Driver Middle School
Grades 4-6
2026-2027 Student Handbook



Name: _____

Grade:_____

Dear Driver Middle School Students and Families, **August 2026**

Welcome to another exciting school year at Driver Middle School!

Whether you are joining us for the first time or returning for another year, we are thrilled to have you as part of our school community. A new school year brings fresh opportunities to learn, grow, build relationships, and discover new interests. We look forward to seeing each student challenge themselves, celebrate successes, and continue to grow throughout the year.

At Driver Middle School, we believe that every student can succeed when they feel connected and supported. Our partnership with families is an essential part of that success. Together, we can create an environment where students are encouraged to take risks, persevere through challenges, and develop the knowledge and character needed for the future.

Our school community is guided by three simple but powerful commitments:

Learn with Purpose.
We approach learning with curiosity, perseverance, and a commitment to growth.

Lead with Integrity.
We make responsible choices, demonstrate honesty, and lead by example in our words and actions.

Care for Others.
We build a community where kindness, empathy, respect, and inclusion help everyone feel they belong.

These commitments shape the way we learn, work together, and support one another each day. They remind us that academic success and strong character go hand in hand.

We encourage every student to become involved in the life of our school by participating in clubs, activities, athletics, and service opportunities. These experiences help students discover new passions, develop leadership skills, and build lasting friendships.

This handbook contains important information about our school procedures, expectations, and resources. Please take time to review it together and keep it as a reference throughout the school year.

Thank you for being an important part of the Driver Middle School community. We are grateful for the opportunity to partner with you and look forward to a year filled with learning, growth, and memorable experiences.

If you have any questions or need assistance, please don't hesitate to contact our main office at **315-673-6200**.

We look forward to a wonderful year together!

Sincerely,

Kathleen Mahoney

Kathleen Mahoney
Intermediate Principal
Driver Middle School

MARCELLUS CENTRAL SCHOOL DISTRICT
MISSION STATEMENT

C O N N E C T ♢ E M P O W E R ♢ I G N I T E

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.

MCSD Mission

We support, educate, and care for our students, like they are our own, as they learn and grow.

MCSD Vision

We **CONNECT** with all children and **EMPOWER** them to strive toward excellence and **IGNITE** their learning each day.

MCSD Core Values

We will consistently and effectively achieve our vision and accomplish our mission if in all of our work we demonstrate our core values.

Integrity: Upholding honesty and strong moral principles.

Trust: Building strong relationships based on reliability and truthfulness.

Dedication: Committing fully to tasks and responsibilities, striving for excellence and setting high standards.

Compassion: Showing kindness, care, and a willingness to help and empathize with others.

Respect: Treating others with consideration and understanding.

Perseverance: Persisting in actions and decisions despite challenges.

Safety: Ensuring an environment that is physically, emotionally and socially safe.

Humility: Valuing knowledge, experiences, and perspectives of others.

ADMINISTRATIVE DIRECTORY

Superintendent of Schools – Jean Sharlow 315-673-6000

Director of Special Education – Julie Darmody-Latham 315-673-6006

Athletic Director – Michael Free 315-673-6300

Transportation – Jaclyn Pearce 315-673-6400

C.S. DRIVER MIDDLE SCHOOL

Intermediate Principal – Kathleen Mahoney 315-673-6200 kmahoney@marcellusschools.org

Intermediate Counselor – Maura McAnaney 315-673-6210 mmcananey@marcellusschools.org

Main Office Secretary – Sara Thorpe 315-673-6200 sthorpe@marcellusschools.org

Counseling Office - Chris Kawryga 315-673-6210 ckawryga@marcellusschools.org

Attendance Office - 315-673-6204 dmsattendance@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
Need early dismissal……Main Office
Need a bus pass……Main Office/Attendance Office (for child care only)
Need Lost & Found……Cafeteria
Need information on buses……Transportation Office - Jaclyn Pearce
Need help with your schedule……Counseling Office
Need school supplies/financial support……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. For the 2025-2026 school year, the meeting dates are: Sept. 16, Nov. 18, Jan. 20, March 10, May 19

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

- Positivity Project Student Recognition
- Holiday Happening
- DMS Bookstore
- 6th grade Olympics
- Family Bingo
- Bookfair
- Spirit Wear Sales
- Playground Equipment
- School Store

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.

