from physical education activities, if appropriate. If a student is excused from physical education for any length of time they will need a physician's certificate stating the reason. This will be kept on file in the nurse's office. Students may not return to participation without a release from the doctor.

INTERNET USAGE

Computers are available for student instruction and individual use in our media center and in student classrooms. Teachers use instructional technology in a variety of ways throughout the school year. We have a district technology plan which includes grade level benchmarks for technology competence.

Students and teachers may use the Internet at school to access a large collection of information relevant to education (research and information gathering from news sites, government sites, library agencies and information databases). With this use and access comes the availability of content that may not be considered to be of educational value in the context of the school setting. Our district takes precautionary measures (Internet filtration systems, password protection, training, monitoring, etc.) to block this material, however it is impossible to ensure that all inappropriate content will be filtered. Students are expected to maintain acceptable, considerate and responsible behavior on school computers in accordance with general school rules and Internet protocol.

INTERNET/NETWORK ACCEPTABLE USE POLICY:

The Internet/Network is provided for students, teachers, and other users to conduct research and communicate with others. Access to network services will be provided to students, teachers, and other users who agree to act in a considerate and responsible manner. Just as they are in classrooms or school hallways, students, staff, and other users are responsible for acceptable behavior on school computer networks. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Violations of this regulation may result in suspension or termination of access privileges, referral to the District Acceptable Use Policy Committee for further action, disciplinary action pursuant to the student conduct code and related policies, disciplinary action under personnel policies, and/or referral to law enforcement agencies.

USAGE GUIDELINE

Marcellus Central School District provides students and staff access to various electronic resources including a wide range of educational materials through Internet and computer online services. Marcellus Central School District uses content filtering technology in compliance with CIPA on all school computers with Internet access to protect against unacceptable web content. However, no web filtering technology is 100% safe. Marcellus Central School District realizes this fact and takes every effort to monitor online activity.

FOLLOWING ARE SOME EXAMPLES OF INAPPROPRIATE USE OF THE INTERNET:

- Sending or displaying offensive messages or pictures.
- Using obscene language or profanity.
- Harassing, insulting or attacking others.
- Engaging in the promotion of violence.
- Engaging in racial, gender or other slurs.
- Receiving or transmitting information pertaining to dangerous materials such as bombs, automatic weapons, or any illicit firearms, weaponry, or explosive devices.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws.
- Using anyone else's password(s) with or without their knowledge.
- Trespassing in anyone else's folder(s), work or files.
- Intentionally wasting limited resources or requesting unnecessary or lengthy material that ties up system resources.
- Employing the network for commercial purposes.
- Accessing chat services.
- Visiting inappropriate sites.
- Unauthorized use of school name or affiliation
- Misrepresentation of self or others

SOME EXAMPLES OF APPROPRIATE USAGE GUIDELINES ARE:

- Use only their own Internet account
- Be polite and use appropriate language in their messages to others
- Not reveal their own or anyone else's personal address, phone number, or password
- Use the network in ways that do not disrupt the use of the network by other users
- Do no harm or destroy data of another user including the uploading or creation of computer viruses to the Marcellus Central School District computers/networks, or to other computers/networks that are connected to any part of the Internet
- Report immediately to an adult any access to inappropriate websites

It is understood that if an Internet user gains access to a site which is inappropriate the user must, without delay, back out of the site and report it to the teacher. A violation of this rule could result in a suspension from either Internet use or computer access.

PASSWORD PROTECTION

Internet passwords are provided for each user's personal use only and are, therefore, confidential. Never share your password, steal or use another person's password. If you suspect that someone has discovered your password, you should change it immediately and notify your teacher or administrator who in turn will notify the network administrator or the technology director. As words are easily hacked, when establishing a password one should keep in mind that strong passwords consist of a combination of upper and lowercase letters, numbers and symbols.

PRIVACY

E-mail is no more private than a postcard. Students and staff need to know that files stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only. The District has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access including transmitted and received information. All information files are the property of the District and no user shall have any expectation of privacy regarding such files. Federal Law requires that all email sent and received be stored for a period of 'seven years'.

ONLINE ETIQUETTE

Follow the guidelines of accepted behaviors within the school/student handbook. Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use school online access to make, distribute, or redistribute jokes, stories, cyber bullying, obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or any of the protected classes.

CYBER BULLYING: WHAT IS IT?

Cyber Bullying is verbal harassment that occurs during online activities. Cyber Bullying can take many forms. These are a few:

- A threatening email
- Nasty instant messaging session
- Repeated notes sent to the cell phone
- A website set up to mock others
- "Borrowing" someone's screen name and pretending to be them while posting a message
- Forwarding supposedly private messages, pictures, or video to others

Any electronic transmission deemed to be bullying/harassment/intimidation that occurs outside of school that causes material disruption to the learning environment is subject to the provisions of the Student Code of Conduct. Also, see page 24 of this handbook for more information on bullying.

GOOGLE ACCOUNTS

Students of the Marcellus Central School district are issued a Google account within the marcellusschools.org domain for the time they are a student at Marcellus Central School District. When activating their account, students must accept the Terms of Service which can be found along with our complete Acceptable Use Policy on our website.

