

Trumansburg Middle School

Philosophy

The purpose of Trumansburg Middle School is to enhance the intellectual, physical, social and emotional growth of our students by teaching and promoting the values of respect, responsibility, citizenship and acceptance.

To accomplish this, the best efforts of our parents, community, faculty, and students will be needed.

Our goal is for students to leave Trumansburg Middle School with a positive self-image and the capacity to become independent and enthusiastic learners.

Acept others

Be Safe

Care for your environment

Do your best

**Bell Schedule
Mon/Wed/Fri**

Early Bird Café: 7:20 am DOORS OPEN: 7:45 am Warning Bell for Homeroom: 7:48 am

Homeroom	7:55 – 8:00
1 st Period	8:03 – 8:45
2 nd Period	8:48 – 9:30
3 rd Period	9:33 – 10:15
4 th Period	10:18 – 11:00
5 th Period (7/8 lunch)	11:03 – 11:45
6 th Period (5/6 lunch)	11:48 – 12:30
7 th Period	12:33 – 1:15
8 th Period	1:18 – 2:00
9 th Period	2:03 – 2:45

**Bell Schedule - Tutorial
Tue/Thurs**

Homeroom	7:55 – 8:00
1st Period	8:00 - 8:38
2nd Period	8:41 - 9:19
3rd Period	9:22 - 10:00
Tutorial Period	10:03 - 10:33
4th Period	10:36 - 11:14
5th Period (7/8 lunch)	11:17 - 11:55
6th Period (5/6 lunch)	11:58 - 12:36
7th Period	12:39 - 1:17
8th Period	1:20 - 1:58
9th Period	2:01 - 2:45

Buses leave after school at approximately 2:52 p.m

GRADING

1. The purpose of grades shall be to chart the individual academic performance and progress of each student. Grades are earned by students using a combination of factors that are relevant to the topic being taught. These factors include attendance, participation, effort, homework, quizzes, tests, projects, and enrichment activities.
2. It is the responsibility of the teacher to provide each student with a class expectation sheet during the first week of the course. This class expectation sheet shall include: goals of the course, anticipated projects and types of activities. Parents are encouraged to contact the school about any concerns they may have regarding the progress of their child, course content, or a particular assignment.

Report Cards/Progress Reports

Middle School report cards are issued four times a year at ten-week intervals. These grades reflect the skills, learning processes, and content mastery demonstrated by the student. Middle School progress reports are issued four times a year at the halfway point of the ten-week marking period. Report cards and progress reports are given to the student to take home, with the exception of the last report card, which is mailed home. In the Middle School, the reporting of an individual teacher's evaluation of the student progress will reflect either an alpha or numerical system. The comparative value is as follows:

Report Card Codes

Exemplary/outstanding	90-100	Failure	64 and below
Above Average	80-89	Pass	P
Satisfactory	70-79	Withdrawal	W
Unsatisfactory	65-69	Incomplete	INC

Report Card and Progress Report Dates

The five-week progress report issued at the 5th, 15th, 25th and 35th weeks of school is intended to provide students and their parents with a statement of the students' effort during the past five-week period. The progress report does not represent specific letter grades; rather, it reflects the student's overall effort during the first five weeks of that marking period. Parents and students are reminded that this five-week progress report may not be an accurate reflection of the student's final grade for the entire 10-week marking period.

Parent Portal

To help facilitate parent-teacher communication, School Tool includes a web-based Parent Portal that allows guardians to view the following information about their student(s): attendance, discipline, NYS testing scores, progress reports, schedule, assignment grades, and report cards. **Email the building principal to sign up.**

MARKING PERIODS:

September 5- October 5
October 9 - November 9
November 10- December 14
December 17- January 25
January 26 - March 8
March 11- April 12
April 13 - May 24
May 28 - June 25

DATES ISSUED TO STUDENTS:

5-Week Progress Report (10/12)
10-Week Report Card (11/16)
15-Week Progress Report (12/21)
20-Week Report Card (2/1)
25-Week Progress Report (3/15)
30 Week Report Card (4/26)
35-Week Progress Report (5/31)
40-Week Report Card (mailed home)

CONFERENCES

One of the most important ways we as teachers, administrators, and parents work together is by communicating with one another on a regular basis.