2026-2027 PTA OFFICERS

President: Suzanne Kick

Secretary: Sara Boronczyk

Treasurer: Stacie Eriksson

Contact the PTA: drivermiddlepta@gmail.com



2026-2027 MARKING PERIODS REPORT CARDS

1st Marking Period September 8 – November 6, Report Cards Viewable November 13th
2nd Marking Period November 9 – January 22, Report Cards Viewable January 29th
3rd Marking Period January 25 – April 2, Report Cards Viewable April 9th
4th Marking Period April 5 – June 25, Report Cards Viewable June 26th

6th Grade Schedule

Time	Period
8:15 - 8:45	Planning/TST/Collaboration
8:50 - 9:05	Homeroom
9:05 - 10:10	2/3 ELA Block
10:13 - 10:53	4 Core Classes
10:55 - 11:25	5A FACS/Tech/Enrichment
11:28 - 12:09	5B Core Classes
12:12 - 12:53	Lunch/Recess (with teachers)
12:56 - 1:37	Specials
1:41 - 2:24	8 Core Classes
2:27 - 3:10	9 Core Classes
3:15 - 3:20	Dismissal

GRADES 4 - 6 STUDENT SCHOOL DAY – 8:50 – 3:20

Morning Arrival:
The school day officially begins at 8:50 a.m. and we ask that students not arrive before this time. The only exception is for students who have a pre-arranged commitment, such as a scheduled meeting with a teacher or or a club like band. Students who arrive early will wait outside or in the main entrance vestibule until 8:50 a.m.

Afternoon Dismissal:
Students are dismissed from the classroom at 3:20 p.m. We kindly ask that you do not request an early dismissal for your child unless it is for a pre-arranged appointment. Please remember that an early dismissal can disrupt a student's final class just as much as a late arrival.

For your convenience, all drop-offs and pickups should take place at the half-circle area by the main entrance. Thank you for your support in making our arrival and dismissal procedures safe and efficient.