CHROMEBOOKS

Students in grades 4-8 will be issued a Chromebook at the start of the school year. The Chromebook is labeled with the student name and specific identification number. Students are responsible for their Chromebook and charger and are required to take necessary precautions to protect and secure their Chromebook at all times. Students in grades 6-8 will take their charger home at the start of the year and leave it at home to charge their Chromebooks at night. There is no need to bring the charger back and forth if the student is charging responsibly at home. If a charger is damaged or lost an invoice will be sent to parents/guardians for the replacement of that charger. Students in grades 4 and 5 will use charging stations in the classroom and will not take their Chromebooks home on a regular basis but may do so intermittently as directed by their teacher. If a Chromebook or charger is damaged or lost, it is the responsibility of the student to report this immediately to their teacher or the office. Chromebooks should be used for school purposes only. Students are not to use a Chromebook that belongs to another student.

If a student is using the Chromebook inappropriately, damages a Chromebook/charger or loses a Chromebook/charger the student may serve a consequence or be responsible for the repair/replacement. Parents will be notified of each incident and potentially issued an invoice from the Business Office to cover the cost of repair/replacement. When Chromebooks and chargers are collected at the end of the school year, we inventory each one. If it is found that Chromebooks/chargers are damaged or missing, the parent/guardian will be notified, and potentially charged, over the summer.

When students took possession of the Chromebook for the first time, they signed an agreement. The agreement states the following:

I agree to use this computer/equipment for school related tasks. I accept full responsibility for any damage, loss or theft until the computer is returned to the school district and has been inspected by the Technology Department. I will notify my teacher of any damage, loss or theft. Negligence on my part resulting in damage, theft or loss could be my personal financial responsibility. Personal liability will be determined by the Superintendent of Schools.

I hereby acknowledge the following:

- 1. I have received the above equipment. It is a loan only; no rights are transferred from the District to me.*
- 2. I will not loan or otherwise allow anyone else to use this equipment.*
- 3. I will take reasonable measures to keep the equipment secure at all times.*
- 4. I will properly care for the equipment, as per expectations for care, shared with me by my teacher.*
- 5. I will report any loss/damage of equipment to my teacher immediately.*
- 6. I will return all equipment at the end of the school year or if I leave Marcellus.*
- 7. I agree to follow all Acceptable Use Policies as outlined in my Student Handbook.*

In as much as the District has provided me this equipment on loan to perform my duties, I acknowledge and accept the responsibilities that are inherent upon its use, care and security.

STEPS TO SUCCESS AT DRIVER MIDDLE SCHOOL
BE PROMPT, BE PREPARED, BE RESPECTFUL, AND BE RESPONSIBLE

BE PROMPT

Students will:

- ✓ attend school regularly
- ✓ arrive to school on time
- ✓ arrive to class on time
- ✓ pass quickly and quietly in the halls



BE PREPARED

Students will:

- ❖ report to school and class with all needed materials
- ❖ participate in class lessons and discussions
- ❖ plan their day so trips to their lockers will be few and brief in duration
- ❖ wear clothing appropriate for weather and school environment
- ❖ leave unnecessary items that can be a distraction to learning at home
- ❖ have a completed pass at all times in the hallway unless accompanied by an adult

BE RESPECTFUL

Students will:

- obey directions or reasonable requests made by adults in authority
- respect the rights, property, and feelings of others
- listen courteously to others
- use appropriate language ... not vulgar, obscene, demeaning, or hurtful
- avoid fighting, provoking anger, or encouraging others to fight. Physical contact will not be tolerated and could result in suspension
- respect school property and assist in keeping our school buildings and grounds neat and orderly

BE RESPONSIBLE

Students will:

- consider their behavior at all times and how it will influence and/or effect others
- listen to and follow directions
- take responsibility for their own actions
- report any concerns, problems or information contrary to expectations to an adult
- remain on school property during the school day unless excused by a written note and be signed out in the office before leaving
- not possess, consume, or be under the influence of alcohol, tobacco products or illegal drugs on school property or buses at any time

STUDENT EXPECTATIONS AND BEHAVIOR CODE

The administration of Driver Middle School anticipates that students will work with staff members to address any behavioral concerns in a manner that is meant to help students take ownership of their behavior, learn from it and take steps to prevent the behavior from happening again in the future. We also expect that parents will be concerned and cooperative in dealing with any behavior problems that may arise and expect the same cooperation from their child. A cooperative effort between home and school will help to support and maintain appropriate student behavior.

ALL MARCELLUS CENTRAL SCHOOL STUDENTS HAVE THE RESPONSIBILITY TO:

- Contribute to maintaining a climate of respect and dignity for persons and property, and a safe and orderly environment that is conducive to learning
- Be familiar with and abide by all Marcellus Central School policies, rules and regulations dealing with student conduct
- Respect one another and treat others in the manner that one would want to be treated
- React to direction given by teachers, administrators and other Marcellus Central School personnel in a respectful, positive manner
- Express opinions and ideas in a respectful manner so as not to offend, slander, or restrict, the rights and privileges of others
- Conduct themselves as representatives of Marcellus Central School when participating in or attending Marcellus Central School sponsored extracurricular events and to hold themselves to the highest standards of conduct
- Respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act
- Conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination
- Report, and encourage others to report, any incidents of intimidation, harassment or discrimination

POSITIVE CHOICES BRING POSITIVE CONSEQUENCES:

THE PRIVILEGE TO PARTICIPATE

It is important to emphasize that positive decisions and choices earn positive consequences such as privileges to attend special events, dances, extra - curricular events, field trips, etc. Attendance at these events will be based on behavioral choices. Periodic reminders such as letters, classroom visitations, and conferences will be used to communicate expectations. Students with an excessive amount of behavioral intervention between events will lose the privilege of attendance at any upcoming events. With improved decision making, privileges will be restored.