Most family and school questions and concerns about student performance can be resolved by a phone call. In the event more discussion is needed, a parent/teacher or parent/counselor conference is an excellent tool for clarification, strategy building, and student motivation enhancement. Parents can call an individual teacher by calling the Main Office (**387-7551, Ext. 1422**) or a counselor by calling the Counseling Office (**387-7551, Ext. 1449**). To schedule an appointment with the grade level teachers, call Lisa Magee at **387-7551, Ext. 1449**. Teachers may also be reached via e-mail (staff directory located on the school web site).

HOMEWORK

Whenever possible, students and parents should use the **HOMEWORK HOTLINE** located on the Trumansburg School web site (<http://www.tburgschools.org>) to obtain homework information. Teachers will give students the appropriate amount of time to make up work due to an absence from school. All Middle School students are expected to follow the individual classroom expectations on all their schoolwork.

EXTRA CURRICULAR ACTIVITIES/ELIGIBILITY – Board Policy

SUBJECT: EXTRACURRICULAR ACTIVITIES

Students
7410 10f2

The Board of Education considers extracurricular activities to be a valuable part of the program of the school and shall support these activities within the financial means of the District.

MIDDLE SCHOOL ELIGIBILITY POLICY

The following four (4) paragraphs are the current Board of Education Policy IGD:

The Board of Education offers the opportunity for all qualified students in the instructional program to be involved in a variety of extra-curricular activities and pursuits including, but not limited to, participation in school sponsored clubs, activities and athletics as well as attendance at school related events such as dances and class or club field trips. The participation in these activities is considered a privilege. The expectation for this involvement is that the student in grades 5-8 is progressing satisfactorily in the instructional program.

A student determined not to be satisfactorily progressing in their instructional program shall be so notified and face possible actions ranging from voluntary and/or required attendance at extra help session to probation for participation in extra-curricular activities and/or events, to exclusion from participation in the related school events as listed above.

The policy of the Board of Education and its related administrative procedures shall be the practice of the school district. It is, however, understood that the parent may establish a higher level of performance for their child and initiate consequences of their own with reference to their child's participation in extra-curricular activities and other school pursuits.

The Superintendent of Schools is responsible to establish administrative procedures, which implement this policy.

New/Edited Policy

The Board of Education has established a policy for participation in school sponsored clubs, activities and athletics, as well as dances and club field trips. Participation in these events is achieved by being a bona fide student (i.e. enrolled in a minimum of four credits of study plus Physical Education in each semester); being in attendance for these classes and successfully demonstrating progress and effort in all classes. A Failure (64 or below) or an Incomplete in classes may result in suspension from competition unless the student spends his/her tutorial time as assigned by these teachers.

Any student failing two or more classes will not be eligible to attend school dances.

Students having one failing grade (below 64), two or more grades (65-69) or any combination, shall be restricted to their study hall, if they have one. Students can obtain a pre-signed teacher pass to complete work in the library, computer labs or teacher classroom when they are on the restricted list.

MODIFIED SPORTS

Modified sports are an extension of the Middle School educational program and as such will follow that philosophy. Our Middle School philosophy believes that students should participate in as many varied areas of exploration as possible to broaden their areas of knowledge and challenge them to grow positively in the areas of mental, social and physical health. The modified coach will discuss the selection process with the Athletic Director and Middle School Principal, prior to any “cuts”. The total number of athletes kept on each team will be determined by the following factors that may limit the number of participants:

1. Can the coach supervise all of the athletes in a safe manner?
2. Can the coach give each athlete a chance to participate within the timeframe and rules of a particular sport?
3. Can the school district provide equipment and travel for all of the athletes?

Seventh and Eighth Grade students may participate in the following modified sports:

Soccer, Cross Country, Football, Basketball, Girls Volleyball, Winter Track, Boys Baseball, Girls Softball and Spring Track

All athletes are expected to maintain a level of academic achievement commensurate with their ability. Therefore, students who are asked to stay for “after-school help” on Tuesdays and Thursdays from 2:45 until 3:30 should meet that responsibility first. Athletic practices and contests are to be attended only after a student’s responsibility for attending “after-school help” has been met.