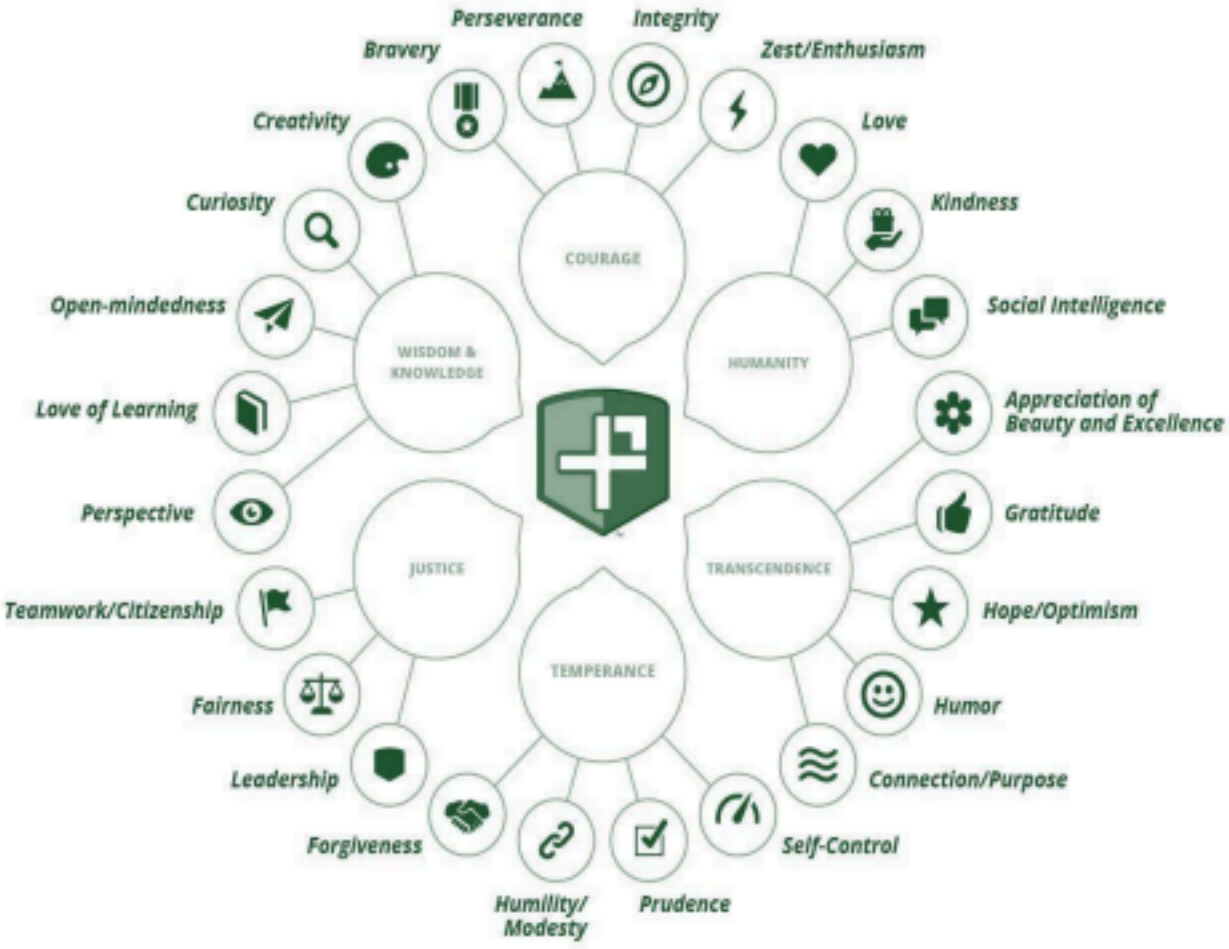
LUNCH PERIODS SPECIALS TIMES

	Lunch	Specials
Grade 4	12:45 - 1:15	10:09 - 10:52
Grade 5	1:25 - 1:55	11:28 - 12:09
Grade 6	12:12 - 12:42	12:56 - 1:37

The Positivity Project (www.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 a school-wide endeavor that focuses on one character strength each week. Through daily lessons, we teach students the vocabulary and meaning of each strength. Students are recognized for a character strength each quarter at the **Positivity Project Student Recognition ceremony**, and families are invited to this event. Every student will be celebrated by the fourth quarter.



ZONES OF REGULATIONS

Zones Mission

"We believe that regulation is essential for leading a healthy and meaningful life. At The Zones of Regulation, we empower learners of all ages to understand the full range of their feelings, as well as explore tools and strategies to support their well-being."

This year our school will continue to focus on teaching Zones of Regulation skills to all students. Our school counselor and social worker will be implementing lessons in each classroom. Our classroom teachers will support the Zones of Regulation framework.

Zones of Regulation focuses on identifying and applying effective coping strategies to regulate one's emotions. The Zones of Regulation graphic below outlines the zones your child will learn.



The following are the main topics that your child will learn this school year: the types of Zones, expected and unexpected behaviors, self regulation, thinking tools, sensory tools, Inner critic Inner Coach, Thinking Tool, and flexible thinking/ growth mindset.

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 6 Exploratories

Technology Science
Family and Consumer Science

GRADES 4, 5 & 6 - Classes

Language Arts, Social Studies, Math, Science, Art, Music, Physical Education, Library

STUDENT PROGRESS REPORTS AND REPORT CARDS

Report cards are issued quarterly. For grade 6, 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. Families will be notified when each interim or quarterly report is available. These reports are a useful tool for families and students to keep informed of student progress. At the 6th grade level, families can review grades and progress online through Schooltool at any time. **Regular viewing of classes is a tool and resource for families 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.

SCHOOLTOOL/ GRADES

Teachers in grade 6 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, families, and students can collaborate with improved student achievement as the ultimate goal. Families 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 (ST) a parent/guardian 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.

HONOR ROLL

Students in 6th grade 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, they 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.**

Award ceremonies are held at the end of each quarter. Students are recognized for academic achievement, progress and for Positivity Project character strengths. Parents/

guardians are invited to watch the ceremony via stream.

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.

Families 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. For questions about specific assignments, it is encouraged that students and families connect with the teacher who assigned the homework.

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
- Before leaving school, seek the help of the teacher if you do not understand a homework assignment

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.

