

**SUSQUEHANNA VALLEY CENTRAL SCHOOL DISTRICT  
RICHARD T. STANK MIDDLE SCHOOL  
PARENT HANDBOOK 2018-2019  
PO BOX 225, CONKLIN, NEW YORK 13748  
(607) 775-9129**

Principal	Mr. Scott Snyder	Ext. 0303
Assistant Principal/AD	Mr. Ed Swartwout	Ext. 9131
Counselor 6 <sup>th</sup> -8 <sup>th</sup> (A-K)	Mrs. Colleen Squire	Ext. 9133
Counselor 6 <sup>th</sup> -8 <sup>th</sup> (L-Z)	Mrs. Marissa Paulo	Ext. 9134
Health Office	Mrs. Colleen Lynch	Ext. 9136
Principal's Secretary	Mrs. Karen Comella	Ext. 0303
Assistant Principal/AD Secretary	Ms. Kristy Hill	Ext. 9131
Main Office Receptionist	Mrs. Karee Remza	Ext. 9129
Guidance Office Secretary	Mrs. Suzann Huntley	Ext. 9132
School Psychologist	Mr. Herman Tio	Ext. 9135
School Social Worker	Mr. Dan Kosick	Ext. 9127

# W E L C O M E

Dear Parents/Guardian:

This handbook is intended to act as a guide to assist you in helping your child progress smoothly through the Middle School. You will find suggestions as well as rules and regulations in this handbook. Information included in the handbook is also provided to all Middle School students in the "Student Handbook/Planner" that is distributed to all students entering the Middle School. By following rules and regulations of the school, individual students can reflect as a positive role model for the entire student body and our community. It is important for us all to take pride in our school and of our students' accomplishments.

If you have any questions, at any time during the school year, you are encouraged to contact the appropriate office as listed above. Working together, supporting each other and maintaining regular communication goes a long way in ensuring student success.

I look forward to seeing you over the course of the school year and wish you and your child great success.

Sincerely,

Mr. Scott Snyder, Principal

# **RICHARD T. STANK MIDDLE SCHOOL MISSION STATEMENT**

## **SUSQUEHANNA VALLEY CENTRAL SCHOOL DISTRICT**

We, the members of the Richard T. Stank Middle School, believe that all students can learn. It is our desire to provide an equitable and quality education to all students. In our belief that learning is a lifelong goal, we will nurture the desire to learn. We will build self-esteem and provide the skills so that all students can fulfill this goal and function in an ever-changing technological society.

## **THE STUDENT HANDBOOK/PLANNER**

At the beginning of each school year, all students in grades 6 through 8 are provided with a copy of the Middle School Student Handbook/Planner. The purpose of the handbook section is to provide students with information regarding the middle school, and its procedures and policies including the school discipline code. The purpose of the planner is to assist students with organization and to promote study skills.

### **RICHARD T. STANK MIDDLE SCHOOL HOMEWORK GUIDELINES**

#### **Introduction Statement:**

New York State has established high standards for learning. This is necessary because our world is becoming increasingly complex, and our children must be prepared to compete successfully in today's demanding global society. The education our children receive under New York's learning standards is designed to develop their problem-solving abilities, helping them become more independent thinkers. Our children need to be better equipped to use their knowledge of all subject areas to solve real life problems and to handle real work situation.

Homework can play an important role in supporting these learning standards. As supported by the National Middle School Association, the intent of homework at the middle level is to help early adolescents learn to manage their time, to study, and to become self-disciplined, self-directed, independent learners. Well-planned relevant homework assignments can help students with problem-solving, thinking, and organizational skills. These address content standards (what children should know, understand, and be able to do as a result of their schooling) and performance standards (acceptable levels of student achievement through assessment).

The art of teaching early adolescents involves engaging them, planning collaboratively, and challenging them. The acts of assigning homework in collaboration with the Regents Initiatives for Higher Standards can help to support academic excellence in a comprehensive school-wide effort.

#### **Research-Based Homework Guidelines:**

Research provides strong evidence that, when used appropriately, homework benefits student achievement (Marzano, 2007). To make sure that homework is appropriate, Richard T. Stank's teachers follow these guidelines:

- Teachers will assign purposeful homework. Legitimate purposes for homework include introducing new content, practicing a skill or process that students can do independently but not fluently, elaborating on information that has been addressed in class to deepen students' knowledge, and providing opportunities for students to explore topics of their own interest.