LIBRARY

Students are always welcome in the Middle School Library! We encourage each student to visit the Library throughout their school day and during after school hours. Students need to obtain a pass from a teacher or a staff member to come to the Library. The Library also encourages students to visit in the capacity of a volunteer Library Helper. Library Helpers contribute to our engaging atmosphere and inviting physical space by promoting services, decorating the Library with posters and bulletin boards, and labeling books.

Our Library offers a wide range of materials for student and staff use. Encyclopedias, a vast array of non-fiction and fiction books, as well as magazines are available for your reading and researching pleasure. Students may borrow books and magazines for two week periods. Each student is permitted to sign out two books or two magazines at a time. Students are held responsible for any material they check out of the Library. If a student has any overdue material, they will be unable to borrow additional materials until the overdue is paid or the book is returned.

Computers and Chromebooks are available for class assignments. We encourage the students to use the technology for research, word processing, slide shows, brochures, and other educational purposes.

For further information go to <http://www.tburgschools.org> and check for updates on the Library.

MUSIC

Vocal Music

The Middle School vocal music program includes the 5th, 6th, 7th and 8th Grade Chorus. In addition to daily activities, these groups also spend time after school for performing purposes. Chorus is open to all 5th, 6th, 7th, and 8th graders regardless of training and experience.

Band

Band at each grade level meets every other day during the school day. Music of various styles and time periods are studied, as well as the mechanics and techniques of fine concert band playing. All band students are required to take a weekly lesson, and to participate in all scheduled performances. There are opportunities for participation in various small ensembles both vocally and instrumentally throughout the year.

5th Grade Band-small group lessons generally begin in October, and band begins to meet in early winter.

6th Grade Band-includes all 6th Grade students who have taken instrumental lessons for at least one year.

7/8 Band-includes all 7th and 8th Grade students who have taken instrumental lessons for at least one year.

ATTENDANCE

Students are required to attend all sessions of school while enrolled. Acceptable legal reasons for ABSENCE are personal illness, medical appointment, death in the family, or religious observances. If a student is absent from school and a parent has not contacted the Nurse's Office, *School Messenger* will call the student's home or parent's work place in an effort to confirm the absence. State regulation specifies that we receive a written excuse for each absence (preferably the day the student returns to school). Therefore, all absences will be recorded as illegal or unexcused until a written excuse for the absence from the parent/guardian is received by the nurse. Parents may also use this email: MSAttendance@tburg.k12.ny.us to notify the school for absences and the reason. It can also be accessed from the school web page here: <http://www.tburgschools.org/middle>

PARENT/GUARDIAN RESPONSIBILITIES

1. In case of student absence, parents/guardians are requested to email the Nurse's Office MSAttendance@tburg.k12.ny.us.
*If you do not have access to email please call the Middle School Nurse (387-7551, Ext. 1424) between 8:00 a.m. and 8:30 a.m.
2. Homework information for the absent student may be obtained via the Homework Hotline on the Trumansburg School web site (<http://www.tburgschools.org>).
3. Written notification is required from the parent/guardian when a student:
 - a. Has been absent from school for any reason.
 - b. Is entering school after 8:00 am.
 - c. Needs to leave school grounds prior to the regular dismissal time (2:45 pm).**

** If a student does not have written parental permission to leave school grounds prior to 2:45 p.m. (end of regular school day), parents/guardians must come to the Main Office or the Nurse's Office to sign a child out from school.

VISITORS

Visitors may gain entrance via the main office. Parents are always welcome and should report to the Main Office, as should all visitors, before going further into the building. If a parent or visitor is planning to stay any length of time, other than picking up or dropping off a child, they must sign in and wear a visitor's pass while going through the building.

VISITING OTHER SCHOOLS

Students must obtain a pass from the Main Office in order to go to the Elementary or High Schools. Students from the High School must have a High School pass in order to come to the Middle School. As with all visitors, they should report to the Main Office.

LOCKERS

While students are allowed the use of a school locker, the lockers remain the property and possession of the Trumansburg Central School District and as such are subject to search as deemed necessary. Lockers are assigned to only one student. Students will be responsible for the condition, and order of their assigned locker. They should be kept clean and tidy.