FOLLOWING ARE SPECIAL AREAS OF EMPHASIS FOR STUDENT BEHAVIOR.

For a detailed description of these expectations, please refer to the District Code of Conduct which can be found on our school website.

BUS SAFETY RULES AND INFORMATION

Marcellus Central School provides bus transportation for all students. The school is responsible for safely transporting many students to and from school. This is a very serious job and our drivers want to ensure the safety of all students. This cannot be accomplished without the demonstration of appropriate behavior from students. Any behavior by students, which in any way endangers the safety of anyone on the bus is considered very serious.

TRANSPORTATION EXPECTATIONS

- Be ready when the bus arrives
- Walk 10 feet in front of the bus, never walk behind
- Respect all school rules
- Treat each other with courtesy
- Use appropriate language
- Stay properly seated
- Keep their hands to themselves
- Keep their heads/hands/feet inside the bus
- Refrain from eating or drinking on the bus
- Use an appropriate level of voice which will not be distracting
- Use technology kindly, responsibly and respectfully and in a way that does not create harm to anyone
- Students who travel with athletic equipment are to keep the equipment on the floor or seat at all times



Students should ride their assigned bus only. If a student needs to ride a different bus for any reason, parents must submit a written request to the main office in a timely manner.

Since the bus driver is immediately responsible for this safety, students must follow all instructions given by the bus driver. If a problem arises, students must immediately relate the problem to the bus driver. If the problem continues, students should report the problem to the office.

CLASSROOM EXPECTATIONS

Students are expected to:

- Be prepared and on time to class
- Keep cell phones and earpods off and away
- Complete all assignments timely
- Inquire about missed work/assignments when absent
- Seek teacher support if absent or if you need help
- Seek permission to leave the classroom at any time for any reason and use the appropriate classroom signout/pass procedures
- Demonstrate behavior that allows you to pay attention and does not distract others from paying attention
- Clean up after yourself and respect the property in the room
- Follow the Steps to Success listed in detail in the DMS Student handbook: BE PROMPT, BE PREPARED, BE RESPECTFUL, AND BE RESPONSIBLE

BATHROOM EXPECTATIONS

Students are expected to:

- Be quick, quiet and safe
- Keep all utilities and areas clean
- Use only what you need
- Use utilities correctly and respectfully
- One person per stall/ restroom area
- Inform an adult of any inappropriate behavior or damage/vandalism in the bathroom
- Cell phones are not permitted in the restroom

CAFETERIA EXPECTATIONS

Students are expected to:

- Follow directions and honor any requests given by an adult
- Remain seated at tables unless given permission to do otherwise
- Talk quietly and confine conversation to their table only
- Use appropriate table manners
- Cooperate with recycling procedures by placing all debris in proper containers
- Leave their eating area (table and floor) clean
- Eat food in the cafeteria only
- Wait quietly and orderly in lunch lines
- 7/8 students can go to their lockers before or after the lunch period

PLAYGROUND EXPECTATIONS

Students are expected to:

- Leave and enter the building in an appropriate and respectful manner
- Think about safety first
- Follow directions
- Use equipment as it is intended to be used
- Share equipment
- Include others in play if they desire
- Keep your hands to yourself
- Use kind and respectful language
- Seek permission from an adult if you need to leave the playground for any reason
- All students will be required to dress appropriately to go outdoors. In the winter, this means boots, hats, and coats are needed.
- Keep snow on the ground

STUDY HALL GUIDELINES FOR GRADES 7-8

EXPECTATIONS:

- Come to class with work to do or a book to read.
- Work silently and independently.
- No food is allowed in study hall.
- Water bottles are permitted if allowed by the specific teacher.
- Cell phones are not allowed in study hall

HALL PASSES:

- You may ask for a 10 minute book pass if you need to get a book from the library.
- If you need to do library research or use the computers, you must bring a pre-signed pass from your teacher.
- If you are on the restricted list, then you will not be allowed to leave study hall without a pre-signed pass.

SIGNING OUT (AND IN):

- You must sign out from study hall. This includes your name (written legibly), your destination and the time you left.
- Before returning to study hall you must have your pass signed by the librarian or other library staff. If you go to the office, you must have your pass signed by office personnel. If you go to see a classroom teacher, you need to have that teacher sign your pass before returning to study hall.
- When you return to study hall, you are to show your signed pass and sign in.