- Teachers design homework to maximize the chances that students will complete it. For example, they ensure that homework is at the appropriate level of difficulty. Students should be able to complete homework assignments independently with relatively high success rates, but they should still find the assignments challenging enough to be interesting.
- Teachers strive to involve parents in appropriate ways (for example, as a sounding board to help students summarize what they learned from the homework) without requiring parents to act as teachers or to police students' homework completion.
- Teachers carefully monitor the amount of homework assigned so that it is appropriate to students' age levels.

## **STUDY SKILLS**

### **A student who studies well:**

1. Brings notebooks, paper, pen or pencil and other materials necessary to class.
2. Is an active participant in the classroom, listens well and takes part in discussions.
3. Asks questions if he/she doesn't understand the discussion or if he/she has a problem.
4. Plans his/her work and schedules time for homework each day.
5. Uses what he/she learns and sees how each subject applies to the others.
6. Strives to do his/her best and not just get by.

### **How to study:**

1. Attitude is important. Think positively, work independently, and seek help only when other resources have been exhausted.
2. Learning requires concentration-keep your mind on what you are doing, it will take less time.
3. At home, have a well-lit, quiet place to study each day.
4. Read the entire assignment rapidly to grasp the basic content. Reread slowly to understand content, details, explanations and directions. If the assignment is not written, make notes of your own; outline what you have learned.
5. If the assignment is a long-term project, do a little of it each day; don't let it go until the last minute. It will be easier and you'll do a better job.

### **How to take a test:**

1. Relax and forget other people.
2. Read the directions carefully, and then follow them.
3. Read the whole test first to see what is asked for and how to apportion your time.
4. Read each question twice before answering.
5. Think before writing.
6. Answer questions fully with information asked for.
7. Check your paper for spelling and grammar before turning in.

## **SCHOOL HOURS**

School is in session from 7:40 AM to 3:00 PM with the first dismissal at 2:22 PM and normal dismissal time at 3:00 PM. Students who are not involved with athletics, activities, detention or teacher conferences may leave at 2:22. Students who ride a bus must be on the bus by 2:30. Walkers who are not staying for the activity period are also expected to be out of the building by 2:30. Students with activity period assignments will be dismissed at 3:00. Bus riders are to report to the cafeteria by 3:05. All 3:30 bus riders must have a pass. Students who do not have a pass will not be allowed on the bus. Again, walkers are also expected to leave at that time. Please note that on Mondays and Fridays all students, with the exception of student athletes, are dismissed at the 2:22 dismissal, as there are no 3:30 busses.

## **ATTENDANCE**

Once a student arrives at school, he/she must remain on school grounds. All students are expected to be in their first period class by 7:40 AM. Students who are tardy or have been absent should bring a note from their parents containing the reason for the absence or tardiness and report to the Health office upon return. As a reminder, a written excuse in and of itself does not define excused or unexcused absence or tardiness. Refer to the Board of Education policy for acceptable excuses for absence and tardiness. Students who need to be released early from school for appointments should bring a note stating the reason. At no time are students to leave the building unless given permission by either the school nurse or an administrator. Failure to follow proper procedures will be considered an unexcused absence. To achieve your best in school, regular attendance is necessary.

### **Parent/Guardian Responsibilities:**

1. Parents/Guardians are encouraged to contact the Nurse in the event that their child is absent.
2. Written excuses for tardiness and absences will not be accepted after 48 hours of a student's return to school. This excuse must include a statement of the reason for the student's absence or tardiness and the date(s) of the absence or tardiness.
3. A written excuse, in and of itself, does not define "excused" or "unexcused absences."

## **ACTIVITY PERIOD POLICY**

Teachers may request students stay during the activity period for academic conferences. This time may be used for remediation, testing, enrichment, make up work, etc. Students may also be asked to stay for a teacher detention if they violate classroom rules. If a student is asked to stay he/she MUST stay until the 3:00 dismissal. In most cases, students will be given advance notice and it will be their responsibility to notify parents or guardians. If a student receives an unsatisfactory progress report or report card, he/she will be **REQUIRED** to stay during the activity period for remediation one day per 6-day

cycle for each subject below passing. This will continue until satisfactory progress is reported. Academic conferences take priority over all other activity period activities. Conference passes are required for all students staying for an activity period assignment. Students are reminded that the school day does not end until 3:00 and that the 2:22 dismissal is a privilege and not a right. When a student fails to report to an activity period academic conference, the student will be assigned an activity period teacher detention. We also encourage students to request conferences when they feel one is needed to meet with a teacher, counselor or administrator.