HOMEWORK HELP

Since we feel strongly that homework completion is important to success, we provide opportunities to help students overcome roadblocks to homework completion. These opportunities are interventions to help your child be successful. Just like a coach might give strategies (interventions) to be a better athlete, dancer, musician, etc., we give students tips and strategies, as well as individualized/small group instructional opportunities to help them. If students do not understand the work or find they are struggling with time management or staying on-task while completing homework, they are encouraged to ask for help. We will work together to suggest and/or provide assistance. If you have questions about how your student can receive support, please contact the teacher or the guidance office.

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. Families 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 the 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.

TELEPHONE CALLS/TEXTING

Telephones are available in the main office for students to communicate with families if necessary. Messages from families 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. 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. Cell phones are not to be used during the school day. **If students bring cellphones to school, they need to be turned off and kept in student lockers or bags.**

We ask that families contact the main office directly to relay information to your child. Student cell phones will be confiscated if in violation.

Please note: Students not feeling well should make any calls home through the nurse's office. Students who are ill are dismissed only through the nurse's office or the main office.

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
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 families 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 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 to the main office. Students with persistent difficulty getting to school on time may be referred to the Main Office.

Tardies to school are monitored weekly. Letters informing students/families 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.

It is important to arrive at school on time. Missing even five to ten minutes of the day will interfere with successful learning and meaningful instruction.

FAMILY OR HOME CRISIS

The school is not always aware of problems at home that could be 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. We will do our best to support students and their families during difficult times.

Food Service Information

Each student will receive a **POS ID number**, which will be used for all cafeteria purchases. Breakfast and lunch are provided free of charge to all students during the 2026-27 school year.

If your child would like to purchase additional items that are not included with their meal, you may add funds to their lunch account by **sending in/using cash, personal check made payable to Marcellus Central Schools (Please write the student(s) name(s) on the memo line and place in a labeled and sealed envelope)**, or by using **MySchoolBucks**. **More information and a link** to MySchoolBucks is available on our school website under the **Food Service Helpful Content** section.

Please contact the Food Service Director at (315) 673-6010 or amitchell@marcellusschools.org to discuss or request a purchasing restriction on a student meal account. Signed, written requests may be sent in with your student and given to our cashiers or dropped off at any main office. Please include the date, student(s) name(s), your signature and contact information. Account restrictions are administered and maintained by the Food Service Director, and will remain in effect until the parent/guardian makes a request in writing or by contacting the Food Service Director.

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 have designated library times built in their schedules. Additionally, 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 families/students won't spend too much time waiting to see the counselor and so that the issue can receive the full attention it deserves.

Our informal and formal student support services at DMS include:

School Counselor- The goal is to support students' social and academic success in school. The counselor provides general support to all students; some examples include lessons on mandated DASA, skill building, student/ academic related conflicts. The counselor provides group and individual counseling services. **Families consent is required for all consistently scheduled counseling services for groups and individual students.**

Social Worker- The goal is to support students' social and emotional needs and communication between home and school through the recommendations of supports in the community to support the student and family. The social worker provides general support to all students; some examples include lessons on Zones of Regulation, student/ academic related conflicts. The counselor also provides group and individual counseling services. **Families consent is required for all consistently scheduled counseling services for groups and individual students.**

Helio Health- The goal is to support students' mental health. Students must undergo a referral process prior to receiving services. **The social worker can support families inquiring about Helio services. Helio is an outside agency located in our building.**

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 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. Incoming 6th graders are required to have the Tdap booster within the first 14 days of school if they have had their 11th birthday. 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/guardian 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:

The Health Office needs a written request from the family physician which indicates the frequency, dosage, and condition being treated with the prescribed medicine. 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. 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. 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

Students 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 (Sign off in the Acceptable Use Policy Form)

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. **Students will sign the internet usage agreement in a separate digital Acceptable Use Policy provided by our Tech Department. Additionally, every time students log onto a Marcellus School computer, they are prompted to agree to follow the terms of acceptable use.** Violations may result in suspension or termination of access privileges and/or other disciplinary action. A portion of the Acceptable Use Policy is shown below. Copies of the complete AUP can be obtained in the main office or on the district Website.