Every student will be issued a locker and school lock. In order to maintain the security of individual lockers, only the teacher and student assigned to the locker should know the lock combination. To prevent lost or stolen locks, make sure the lock is tightly secured. Non-school issued locks **are not** allowed on school lockers or in locker rooms and will be removed. If a lock is lost there will be a \$5.00 replacement cost for a new lock.

Personal Belongings and Valuables: Students are discouraged from bringing items of value or large sums of money to school. Items are only as secure as the person who brings the item chooses to make them. The school is not responsible for personal property. All articles of clothing, books, book bags, etc. should be clearly identified with the student's name.

LOST AND FOUND ITEMS

There will be a designated area for lost and found items. Students missing any items should check this location. Other areas to check are the gym foyer and the Main Office. All unclaimed items will be discarded or donated at the end of each marking period. To assist in the identification of lost items all student should have their belongings clearly labeled.

BACKPACKS

The Russell I. Doig Middle School is a **"backpack" free school** from 8:00-2:45. For health and safety reasons, students are not allowed to wear backpacks, purses or carry book-bags in school during regular hours. We acknowledge that backpacks are the main method of transporting student work, notebooks and textbooks to and from school, but the expectation of the student is that they use their locker to store their backpack before they attend their first period class.

BEVERAGES, ETC.

Juice and water can be purchased from the cafeteria during lunchtime. **Students are requested not to bring open beverage containers to school. Students doing so will be asked to discard them**

immediately. Students may bring clear water bottles filled with **water only**, to school and to class. Caffeinated products are not permitted to be brought in, consumed or sold during the regular school day.

NO BULLYING

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Please join our efforts to reduce bullying in our school. We want every adult and child to be treated with dignity and respect and each person to feel safe and free from intimidation or coercion. We want our school to be filled with happy, hardworking students and staff. With these ideals in mind, please reinforce the following guidelines with your child and let us know immediately if you are aware of a bullying situation. (<http://www.tburgschools.org/districtpage.cfm?pageid=655>)

- ✓ Bullying behavior will not be tolerated. Those who bully can expect consequences from a warning to cease the behavior to suspension, depending on seriousness and frequency.
- ✓ Victims are expected to report any incidents in which they feel they are being bullied.
- ✓ Bystanders are expected to intervene whenever they feel it is safe to do so.

Acts of bullying and harassment that are prohibited include those acts based on a person's actual or perceived membership in the following groups including, but not limited to:

- | | |
|----------------------|--|
| ➤ race | ➤ disability |
| ➤ color | ➤ sex |
| ➤ weight | ➤ sexual orientation |
| ➤ national origin | ➤ gender (which includes a person's actual or perceived sex, as well as gender identity and expression). |
| ➤ ethnic group | |
| ➤ religion | |
| ➤ religious practice | |

BUS PROCEDURES

All buses will go to the Elementary School for both morning and afternoon unloading and loading of students. Upon getting off the buses in the morning, students should proceed directly to the Middle School.

A late bus will be available on Tuesdays and Thursdays at 3:30 p.m. for students attending after-school programs. Bus passes are required to ride the late bus and will be provided **only** by the teachers in charge of that specific activity.

Appropriate and courteous behavior is expected at all times while the student is riding the bus. The bus driver has both the authority and responsibility to maintain a safe environment for all children who ride the bus. Students are not to cross the yellow bus line until all buses have come to a complete stop and the doors have been opened by the driver. Only students riding a bus should be in the loading/unloading area.

Any changes made to a child's normal daily bus routine must have prior approval from the Transportation Department. Any further questions regarding transportation should be directed to the Transportation Office at **387-7551, Ext. 5442.**

BUS RULES

Please review the importance of cooperating with the bus driver and following the rules.

1. Follow your driver's directions and treat them with respect.
2. Stay in your seat any time the bus is in motion.
3. Keep all parts of your body inside the bus.
4. No pushing, shoving, fighting, or use of foul or obscene language.
5. No eating, drinking, smoking, or spitting.
6. All articles brought on the bus must remain in the seat with the student.
7. Glass, sharp objects, and any other dangerous items may not be brought on the bus.
8. Students will walk ten (10) feet away from the front of the bus and wait for the driver's signal to cross.

Students violating any of the listed bus rules will be referred to the Dean of Students.