### **REPORT CARDS**

Report cards are issued to all students in approximate 10 week intervals (weeks 10, 20, 30, 40). Progress (Interim) reports are made available via the Parent Portal after the midpoint of each marking period (weeks 5, 15, 25, 35). Upon request, interim reports will be mailed home to parents. Progress for students who receive Academic Intervention Services will be reported on report cards at the end of each quarter. Parents are encouraged to contact teachers whenever a question arises in regard to their child.

### **STUDENT-TEACHER-PARENT CONFERENCES**

At no time should a parent be in doubt of his/her child's progress. Parents are notified of progress through the report card and progress reports. If questions or concerns arise, please call the school for an appointment with the student's teacher, counselor or principal. Students who wish to talk to a teacher about a problem should request a conference with the teacher during the activity period or at a time convenient to both during the day. Teachers may also request conferences with a student in order to give or arrange individual help, or to clear up areas of concern.

### **GUIDANCE SERVICES**

Counseling services are available to talk over any problem with a neutral person. Getting along with others is going to be one of the problems faced all through life. The sooner a student adjusts to the fact that he/she must rub shoulders with all kinds of people, the happier he/she is going to be. Students who feel they are having problems with other students or any staff member should discuss their concerns with their counselor rather than let problems go unresolved. The counselors are trained to help find acceptable resolutions. Counselors help assist students in the areas of testing, program selection, program changes, career information, working papers and parent/teacher conferences.

### **HEALTH SERVICES**

To reach the Health Office, access may be gained through the Guidance Office reception area. Throughout the school year, the Health Office will coordinate such things as annual physicals and mandatory screenings (eye, hearing, scoliosis) for the entire student body. Students who are ill/injured should report to the Health Office for evaluation. Students should not call parent/guardian to pick them up from school. The nurse will call

parent/guardian in the event the student's condition warrants him/her leaving school. Students must not leave the building without authorization. If the nurse is not available, students should report to the Guidance or Main Office.

### **MEDICATION**

School nurses cannot dispense medication – even aspirin, without a physician order. If a child needs medication and does not have a physician's order, the parent/guardian must come to the school to administer the medication to their child. Students who need to have medications given during school hours must have the appropriate forms completed. A signed physician's order for administration and parent/guardian permission must be on file. Medications must be brought to school by parent/guardian, and dropped off to the school nurse, medications must be properly labeled and in the original container. No medications will be administered without the proper documentation. Medication forms can be obtained from the Health Office.

**Medication forms may be obtained from the health office or downloaded from the school web site [www.svsabers.org](http://www.svsabers.org) under the Health services tab.**

### **IMMUNIZATION REQUIREMENTS**

New York State requires an annual survey of the immunization records of all school children. It also requires that ALL students, new entrants (including beginning kindergarten, OR any student entering the SV district for the first time at any grade level) and current attendees meet the New York State immunization requirements.

New York State allows a grace period of **14 days** after the start of school for all immunizations to be completed and recorded. If your child is not fully immunized by now, please call your doctor or the Broome County Health Department to set up an appointment as soon as possible. We will need confirmation – in writing – from your doctor stating that an appointment has been made.

**After this 14 day waiting period, New York state public health law mandates that children be excluded from school until immunizations are completed.**

#### **Immunization Requirements for Grades 6-8**

DtaP/DTP (Diphtheria & Tetanus toxoid containing Vaccine & Pertussis Vaccine)	<b>3 doses</b>
Tdap (Tetanus & Diphtheria toxoid- containing vaccine and Pertussis booster)	<b>1 dose</b>
Polio vaccine (IVP/OVP)	<b>3 doses</b>
Measles, Mumps & Rubella Vaccine (MMR)	<b>2 doses</b>

Hepatitis B vaccine	<b>3 doses</b>
Varicella (chickenpox) vaccine	<b>2 doses</b>
Meningococcal conjugate vaccine	<b>1 dose</b>

**Note written proof from physician or blood test proving immunity to disease must be presented if Varicella vaccine is not given.**

**Religious/Medical exemptions for required immunizations must be requested in writing, before the first day of school, to the nurse, who will forward it to the appropriate individuals.**

### **VISITORS**

The school policy is to accept only those visitors who have legitimate business to attend to at the school. All visitors, including parents, must register at the Main Office. Students wishing to bring a guest to school must obtain prior approval, at least 24 hours before the visit, from the main office and secure a pass for the visitor upon entry to the building. Visitors are expected to leave promptly when their business is completed.