APPROPRIATE CLOTHING/HOODS:

Students are expected to dress appropriately and respectfully in a manner of dress that complies with the District-wide dress code. Students should wear clothing that covers private areas and underwear, and does not display inappropriate words/symbols/pictures, etc. Students wearing inappropriate clothing will be asked to change. Failure to respond to this request will result in an office referral and/or parent contact. Hoods are not allowed to be on a student's head during the school day. Appropriate footwear is required in some classes as a safety matter and will be addressed by individual teachers as needed.

APPROPRIATE CLOTHING FOR RECESS DURING THE WINTER:

In winter weather students in grades 4-8 should come prepared to go outside on days that weather permits. If the temperature is 20 or above, we will attempt to go outside for recess. Students should wear pants, jacket, hat, and boots. Students who come with appropriate clothing will be allowed to go outside for recess.

APPROPRIATE HALLWAY CONDUCT:

In order to have a smooth and orderly transfer of classes during the school day, it is essential that students maintain good corridor conduct. Good corridor conduct means that students proceed to their classes with a minimum of noise and social mingling, walking on the right side, and at a pace that enables them to arrive to class on time. Running in the halls, wrestling, blocking passage or general "fooling around" is not indicative of good corridor conduct.

APPROPRIATE LANGUAGE:

Students are expected to be courteous and respectful to staff and fellow students. Obscene, vulgar, demeaning, or hurtful comments or gestures are inappropriate.

BEHAVIOR AT ATHLETIC CONTESTS

Whether students attend home or away contests, all school expectations for behavior/conduct are to be followed. Students should represent themselves and Driver Middle School in a respectable manner. As a spectator students should remain in the seating/concession area and display positive spectatorship. This means, spectators will cheer on the team without rude, disrespectful or inappropriate language or actions and demonstrate respect for the players, officials and other spectators. Students in grades 4-8 should be accompanied by a parent at all athletic contests.

CAFETERIA:

Specific guidelines are covered in the cafeteria rules. It is extremely important that all students cooperate with supervising adults in maintaining a safe, orderly, and healthy atmosphere.

TELEPHONE CALLS

Telephones are available in the main office for students to communicate with parents if necessary. Messages from parents will be forwarded to students in a timely fashion. Students generally will not be called to the phone from class unless it is an emergency. A student needing to use the phone must have their teacher's permission to either go to the office to make a phone call or step out into the hallway to use their cell phone. Permission must be sought from office personnel before using the phone in the office. Phone calls should be the exception rather than routine and should be limited in duration.

Please note: Students not feeling well should make any calls home through the nurse's office. We ask parents to contact the nurse if their child calls them directly regarding illness at school. Students who are ill are dismissed only through the nurse's office or the main office.

CELL PHONES/EARBUDS/ELECTRONIC DEVICES

1. Lunch, Between Classes, Study Halls
 - a. Students are permitted to use their cell phones during lunch and sports study hall.
 - b. Cell phone usage during these times should be limited to non-disruptive activities, such as texting, listening to music with headphones, or browsing the internet.
 - c. Students are responsible for ensuring that their cell phone usage does not interfere with the academic responsibilities, including being on time for classes.
2. Classroom Use
 - a. In general, cell phones **should not be used** during class. Exceptions may be made at the expressed discretion of the teacher. Such exceptions should be for educational purposes only.
3. Other Prohibited Times
 - a. In addition to the classroom setting, cell phone use is also strictly prohibited during exams, quizzes, or any other assessments, unless explicitly allowed by the teacher.
 - b. Cell phones are not to be used during school assemblies, guest speaker presentations, or any other school-wide events, unless otherwise deemed allowable by administration or the teacher in charge of the event.
 - c. Cell phones are not to be used in the bathrooms.
4. Responsible Usage
 - a. Students are expected to use their cell phones responsibly and respectfully.
 - b. Cell phone usage should not disrupt the learning environment, distract others, or interfere with the rights of other students or staff members.
 - c. Students should refrain from using their cell phones for any inappropriate or harmful activities including but not limited to cyberbullying, cheating, or accessing explicit content.
 - d. Students are not permitted to photograph or record other students or staff members during the school day without their express permission.
 - e. Pursuant to NYS Education Law, activities, cyberbullying, text messaging, or social media posts that occur outside of school/school hours that cause a material disruption to the orderly operation of the school or the school's ability to provide educational opportunities to the student or others, including behavior detrimental to the welfare or safety of others, as deemed by the building principal or his/her designee is considered a violation of the Code of Conduct and may be subject to school disciplinary action.
5. Consequences for Violations
 - a. Any violation of this cell phone policy may result in disciplinary action, as determined by the building principal or his/her designee.
 - b. Consequences may include, but are not limited to, confiscation of the cell phone, loss of privileges, social probation, detention, or suspension.
 - i. Neither the school nor any of its employees are responsible for the loss or damage to any student's phone or electronic device whether that device is in the student's possession or confiscated by the staff.
 - ii. Students who refuse to turn over their cell phone will be subject to additional disciplinary action for insubordination.

CYBERBULLYING:

Students who engage in cyberbullying will be subject to disciplinary action. Cyberbullying includes, but is not limited to, the use of technology (cell phone, email, computer, camera, etc) to: harass, tease, intimidate, threaten or terrorize another student or staff member. Also see p.6 and p.16 of this handbook for more information on bullying and cyberbullying.