CAFETERIA PROCEDURES: Breakfast, Lunch and Recess

Food Service charging policy

Students will be allowed to occasionally charge meals that qualify for reimbursement under the National School Breakfast/Lunch Programs. No charges will be allowed for snacks. Students are expected to repay their charges promptly. When a student reaches a low balance of \$ 5.00 on their account an Auto Messenger Service (phone call) will be placed to the parent/guardian on Wednesdays. When students reach a negative balance - \$.01 to - \$ 25.00 on their account, an Auto Messenger Service (phone call) will be placed to the parent/guardian on Monday, Wednesday and Friday. After a student reaches a negative balance of - \$ 25.00, the student will be served one of the following: PBJ Sandwich, Cheese Sandwich or Bagel with Cream Cheese. There is absolutely no charging or substitutions on meal content. *If funds are given to the cashier, the funds will be applied to the negative balance first.* To review your child's account, please go to the Trumansburg Web page/MyNutrikids.com. Online services include: payment, account balance, and more. You may also contact the food service manager at **607-387-7551, ext. 4453**. On May 30th, all charging will be stopped in all buildings so that we can close accounts and collect all money owed. Accounts that are left unpaid at the end of the school year will carry over to the upcoming school year.

Lunch

The school lunch program in the cafeteria is kept to a minimal cost set by the Board of Education each summer. Free and reduced price lunches are available to those families who meet income guidelines. The school events calendar is on the menu that is provided each month. Regular price for K- 8 breakfast is \$1.40. Regular price for grades 5-8 lunch is now **\$ 2.65**. Milk is \$.50. Everyone is encouraged to fill out a free/reduced meal application. These are available in the office or on the school website under Transportation Department.

Lunch Period Routine

1. Students should do the following:
 - a. Secure materials in their locker or next period classroom
 - b. Report to assigned area
 1. Cafeteria
 2. Recess – gym or outside
 - c. Remain in their assigned area until dismissed by their supervisors.
2. In good weather, students may go outside to the playground during their lunch period. In inclement weather inside recess will be announced.
3. For the safety and supervision of students, all other traffic during the lunch period is restricted to the east side of the building. Students are not permitted on the north, west and south sides of the building, in the parking lot, or on the elementary playground structures. The boundary for the east side is the playground structure closest to Whig St. An invisible line from the edge of the building by the art room to the edge of the playground structure marks the boundary on the west side of the sidewalk.

4. Only the first floor bathrooms are available to students during their lunch period.
5. For the safety of all students, a supervisor will be present in the area in which students are congregating.

Lunch Line Procedures

1. Enter the lunch line through the right-hand door and it is recommended that every student use the hand sanitizer that is provided.
2. Choose the line for the regular school lunch or the line for the salad bar.
3. Select your lunch items and pay the cashier. Dessert is sold only after lunches have been served.
4. Sit at a table to eat your lunch. Good manners, courtesy and appropriate mealtime behavior are expected.
5. Clean the table and floor at your place and dispose of all compostable products, dishes and trash at the appropriate places.
6. Exit by the south stairs, to the playground or other approved area. Students may not loiter in the halls or the technology annex.
7. No food may be removed from the cafeteria, unless the student has a pass from a specific teacher to take to his/her meal to the teacher's room. In this instance, student should let the server know they need a to go container.

Recess Expectations

Students are expected to adhere to the Middle School Code of Conduct for their behavior during recess. For outdoor recess students will be permitted to wear appropriate outdoor clothing. This clothing is to be put on as the student exits the building and should be placed back into their locker at the end of recess.

For all locations:

- Be respectful of others.
- Be careful for yourself and of others.
- Listen for the whistle and follow the directions of the adults on duty.
- Only the balls/equipment provided maybe used during recess

Outdoor Climbing Structure

- Must climb or slide down FEET first
- No jumping from the top.
- Shoes with laces or straps must be worn for climbing. Flip flops, sliders or shoes that may fall off easily are prohibited for safety reasons.
- An adult on duty must be close to the climbing structure for students to be allowed to use it.

Large Structure (Near Whig Street)

- No climbing on or sliding down the large arch.
- One person at a time on the individual "spinners".
- Use good judgment about how long you are on the "spinner".
- No jumping or running off the swings – the swings should be at a stop before getting off.
- Shoes with laces or straps must be worn for climbing, not flip flops, sliders or shoes that may fall off easily.