### **THE CAFETERIA**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

For the 2018-2019 school year, RTS Middle School is eligible to take advantage of a grant program through the USDA. As a result, **ALL** middle school students will receive a free breakfast each day.

1. All students will be responsible for clearing their tables and the immediate area around them. After eating, students should return trays to the dishwashing window, place all waste in the receptacle provided and return to their seats until dismissed.
2. No student will be allowed to leave the cafeteria without permission of the teacher on duty.
3. No food or drink will be taken from the cafeteria.
4. If a student drops a tray accidentally or on purpose, he or she must clean it up.
5. Students are to be in the cafeteria within 3 minutes from class.
6. The teachers on permanent lunch duty will be in charge of the cafeteria. They will see that the rules and regulations outlined above, as well as other specific rules and regulations, are carried out.

#### **Free or Reduced Lunch Program:**

The school Nurse has the necessary forms for this program, which is determined by income and family size. She can also answer any questions regarding this program.

## **LIBRARY**

The library has an on-line card catalog, which lists all books under author and title and subject discussed. Books may be kept out for two weeks, with renewal privileges. Reference and reserve books may be used only in the library.

## **LOCKERS**

Each student will be assigned a locker. Therefore, unless granted permission, students may not carry backpacks or bags with them during the instructional day. Lockers are the property of the School District. Therefore, all lockers are subject to being opened and inspected by School District Administrators and Staff at any time. Students should not have any expectation of privacy regarding the contents of their lockers. The school may randomly search lockers. The purpose of such searches is to further the special needs of school security to enhance the safety of students, faculty and staff members and to prevent disruptions to the learning environment. Periodic inspections may be made to see that lockers are kept clean and orderly. Students should use only their assigned locker, making sure it is locked at all times. Students should not give other students the combination to their locker or allow other students to use their locker. Students should not tamper with another locker. All articles left in the school lockers are the sole responsibility of the student. A locker use schedule may be in effect and will be announced.

## **STUDENT VALUABLES**

Students are cautioned not to bring large amounts of money, jewelry, or other expensive items to school, and if they wear glasses or watches, to keep track of them at all times. Students, not the school, are responsible for their personal property. If it is necessary to bring more money than needed to pay for lunch, leave it at the main office for safekeeping. Do not leave it in a locker.

## **LOST AND FOUND**

The lost and found is located in the Main Office. Leave found items on the counter after telling a secretary where it was found. Students who lose items should check to see if they have been turned in to the Main Office and notify a main office secretary of the loss. Lost books are usually returned directly to the teacher to be returned to the student.

## **CARE OF PROPERTY**

We are proud of our school buildings and expect that they will remain in excellent condition. This can be done with the cooperation of all involved. It is important to take care of the building and to prevent marking of desks or any part of the building. Students and their parents can be held responsible for deliberate and undue damage to school property.

## **CARE OF BOOKS**

A considerable sum of money is invested in student books. If students are to receive the maximum use of these books, it is imperative that they be handled with care. At the end of the school year, the condition of the book is recorded. If the book should show undue wear or destruction or is not returned, the student is required to pay a fine for their misuse or loss.

## **CARE OF CHROMEBOOKS**

All middle school students will be issued a District-owned Chromebook and charger. Students are expected to use them for educational purposes only. Unauthorized apps and searches will result in disciplinary consequences. If a student breaks or loses his/her Chromebook and/or charger, a fee for repair or replacement may be applied.

## **HALL PASSES**

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

## **PHYSICAL EDUCATION**

All students must participate in physical education. In view of this, it is strongly urged that the student visit the family doctor for a complete physical examination before entering school. If any limitation is to be placed on participation in physical education, a written statement should be presented which clearly sets forth the limitations and is signed by the family doctor. The statement will be made part of the student's record.

## **CLUBS & ACTIVITIES**

The Middle School offers a variety of activities to enhance the whole learning process. Activities run Monday through Thursday during the activity period. If a student would like to join an activity, he/she may sign up during the month of September. Late sign-ups are allowed dependent upon available space.

## **SCHOOL SPIRIT**

School Spirit may be divided into three categories:

1. *Courtesy* – Toward teachers, fellow students and the officials of school athletic activities.
2. *Pride* – In everything our school endeavors to accomplish and has accomplished.
3. *Sportsmanship* – The ability to win and lose gracefully. School spirit means loyalty to all functions of the school. A loyal student supports his/her school and does his/her utmost to keep his/her scholastic and activity standards at the highest possible level.