DANGEROUS OBJECTS/WEAPONS:

Due to the potential danger of any object that could cause physical harm to others, district policy requires that a student in possession of an object of this nature be suspended and a Superintendent's hearing be held. Parental contact is required for all situations of this nature. Items include but are not limited to: guns, knives, shell casings, bullets, arrows. Please note that imitation, fake or toy weapons or weapon "look-alikes" should not be brought to school and could be treated as a dangerous object as per our code of conduct, even if no harm was intended.

ENDANGERING/FIGHTING:

Any act that endangers the health, safety, and welfare of any student and jeopardizes the expected safe environment in our school will not be tolerated. Violations could result in detention, suspension and /or be subject to a Superintendent's hearing.

HARASSMENT/BULLYING:

Harassment or bullying of any type is unacceptable and will not be tolerated. Students are encouraged to report any alleged complaints of harassment or bullying to any teacher or school official. Verbal or physical harassment will result in detention, suspension or other consequences depending on the circumstance. Below are definitions of harassment/bullying which should serve as a guide for unacceptable behavior.

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 and/or a person's mental, emotional or physical wellbeing. Such harassment could be based on, but is not limited to, a person's actual or perceived race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, sexual orientation, gender or sex.

Bullying and intimidation, includes engaging in actions or statements that put an individual in fear of bodily harm and/or emotional discomfort; for example, "play" fighting, threats, extortion of money, overt teasing, name calling, etc.

"Internet bullying" (also referred to as "cyberbullying") includes but is not limited to the use of instant messaging, email, websites, chat rooms, text messaging, or any other electronic means, to harass, intimidate, and/or bully another person and interferes with the operation of the school; or infringes upon the general health, safety and welfare of students or employees.

Sexual harassment, includes unwelcome sexual advances, requests for sexual favors, taking, sending or receiving by way of any electronic device sexually explicit videos, pictures or auditory recordings or other verbal or physical conduct or communication of a sexual nature.

INSUBORDINATION:

Students are expected to comply with any reasonable request from any staff member. Failure to do so is considered insubordination and could result in detention or suspension depending on the circumstance.

LATE TO CLASS:

Students who will be arriving late to class must have a pass from the previous location. Students unable to produce a pass will be considered tardy. Three unexcused class tardies will result in an after-school detention.

OPEN CONTAINERS:

Generally, beverages should be consumed during lunch periods in the cafeteria only. In grades 7 and 8, students may be allowed to have water bottles in class if they are used appropriately. Some classes will prohibit water bottles due to safety and protection of materials (science lab, instrumental music, art classes, computer labs, etc.). Students are responsible to dispose of and/or recycle their bottles. Glass containers are prohibited. Students in grades 4-6 are allowed to possess water bottles within their classroom.

PHYSICAL CONTACT:

Students are expected to keep their hands to themselves at all times and refrain from any kind of physical contact (slapping, hitting, punching, pushing, poking, grabbing, etc.) with another person. Physical contact of any kind will not be tolerated.

POSSESSION OF DRUGS/ALCOHOL/TOBACCO/TOBACCO PRODUCTS:

Possessing, consuming, selling, attempting to sell, distributing or exchanging alcoholic beverages, tobacco, tobacco products or illegal and/or controlled substances, counterfeit and designer drugs, or paraphernalia (including but not limited to, vaporizers and electronic cigarettes) for use of such drugs or being under the influence of any such substances on school property or at a school function is prohibited and is cause for an immediate 5-day suspension and a due process hearing. Students will be required to attend assessment sessions with a counselor as a follow-up intervention. Over the counter medications (including pain relievers, cold medications, supplements, vitamins, herbal supplements, etc.) are also included in this clause and should only be kept and administered in the nurse's office. The Marcellus School District policy of maintaining a "Smoke-Free" campus, prohibits any individual from the use of tobacco products on school property.

DISCIPLINARY ACTION FOR VIOLATIONS OF OUR BEHAVIOR EXPECTATIONS

When a student has committed an infraction of the school rules, an appropriate disciplinary action will be taken by teachers, administrators, or other adults in authority. Such disciplinary measures will be appropriate to the seriousness of the offense, and where applicable, to the previous disciplinary record of the student.

These actions may include but are not limited to:

RANGE OF CONSEQUENCES

- | | |
|-------------------------------------|------------------------------|
| 1. Discussion and/or verbal warning | 7. Activities suspension |
| 2. Written and/or verbal apology(s) | 8. Parent conference |
| 3. Time-Out | 9. In-school suspension |
| 4. Parent Contact | 10. Out-of-school suspension |
| 5. Loss of cafeteria privilege | 11. Superintendent hearing |
| 6. Detention | 12. Homebound instruction |

SOCIAL PROBATION

A student may be placed on social probation as a result of disciplinary action. If a student is placed on social probation, they shall:

- Not be allowed in the school or on school grounds outside of school hours except for seeking extra help from a teacher or as a participant in a school activity or sport under the direct supervision of a staff member and with permission of the building principal.
- Not be allowed to attend any school sponsored event after school hours or on weekends, as a spectator or as a participant. Such events include but are not limited to: athletic events, dances, concerts (unless as a member of the performing arts), fundraisers, or other social activities.
- Be denied the opportunity to hold "officer" or "captain" status in any or all athletic programs or other school activities.