Gymnasium (indoor recess)

- Basketball shots from the 3 point line or closer.
- All PE/Gym rules also apply during recess.
- **NO** kicking of balls in the gym.
- Designated areas are to be used for their specific purpose.

EARLY DISMISSAL

If a student requires an *EARLY DISMISSAL*, written permission from the parent must be presented to the nurse or Main Office before school begins. If the student returns to school during the day, he or she must report to the nurse or Main Office so the time of his/her return can be recorded. Students are expected to return to school after appointments if time allows. In the event of a building or district early dismissal, students utilizing school transportation will be returned to their normal afternoon destination, unless prior arrangements are made with the transportation department.

EMERGENCY CLOSINGS

Student safety is the primary consideration in school closings. On rare occasions it is necessary to close for the day or to send students home early due to weather conditions or other emergencies.

If school is delayed, dismissed early, or closed for the day, we will have an announcement via *School Messenger* as well as local radio and TV stations. Check the following stations or check the school's website www.tburghschools.org:

WHCU-AM	870	WSKG-FM	91.7
WYXL-FM	97.3	WFLR-FM	95.9
WQNY-FM	103.7	WPCX-FM	106.9
WVBR-FM	93.5	WNYR-FM	98.5
WICB-FM	92.1	WSTM TV3	
WPIE-AM	1160	WTVH TV5	
WIII-FM	99.9	WIXT TV9	
WTKO-AM	1470		

EMERGENCY/FIRE DRILLS

New York State Education Law requires that each public school building principal conduct at least twelve (12) drills per year: eight (8) fire drills and four (4) lock-down drills. These drills are conducted to help insure each student's safe and rapid exit from the building during an emergency. Each student's conduct during these drills should reflect the potential seriousness of the situation.

SCHOOL EVENTS

Through Student Council, students will choose what kinds of events; i.e. dances, carnivals, talent shows etc. to have and when to have them. All school rules regarding student conduct are in effect for any Middle School-sponsored event.

Specific rules regarding school dances and similar events:

- ❖ Dances are usually from 7:00 – 9:00 p.m.
- ❖ Participation in all such events is contingent upon the student's being in attendance the day of the event (per the extracurricular activities policy).
- ❖ Reasonable and appropriate dress is expected.
- ❖ Students may not be admitted ½ hour after the event begins.
- ❖ Students cannot leave the event before it is officially over without expressed permission from a parent/guardian given to the staff member in charge.
- ❖ In some cases students may not be allowed to participate in these events based upon the Board of Education's academic eligibility policy or the student's previous record of inappropriate behavior.

SECONDARY STUDENT INSURANCE

All students have “secondary” insurance by N.Y.S. High School Athletic Insurance. This coverage includes physical education, intramurals, interscholastic athletics, and other supervised school activities. This coverage is secondary to the student’s private health and accident insurance. Forms are available from the nurse.

STUDENT COUNCIL

Student Council offers an opportunity for students to participate in the planning and development of special events and/or fund-raisers such as dances, social events, guest speakers, mini-workshops, and assemblies. The President and Vice-president are elected by the entire student body. The Secretary and Treasurer are elected by members of the Council. Meetings will be scheduled during lunch period or after school on Tuesdays or Thursdays from 2:45 - 3:30 p.m.

STUDY HALLS

The first 15 minutes of all study halls will be used only for “Sustained Silent Reading” (SSR). Students are expected to report to study hall with something to read for SSR and with books and materials necessary to complete other assignments during the remainder of the study hall. If students wish to spend the period working in the library or the computer lab, the student must bring a pre-signed, completed pass from a teacher excusing them from the study hall, after the completion of the 15 minute SSR.

TELEPHONES

A telephone in the Main Office is available for student use only during a study hall or recess. Students should use this telephone to conduct *only* school-related business. **Students will not be allowed to use this telephone for personal/social calls.** All students should have a pass from their teacher or an office staff member to use this phone. Telephones are also located in teacher classrooms. Student use of the classroom phone is at the discretion of the classroom teacher. Students are not permitted to carry a cell phone at any time during the school day.