## **NATIONAL JUNIOR HONOR SOCIETY**

Richard T. Stank Middle School is proud to sponsor a chapter of the National Junior Honor Society in affiliation with the National Association of Secondary School Principals. Membership is available each year to seventh and eighth grade students based upon their performance from the previous school year. To be considered for selection, candidates must have been in attendance at the Middle School the equivalent of one semester the previous year and meet the following academic criteria. A cumulative average as a sixth or seventh grader for all subjects of 94% or higher. Grades will not be rounded to determine eligibility. If academically eligible, students will be further evaluated on the basis of service, leadership, character and citizenship. The induction ceremony has traditionally been held in November. Questions regarding Honor Society may be referred to the program advisors.

## **BULLETINS AND ANNOUNCEMENTS**

All notices of club meetings, athletic and social events, general information for the day and specific instructions are announced over the PA system each morning and afternoon. Special notices are posted on the bulletin boards outside the Main Office, Guidance Office, or in the commons area. All posters must advertise school sponsored events and must be approved by the administration.

## **FIRE AND EMERGENCY DRILLS**

Fire and lockdown drills are mandated by State Law. During a lockdown drill, students follow procedures as taught to them by staff. Everyone must leave the building during a fire drill. Students must follow the instructions of the staff during all drills.

### **Procedure:**

Upon hearing the tone for a fire drill, teachers will immediately start students for the nearest or assigned exits. If the exit is blocked, everyone will start for the next nearest exit. Each teacher is responsible for instructing his/her own class as to how to leave the building in case of fire.

1. ABC – ALWAYS BE CALM
2. There should be no unnecessary talking. Emergency instructions must be heard.
3. Walk fast, but do not run. Watch for blocked exits.
4. Keep moving outside the building to clear exits.
5. Do not try to return to the building until the all clear is given.
6. Students should remain in class groups so teachers may call roll to ensure that everyone has left the building.

## **SCHOOL CLOSING**

In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time may be delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced over the local television and radio stations and via phone call. Reports in the morning will start at approximately 6:00 AM. If no report is heard, it can be assumed that school will be in session. Please do not call the school. Telephone lines must be kept open for emergencies.

**DELAY AND EARLY DISMISSAL SCHEDULES**

One-Hour Delay Schedule

Period	High School	6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
1	8:40-9:13	8:40-9:13	8:40-9:13	8:40-9:13
2	9:16-9:48	9:16-9:48	9:16-9:48	9:16-9:48
3	9:51-10:23	9:51-10:23	9:51-10:23	9:51-10:23
4	10:26-10:58	10:26-10:58	10:26-10:58	10:26-10:58
<b>5L</b>	11:01-11:26	<b>11:01-11:26</b>		
5/6	11:01-11:33		11:01-11:33	11:01-11:33
6/7	11:29-12:01	11:29-12:01		
<b>7L</b>	11:36-12:01			<b>11:36-12:01</b>
7/8	11:36-12:08		11:36-12:08	
8/9	12:04-12:36	12:04-12:36		12:04-12:36
<b>9L</b>	12:11-12:36		<b>12:11-12:36</b>	
Music/Saber	12:39-1:11	12:39-1:11	12:39-1:11	12:39-1:11
10	1:14-1:46	1:14-1:46	1:14-1:46	1:14-1:46
11	1:49-2:22	1:49-2:22	1:49-2:22	1:49-2:22
Remediation	2:25-3:00	2:25-3:00	2:25-3:00	2:25-3:00

Two-Hour Delay Schedule

Period	High School	6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
1	9:40-10:08	9:40-10:08	9:40-10:08	9:40-10:08
2	10:11-10:36	10:11-10:36	10:11-10:36	10:11-10:36
3	10:39-11:04	10:39-11:04	10:39-11:04	10:39-11:04
4	11:07-11:32	11:07-11:32	11:07-11:32	11:07-11:32
<b>5L &amp; 5/6</b>	11:35-12:00	<b>11:35-12:00</b>	11:35-12:00	11:35-12:00
6/7	12:03-12:28	12:03-12:28	12:03-12:28	
<b>7L</b>	12:03-12:28			<b>12:03-12:28</b>
7/8	12:03-12:28			
8/9	12:31-12:56	12:31-12:56		12:31-12:56
<b>9L</b>	12:31-12:56		<b>12:31-12:56</b>	
Music/Saber	12:59-1:24	12:59-1:24	12:59-1:24	12:59-1:24
10	1:27-1:52	1:27-1:52	1:27-1:52	1:27-1:52
11	1:55-2:22	1:55-2:22	1:55-2:22	1:55-2:22
Remediation	2:25-3:00	2:25-3:00	2:25-3:00	2:25-3:00