EXPECTATIONS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

There are many opportunities for students to be involved in extracurricular activities and events at Marcellus. We encourage students to become involved in clubs, activities, events that match and/or expand a student's interest, skills and talents as it creates connections to school.

Along with participation comes expectations and responsibility. Participation in extracurricular activities is a privilege that all students deserve as long as attendance, behavioral and academic expectations are met. Marcellus Central Schools has a long-standing set of expectations for conduct on school property and at its functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, integrity, and the belief in the educational goals of the organization.

As a participant in extra-curricular activities/events, students have the responsibility to:

- Contribute to maintaining a climate of respect and dignity for persons and property, as well as, a safe and orderly environment that is conducive to learning.
- Be familiar with and abide by all Marcellus Central School policies, rules and regulations dealing with student conduct, including building level Student Handbooks.
- Attend classes every scheduled day, on time, and be prepared to learn.
- Put forth their best effort in all academic and extracurricular pursuits, striving toward their highest level of achievement possible.
- Accept responsibility for their actions.
- Conduct themselves as representatives of Marcellus Central School when participating in or attending Marcellus Central School sponsored extracurricular events, holding themselves to the highest standards of conduct.

Extra-Curricular activities which meet at least six (6) times a year require eligibility to participate. Such activities include but are not limited to: athletics, intramurals, ski club, student council, yearbook, honor society, drama club. Eligibility is not required for events or activities that are part of the school program or where students earn a grade for participation, for example, band and choir.

As part of the eligibility requirements, students participating in extracurricular activities and athletics are expected to agree to and sign an Academic and Behavior Contract. A copy of this contract which includes the expectations for participation is shown below.

Administrators may suspend a student's participation in extracurricular/athletic activities, events and/or other privileges as a consequence for student misconduct or in situations where students are not meeting the eligibility requirements. A student subjected to a suspension from extracurricular activities or other privileges is not entitled to a full hearing pursuant to Education Law § 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the Marcellus Central School District official imposing the suspension to discuss the conduct and the penalty involved.

ELIGIBILITY/PARTICIPATION CONTRACT

If a student participates in a club or activity, they will be asked to sign this contract.

Extra-Curricular Activities are defined as any school activity meeting at least six (6) times a year, including athletics. It does not include activities that are part of the school program or are graded, i.e., concerts, HS select choir.

1. Students participating in any extra-curricular activity will abide by the District Code of Conduct.
2. Students must be academically eligible to participate in extracurricular activities.
3. Students failing two or more classes at the end of each 5 week marking period must meet the following criteria to be academically eligible:
 - attend class
 - be on time for class
 - turn in all homework
 - stay after school with the teachers for extra help
 - turn in the Academic Probation Sheet to the coach or advisor weekly

The Athletic Director, Advisor, Administrator or Counselor will meet with each academically at-risk student to review the Academic Probation Sheet. The student is responsible to have the eligibility form signed by the teachers weekly and turn it into the coach or advisor each Friday.

Students who are not meeting the above expectations will be ineligible to participate until they meet with the building administrator or athletic director and demonstrate that they are passing or meeting the above criteria. The use of drugs (illegal or prescription), alcohol, or tobacco is prohibited as per the District Code of Conduct. Violations of this policy will be addressed by the District Code of Conduct. A Superintendent's Hearing may result in additional penalties related to athletic or extra-curricular activity participation. Students are expected to follow all school rules and regulations. Misconduct reports and consequences will be addressed by the building administration.

Students are expected to be in school all day. If a student has a legal excuse for being tardy, they must be in school for at least ½ day to participate in extracurricular activities.

Because of health and safety reasons, absences and tardiness due to illness will exclude students from activities, practices or games on that day. Students are to communicate with their coach or advisor if they are to be absent for any reason.

INTERSCHOLASTIC ATHLETICS

We offer a wide variety of athletic opportunities for students including: soccer, football, wrestling, volleyball, basketball, track, softball, baseball, tennis, lacrosse, cross-country, gymnastics, and golf. Students are encouraged to get involved and try a sport. All students must have a physical on file and complete the necessary paperwork to participate. Additionally, throughout the course of the season, students must be academically eligible to play. Please refer to the Expectations for Participation included in this handbook and the Athletic Code of Conduct posted on the district website.

PHYSICAL EXAMINATIONS are required for all students participating in interscholastic sports which should be completed by their doctor or provider. The physical must be current within one calendar year from the start of the sport. Proof of this physical examination must be on file in the health office before a student is allowed to participate in any practice or game. Physicals are valid for 12 consecutive months.

ATHLETIC CODE OF CONDUCT

Students who participate in athletics, and their parents, are required to familiarize themselves with the Interscholastic Athletic Plan. All expectations in this plan will be strictly enforced through the athletic department. In addition to policies and procedures for athletics, this plan describes behavioral and academic expectations for student athletes to be eligible to participate in sports. The Interscholastic Athletic Plan and a sign up card should be obtained when a student is interested in participating in a sport. All necessary paperwork needs to be completed for a student to begin athletic participation.