STUDENT VISITORS FROM OTHER SCHOOLS

Permission forms to bring appropriate age visitors to school by our students may be obtained from the Counseling Office, and must be signed by the teachers whose classes are involved , the Dean of Students and Building Principal, *two* (2) days before the visiting student arrives. These teacher-signed permission sheets should be handed in to the Counseling Office *two* days prior to that student’s arrival.

STUDENT CONDUCT AND DISCIPLINE CODE

STUDENTS’ RIGHTS AND RESPONSIBILITIES

It is important that students recognize their responsibilities as both students and citizens. Responsible behavior by each student benefits the individual student as well as his/her fellow students. It is an important role of the Middle School to help develop good citizenship. It is also the responsibility of the Middle School to protect the health, safety, and rights of all students, including their right to learn. Therefore, any necessary disciplinary action will follow the school code of conduct.

COMPUTER/TECHNOLOGY USE

All middle school students will be provided a log-in and password to access the school network. Each student will be required to submit a signed acceptable use policy (AUP) form before accessing the school computer network and are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply when using the computers. Students will be allowed access to the Internet if the material is school appropriate. **Students who inadvertently encounter material that is not school appropriate, while attempting to complete valid instructional objectives, shall disengage immediately and notify the supervising adult on duty.**

Equipment and/or electronically stored data belonging to the school district remain the property of the school and may be subject to periodic inspections similar to other school property (e.g. school lockers). Staff may review files and communications for system integrity and to insure that responsible use is maintained. Students and other users should not expect that files or material stored on district equipment will be private. A good rule to follow is never view, send, or access materials which you would not want your teachers and parents to see.

The following are behaviors that violate technology use expectations of Russell I. Doig students:

1. Using obscene language.
2. Sending or displaying offensive messages or pictures.
3. Harassing, insulting or attacking others.
4. Damaging computers, computer systems or networks.
5. Violating copyright laws.
6. Signing into another person's account.
7. Trespassing in another's folders, work or files.
8. Intentionally wasting limited resources (e.g. excessive printing).
9. Employing the network for commercial purposes.

Violations result in a loss of access to school technology. Disciplinary action may be determined at the building or district level in line with existing practice regarding inappropriate behavior.

ELECTRONIC DEVICES

Unless issued by the district or pre-approved for instructional use the following electronic devices are not allowed: radios, cameras, music players, games, toys, pagers, cell phones, e-readers, Kindles, tablets, iPads, iWatches or any other electronic devices. It is suggested that these devices are left at home. If brought to school, they are done so at the individual's own risk and they are to be left in the student's locker and locked up during the academic day. School sanctioned events, such as field trips, are considered part of the school day. If any of the above items are confiscated by a staff member, it should be turned in to the Dean's office where the Dean will contact a parent and arrange for the item to be picked up at the end of the school day. Repeated violations may lead to the devices being confiscated for longer periods of time and/or more formal disciplinary procedures.

DRESS CODE

Students should wear clothing that reflects respect for themselves and others to school and at all school-sponsored functions. Clothing worn to school should not be disruptive to the educational process or offensive to any person or group.

- 1) Students shall dress in a fashion that will not disrupt the classroom/school environment. Dress should allow a complete range of motion for the student in all situations.

- 2) Students shall be clean and dress in compliance with school rules of sanitation and safety.
 - Appropriate footwear shall be worn at all times.
- 3) Students are encouraged to dress appropriately for all weather conditions. However, coats, jackets, or any other outside garments may not be worn inside the school. All outside apparel is to be kept in the student's locker or provided storage upon entering the building. Students may wear hooded shirts, sweatshirts, and sweaters, but the hood must be down at all times in school.
- 4) Hats, hoods, visors, bandanas, or sunglasses are not permitted to be worn at any time inside of the school building.

Exceptions to this rule include:

 - Outdoor field trips or spirit approved activities
 - Health and Safety reasons
 - Religious Observances
- 5) The following apparel should not be worn to school, as it is in violation of the school dress code. Examples include, but are not limited to, the following:
 - Buttons, badges, or insignia of any type that are vulgar or morally offensive
 - Clothing or symbols that promote the use or consumption of alcohol, drugs or tobacco
 - A lewd advertisement on one's clothing, person, or possessions
 - Physically revealing clothing such as bare midriff, low-cut neck lines
 - Transparent garments
 - Exposed underwear
 - As a guideline, dresses, skirts, and shorts should meet the students fingertips when the arms are extended.
- 6) In order to be respectful of individuals with allergies, students are asked to limit their use of scented perfume, deodorant, lotions and other body care products. Failure to adhere to this could result in a call to parents or a request to change attire.