INTERNET/NETWORK ACCEPTABLE USE POLICY: (Sign off in the Acceptable Use Policy Form)

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. **The Internet/Network Acceptable Use Agreement Form is a written agreement, signed by students as part of the Acceptable Use Policy provided by our Tech Department. The Acceptable Use Agreement Form** outlines the terms and conditions of the Internet/Network Acceptable Use Regulations. Anyone wishing to use the District's Internet/Network connection, including the wireless network, is required to agree to the terms of the District's Internet/Network Acceptable Use Agreement Form. The complete regulation may be found in Board Policy Regulation 6470.

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 (Sign off in the Acceptable Use Policy Form)

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.

SOME EXAMPLES OF <u>APPROPRIATE</u> 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.

FOLLOWING ARE SOME EXAMPLES OF <u>INAPPROPRIATE</u> USE OF THE INTERNET:

- Using AI to generate assignments.
- 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

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.

GOOGLE ACCOUNTS (Sign off in the Acceptable Use Policy Form)

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 (Sign off in the Acceptable Use Policy Form)

Students in grades 4-6 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 will use charging stations in the classroom. **Students in grades 4-6 will not take their Chromebooks home on a regular basis, but may do so intermittently as directed by their teacher and when sent home with specific intention.** 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. **Families will be notified of each incident and potentially issued an invoice from the Business Office to cover the cost of repair/replacement via mail.** 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.

STUDENT AUTHORIZED INTERNET /NETWORK USE AGREEMENT FORM
(Sign off in the Acceptable Use Policy)

All Marcellus Central School District Internet /Network users are required to sign the Authorized Internet /Network Use Agreement Form and to abide by the terms and conditions of this Regulation and the corresponding regulations. The District does not authorize any use of the Internet /Network that is not conducted strictly in compliance with this Policy and/or Regulation. Your signature indicates that you have read the terms and conditions carefully and understand their significance.

The District believes that the Internet/Network offers vast, diverse, and unique resources for students, teachers, and other users. The District's goal is to provide this service to staff and students

to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The District may not be able to technologically limit access to services through the District's Internet /Network connection to only those who have been authorized for the purpose of instruction, study, and research related to the curriculum. Parents/guardians are advised that a determined user may be able to gain access to services on the Internet/Network which the District has not authorized for educational purposes. Parents/guardians are also advised that communications on the Internet/Network are not censored by the District. By participating in the use of the Internet /Network, students may gain access to information and communications which they or their parents/guardians may find inappropriate, offensive, or controversial. Parents/guardians assume this risk by consenting to allow their students to participate in the use of the Internet/Network.

Users who disregard the District's Authorized Internet /Network Use Policy and Regulations may have their use of privileges suspended or revoked. Users granted access to the Internet /Network through the Marcellus Central School District assume personal responsibility and liability, both civil and criminal, for uses of the Internet /Network not authorized by District Policy and/or Regulation.

ACKNOWLEDGEMENT OF RESPONSIBILITIES

STUDENT:

When I sign the Acceptable Use Policy, I understand that I am agreeing to use the computers/Internet/Network in my school appropriately. This means I will:

- Only use the computers for work related to school
- Protect my password by not sharing it with others
- Tell an adult if I think someone else has my password
- Use only my account and password
- Treat the computer equipment with respect (not damage it)
- Visit only appropriate Internet sites
- Tell an adult if something inappropriate comes up on my screen
- Tell an adult if there is something wrong with my computer
- Abide by the other expectations set forth in this policy

I understand I may not sign the handbook every year. By signing the Student Handbook, I am agreeing to the terms of this policy for all the years I am in Marcellus Schools. I also understand that if I do not use the computers appropriately, my access privileges may be revoked, and school disciplinary/legal action may be taken.

STEPS TO SUCCESS AT DRIVER MIDDLE SCHOOL

BE PROMPT, BE PREPARED, BE RESPECTFUL, AND BE RESPONSIBLE

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

It is our belief that students come to school to learn and for the most part have little difficulty in meeting school expectations. It is everyone's responsibility to provide a safe, harmonious, and orderly learning climate. As a general rule of thought we encourage students to always think about their behavior before acting or reacting. Students have a good idea that positive choices generally lead to positive consequences while not so positive choices (which are usually those that contradict our

behavior expectations) generally lead to negative consequences.