EXPECTATIONS FOR ATHLETES AFTER SCHOOL:

Students need to manage their time between 2:30 and 3:20 (or whenever they are required to attend practice). Students will have the choice of leaving school grounds or staying with a teacher or in sports study hall after school. At the start of each sport season, students will indicate their intention to, on a regular basis, stay on campus or leave campus. Any exceptions to this choice will need to be approved.

Students who intend to leave campus must have parent permission and must leave campus by 2:30 pm and not return until practice. When off campus you are not under the supervision or care of the school.

Students who remain on campus must be with a teacher or in sports study hall during that time. Students should utilize this time to keep up with their schoolwork. This is also a great time to get some extra help from your teachers. Getting all or most of your work completed before you go to practice/game will not only help you manage your time but will help ensure your success in school and on the field/court!

GENERAL EXPECTATIONS WHEN STAYING WITH A TEACHER:

When staying with a teacher after school it is expected that students will:

- Be in the teacher's classroom by 2:30 and remain there until dismissed by the teacher
- Follow school behavior expectations
- Work with the teacher to receive support for their classwork
- Work independently on their homework
- Read or complete some form of independent activity that is not distracting to others in the room

When dismissed by the teacher, the students will report to a supervised classroom until it is time to report to practice. Students are expected to continue working during this time and/or demonstrate respectful and appropriate behavior until leaving for practice. Failure to comply with these expectations will result in a warning for the first offense. Subsequent offenses will result in a disciplinary action which may include but not limited to being excused from practice.

CHECKLIST FOR PARENTS TO ENSURE THEIR CHILD'S ACADEMIC SUCCESS:

DAILY:

- ☐ Help your child set up a schedule of when homework will be completed nightly.
- ☐ Be sure your child has a quiet location free from distractions and a time set aside that you can monitor to complete homework.
- ☐ Encourage your child to read the section of the book assigned before completing homework.
- ☐ Make sure your child is filling out the agenda book completely and consistently.
- ☐ After your child has completed homework check it for quality and be sure to cross reference the work with the agenda book.
- ☐ Be sure that your child has completed work placed in a homework folder ready to hand in daily.
- ☐ Help your child with organization each night.
- ☐ Encourage your child to ask for additional help from teachers.
- ☐ Utilize websites that teachers may use to communicate classroom information.

WEEKLY:

- ☐ Log on with your child to check your child's grades on Schooltools (grades 6-8th). Look for patterns of homework completion and test grade achievement.
- ☐ Help to ensure that your child attends school regularly and if they are sick check the teacher's Google Classroom for assignments or call the office to ask for assignments to make the return to school easier.
- ☐ Have your child regularly clean out and organize their binder(s)/backpack so only current materials are there.

If you are consistently providing this structure for your child and little to no academic progress is being observed please email or call the teacher with your concerns. If your child is struggling in multiple classes please contact Mr. Guercio at 315-673-6210 to coordinate a plan that will work for multiple subjects.

RESEARCH REFERENCE SHEET

Six Steps to Selecting Sources

- Step 1** Consult with your teacher to determine what types of resources will be most appropriate for the project at hand.
- Step 2** Consider whether you need primary or secondary works or a mixture of both. Examples of each kind of source can be found on pages six and seven of the research handbook.
- Step 3** With the assistance of a reference librarian, consider which search tools will direct you to the most relevant sources.
- Step 4** Try to vary your search tools.
- Step 5** Begin early in case interlibrary loan is needed to obtain research owned only by other libraries.
- Step 6** Remember that one quality source can, in its References, point to many other valuable and usable resources.

What to Avoid When Searching for Sources on the Internet

You have access to so much information on the Internet, but not all of the information found is appropriate for a research paper. Try to avoid the following:

- Blogs based solely on opinion
- Sites ending in ".com"
- Wikipedia.com or any site that allows for user modifications
- "Ask" sites

While researching on the Internet, aim for the following:

- Sources with facts and limited opinions
- Sites ending in ".edu" or ".org"
- Articles with a cited author and a list of resources that were used to create the document
- Databases and other reputable sources
- Diversity of sources

Remember—Sorting through all of the information on the Internet can be difficult. Take your time and evaluate the resources so that that information can help you revise your hypothesis and enhance your research paper. Don't just use the first sources you find.

For more information on citation, check out the MLA Style Guide:
<http://owl.english.purdue.edu/owl/resource/747/01/>

CITING SOURCES

1. As a district, we require students to cite using MLA (Modern Language Association) format, which requires the following:
 - a. Clearly identify the "Works Cited Page" (A "Bibliography" is a list of all sources looked at throughout the research process. A "Works Cited Page" is a list of all resources referenced within the project.)
 - b. Be sure to include all available information
 - c. Alphabetize sources by the first letter of each citation
 - d. Use hanging indentations
 - e. When including dates in a citation, write it as "day month year" (example: 7 July 2011).
2. When citing sources, encourage students to use the MLA formulas below.

BOOK

Author's last name, first name. *Title of book*. City of publication: Publisher, Year of publication.
Medium of publication.

PERIODICAL (PRINT OR ONLINE)

Author's last name, first name. "Title of article." *Title of periodical*. Date of publication:
Page/paragraph number(s). Medium of publication.