DISCIPLINARY ACTION

A student will be subject to disciplinary action when the student:

1. Engages in conduct which is disorderly, i.e., intentionally causing public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, by:
 - fighting or engaging in violent behavior;
 - making unreasonable noise;
 - using abusive or obscene language or gestures;
 - obstructing vehicular or pedestrian traffic; or
 - creating a hazardous or physically offensive condition; or
 - abusive of the property of others, either public or private; or
 - failure to follow a reasonable request of a school employee; or
 - in contravention of the rules and procedures established within each school building.
2. Endangers the safety, morals, health or welfare of themselves or others by any act, including, but not limited to:
 - Selling, using or possessing alcohol, drugs, or other controlled substances or drug paraphernalia;
 - Selling, using or possessing weapons, firearms*, fireworks, or other dangerous instruments or contraband;
 - Selling, using or possessing obscene materials;
 - Using profane, vulgar or abusive language (including ethnic slurs);
 - Smoking;
 - Gambling;
 - Hazing; Harassing; or threatening harm to others and/or the school;
 - Engaging in lewd behavior; or

3. Engages in any of the following forms of academic misconduct:
 - Lateness for, missing or leaving school or class without permission or excuse;
 - Cheating (including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test-taker, and other forms of unauthorized collusion); or
 - Plagiarism; or
4. Engages in conduct that violates the Board's rules and regulations for the maintenance of public order on school property.

A. Possible Responses -- the range of responses which may be imposed for violations of the student disciplinary code include the following:

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| <ul style="list-style-type: none"> ▫ verbal warning/reprimand ▫ written warning/reprimand ▫ verbal and/or written notification to parents ▫ counseling ▫ probation ▫ detention/restriction ▫ denial of transportation privileges ▫ suspension from athletic participation | <ul style="list-style-type: none"> ▫ suspension from social or extra-curricular activities ▫ suspension of other privileges ▫ exclusion from a particular class ▫ assignment to an alternative education program ▫ Principal's suspension (not more than 5 school days) ▫ Superintendent's suspension (in accordance with Education Law 3214)* ▫ referral to outside authorities or agencies |
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*In accordance with the Gun Free Schools Act of 1994, the punishment for any student who is determined to have brought a firearm (as defined under section 921 of Title 18, U. S. Code) to a school shall be a suspension from school of not less than one year. The Superintendent may modify such suspension on a case-by-case basis.

It is the intention of the Board of Education that discipline be fair, consistent, and directed for the positive growth of the student. The above list of possible actions will be used by the teachers and/or administrators in a manner consistent with a fair and judicious philosophy. The list is not meant to be exhaustive, nor is it intended to be in any particular order. The Board's intent is that the school employee considers all relevant information before any punishment is given.

B. Initiation of a Student Disciplinary Proceeding

1. The principal will be charged with the duty to direct the investigation of an alleged abuse of this code as appropriate.
2. If the child has a disability, the Principal will discuss the intended disciplinary actions with the Chairperson of the Committee on Special Education before the discipline is meted out. If the discipline could result in more than 10 days out of program, the Chairperson will conduct a Manifestation Meeting within 10 school days to ensure that the student continues to receive all special education services as required under federal and state laws and regulations.
3. This policy and the Board's rules and regulations for the maintenance of public order on school property will be available and explained to staff, students and community periodically, as necessary. In order to insure the effectiveness of this student conduct and discipline code, the Board of Education requests the continuing assistance of parents in explaining and enforcing the code.
2. Through resolutions of the Board of Education, the Village of Trumansburg, and the Town of the Ulysses, the Trumansburg Central School District has been declared a Drug Free School Zone. This declaration allows for a doubling of the fine and/or punishment for anyone involved in the sale of a controlled substance.

If you have unanswered questions or need further clarification, please contact the

Main Office at 387-7551, Ext. 1422 on any issue
related to the Middle School.