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 EXPECTED 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

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

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

HALLWAY EXPECTATIONS:

Students are expected to:

In order to have a smooth and orderly transfer of classes during the school day, it is essential that

students maintain good hallway etiquette. Good hallway etiquette 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 are examples of misbehavior in the hallways.

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 undergarment, 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 family contact. Safety is our top priority. **Due to difficulty identifying a student**, **hoods are not allowed to be on a student's head during the school day. Hats are permitted as long as it does not create a disruption. If there is a disruption, your child may be asked to remove their hat.** 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 4-6 should come prepared to go outside on days that weather permits. **If the windchill/ "how it feels" temperature is 10 degrees Fahrenheit 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 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 4-6 should be accompanied by a family member at all athletic contests.**

BOOK BAGS:

Students are encouraged to utilize book bags/large hand bags to transport materials to and from home, but will not be allowed to carry them during the school day. Students will utilize a desk, and cubby area to organize their materials and belongings. Students should plan their day to prepare what is needed for each subject area.

CELL PHONES/EARBUDS/ELECTRONIC DEVICES

It is strongly recommended that students do not bring smartphones, smartwatches or cellular phones to school. If they do, students must power down their internet-enabled devices and store them with

their belongings in their designated locker/cubby during the school day. If an internet-enabled device is confiscated for non-compliance, the device will be stored securely in the main office until the end of the school day and a parent will be called. Upon the first offense, the principal will return the confiscated device to the student at the end of the school day. Any subsequent offense, where a device is confiscated for non-compliance, the device must be picked up by a parent/guardian. Devices not picked up from the main office by 4:00 PM can be picked up the next school day by a parent/guardian.

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.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/ DASA:

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/ listen 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. Throughout the school day, students will utilize a pass system to ensure student attendance accountability.

OPEN CONTAINERS:

Generally, beverages should be consumed during lunch periods in the cafeteria only. In grades 4-6 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.**

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.

Students who vape or bring vaping supplies to school will be required to complete an online course designed to teach about the negative effects of vaping. This course will be completed during lunch time, in a supervised location.

TECHNOLOGY:

Students are expected to follow the expectations of our acceptable use policy (included within this handbook). Our resources are for educational use. Students who access another student's school accounts (Schooltool, Google, Network, etc.) or use our school technology resources inappropriately may lose access to technology while here in school and may also have their accounts disabled. Additional consequences may also be given.

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. As a general rule, discipline will be progressive.

These actions may include but are not limited to:

RANGE OF CONSEQUENCES

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

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.

CHECKLIST FOR PARENTS/ GUARDIANS 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. This may include the CLICK program for 6th grade.
❏ Utilize websites that teachers may use to communicate classroom information.

WEEKLY:

❏ Log on with your child to check your child's grades on Schooltools (6th grade). 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 our school counselor, Ms. McAnaney at 315-673-6210 to coordinate a plan that will work for your child.

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 work 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.

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
- Turning in work that was copied from an AI resource
- 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
- The 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

HANDBOOK AGREEMENT SIGNATURE REQUIRED SEE NEXT PAGE

DMS INTERMEDIATE SCHOOL STUDENT HANDBOOK AGREEMENT SIGNATURE 2026-27

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.

Students in grades 4-6 will receive a separate agenda more appropriately designed for them to use and will be reissued each quarter. **Students will be asked to write their assignments daily in their agenda.**

Parents are encouraged to check their child's agenda regularly to obtain an awareness of classroom plans and expectations. You may also find an occasional note from the teacher. It is a great way to support your child in regards to homework completion and upcoming assessments.

Please let us know that you have looked through this agenda and have read the student handbook. We would suggest you take some time to discuss the information with your child at the beginning of the school year and then maybe revisit the handbook again once or twice throughout the year.

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

- The Internet Acceptable Use Policy (you will also sign separately for this policy)
- The Expectations for Appropriate Behavior
- The emphasis on bullying and the Dignity for All Students Act (DASA)

Please fill out the form below and return it back to school with your child. Alternatively, you may complete the form via Parent Square to confirm that you've reviewed this handbook. 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: _____