DATABASE

Author's last name, first name. "Article title." *Journal title*. Date of publication: Page/paragraph numbers used. *Database title*. Date of access.

WEBSITE (ENTIRE SITE)

Editor, author, or compiler last name, first name (if available). *Title of site*. Version number. Name of institution/organization affiliated with the site, Date of resource creation/last update (if available). Medium of publication. Date of access.

WEBSITE (SINGLE PAGE WITHIN A SITE)

Editor, author, or compiler last name, first name (if available). "Title of web page." *Name of site*. Version number. Name of institution/organization affiliated with the site, Date of resource creation/last update (if available). Medium of publication. Date of access.

WEB IMAGE

Artist's last name, first name (if available). "Title of the work." Medium of work. *Name of site*. Version number. Name of institution/organization affiliated with the site, Date of resource creation/last update (if available). Medium of publication. Date of access.

ENCYCLOPEDIA ARTICLE OR REFERENCE WORK

Author's last name, first name. "Article title." *Title of encyclopedia*. Edition. Year. Medium of publication.

WORKS FROM AN ANTHOLOGY

Author's last name, first name. "Title of the work." *Title of Collection*. Editor's name(s). City of publication: Publisher, Year. Page/paragraph number(s) used. Medium of publication.

FILM

Title. Director. Lead actors. Studio distributor, Year of premier. Medium of publication.

INTERVIEW— PERSONAL

Last name of interviewee, first name. Type of interview. Date.

INTERVIEW— PROFESSIONAL

Last name of interviewee, first name. Interview with name of interviewer. Publication/show in which the interview appeared, Date: Page/paragraph numbers (if applicable). Medium of publication.

TELEVISION OR RADIO PROGRAM

"Title of episode." *Title of series*. Name of network. Call letters of station, City in which viewing occurred. Date of broadcast. Medium of publication.

PLAGIARISM PROTOCOL FOR ALL CURRICULUMS

PLAGIARISM is defined as 1. (n) a piece of writing that has been copied from someone else and is presented as being your own 2: the act of plagiarizing: taking someone's words or ideas as if they were your own.

RATIONALE

We at Marcellus Central School District understand and value the concept of intellectual property. We strive to teach students the responsibility of documenting the ideas of others. To do so, we believe that we must not only teach the ethics and mechanics of documentation, but we must also hold students accountable for the ethical use of ideas and words of others.

RESPONSIBILITIES

It is the **student's** responsibility to:

- Read and keep a copy of outlines, directions, checkpoints, and deadlines
- Ask questions and to seek help from teachers and librarians
- Follow the MLA, APA or appropriate research guidelines for the discipline (for example, history- Kate Turabian, Chicago Manual of Style. The information is available to all students 7-12 in the libraries.
- Submit only their work

It is the **teacher's** responsibility to provide when appropriate:

- Explicit requirements and directions
- Opportunities for students to seek extra help and guidance

ALL OF THE FOLLOWING ARE EXAMPLES OF PLAGIARISM:

- Turning in someone else's work as your own
- Giving or sharing your work with another student in any fashion, at any time.
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure without giving credit
- Copying so many words or ideas from a source that it makes up the majority of the work, whether you give credit or not
- Cheating, copying on an exam, test, quiz, homework, or any type of assignment.
- Inadvertent or unknowing plagiarism caused by sloppy research or writing technique
- Handing in work for one course that you or someone else handed in for credit in another course without the permission of both instructors
- Producing work in conjunction with other people (e.g. Another student, tutor, or parent) which should be your own independent work
- Documentation that does not check out or does not match work cited
- Work that suddenly appears on the final due date without a clear provenance (lacks evidence of process or does not meet requirements)

Be careful! Changing words of an original source is *not* sufficient to prevent plagiarism. If you have retained the essential idea of an original source, and have not cited it, then no matter how drastically you may have altered its context or presentation, *you have still plagiarized.*

CONSEQUENCES FOR PLAGIARISM

- The student or students involved in the incident will receive a zero for the whole work or part of the work. This will be left up to the teacher's discretion depending on the assignment in question
- No alternative assignment will be provided
- Teacher will notify the Main Office and write misconduct for the purpose of verification and accurate record keeping.
- Teacher will notify the parents or guardians

Continued on back

NOTE TO PARENTS/GUARDIANS

This handbook will be a valuable tool for you and your child. The first section of the handbook has been created to provide students and parents/guardians with relevant information regarding school procedures and expectations. We hope that it will answer some of the questions you may have regarding logistics at DMS and inform you of general expectations we have for our students. Taking the time to read through the handbook, especially with your child, helps to build the common understanding we need to work together to help our students be successful.

By submitting this signed page you are agreeing that you have read, accept and agree to the information within this handbook, especially:

- The Expectations for Appropriate Behavior
- The Eligibility Policy for Participation in Extracurricular Activities including Athletics
- The emphasis on bullying and the Dignity for All Students Act

Please fill out the parent permission form sent via ParentSquare. Alternatively, you may complete the information below and have your child return the bottom portion of this page to the main office. Thank you for your cooperation and please contact us at any time you have questions, concerns or comments.

Student's Name: _____ Grade: _____ Date: _____

Student Signature: _____

Parent Signature: _____