**EARLY DISMISSAL SCHEDULE**

Dismissal at 11:30

Period	High School	6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
1	7:40-8:03	7:40-8:03	7:40-8:03	7:40-8:03
2	8:06-8:29	8:06-8:29	8:06-8:29	8:06-8:29
3	8:32-8:55	8:32-8:55	8:32-8:55	8:32-8:55
4	8:58-9:21	8:58-9:21	8:58-9:21	8:58-9:21
Music/Saber	9:24-9:47	9:24-9:47	9:24-9:47	9:24-9:47
5/6 or 6/7	9:50-10:13	9:50-10:13	9:50-10:13	9:50-10:13
7/8 or 8/9	10:16-10:39	10:16-10:39	10:16-10:39	10:16-10:39
10	10:42-11:05	10:42-11:05	10:42-11:05	10:42-11:05
11	11:08-11:30	11:08-11:30	11:08-11:30	11:08-11:30

# **General Regulations Governing Student Behavior**

A school is reflected by the behavior and attitude of the student both in the classrooms and in the halls. It is expected that every student conduct him/herself as a useful and responsible school citizen. Basic standards for success are expected for each and every classroom. These success standards include that all students are:

1. To be present and on time.
2. To bring learning materials.
3. To exhibit respect for other people and their property.
4. To be prepared to participate.
5. To follow the directions of teachers and staff.

Rules and procedures are a part of life no matter where we work or attend school.

Knowing what is expected of us makes our day a lot easier. When rules are followed, the school is a more orderly place in which we can learn and work.

PLEASE READ CAREFULLY AND UNDERSTAND. IGNORANCE  
OF RULES WILL NOT BE ACCEPTED AS AN EXCUSE.

## **DISCIPLINE**

One of the most important lessons education should provide is discipline. While it does not appear as a subject, it underlies the entire educational structure. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline in a school, students may form a correct attitude toward it, and not only do their part in making their school an effective place of learning, but develop the habit of self-restraint which will increase chances for success.

## **DISCIPLINE CODE**

In conjunction with Board of Education policy, the Richard T. Stank Middle School has a series of progressive consequences for inappropriate actions and behaviors aimed at preventing reoccurrence of such behaviors. Since the precise nature of infractions of discipline can vary, consequences for an infraction of discipline vary also, and may be determined by an administrator. These consequences include: warning, reprimand, denial of privileges, conferences with teachers, students, parents, counselor and/or administrator, detention, extended detention, Alternative Study Center, Principal suspension, and Superintendent's Hearing.

## **ACTIVITY PERIOD ADMINISTRATIVE DETENTION/EXTENDED DETENTION\***

Activity period administrative detention is assigned to a student as a consequence for infractions of discipline code, school regulations or policies. Assignments to activity period administrative detention and extended detention are made by the Principal or Assistant Principal.

1. Students assigned to activity period administrative detention must report promptly by 2:25 to the detention room. Students must bring work to do. All rules for the Alternative Study Center apply with the exception of the three-minute bathroom break. Students will not be released from 2:25 until 3:00.
2. Tardiness to detention will result in another day's assignment.
3. Failure to report to detention will result in assignment to the Alternative Study Center and parental notification.
4. If a student is absent or properly excused from school when assigned to detention, the detention will be made up on the next day of attendance.

*\* Extended detention starts at 2:25 PM and ends at 5:15 PM. One additional bathroom break during that time will be allowed. All other rules apply.*

## **ALTERNATIVE STUDY CENTER**

Alternative Study Center is assigned to a student as a consequence for infractions of discipline code, school regulations or policies that demand more severe action. The primary purpose of the Alternative Study Center is to provide a structured and supervised instructional program for students instead of an unsupervised and unstructured out-of-school suspension. The student will be in an educational environment with isolation from his/her peers. Students assigned to the Alternative Study Center are also assigned to administrative detention for that day. Failure to accept the Alternative Study Center consequence will be considered insubordination and the student could be suspended out-of-school for a period of up to 5 days pending a parental conference.

## **ATTENDANCE/TARDY TO SCHOOL**

Students are expected to be in their first period class by 7:40 AM. Any student who is late to school or returning to school from an excused absence should report to the Health Office with a written excuse from a parent or guardian. As stated in the Board of Education policy, the reasons accepted for excused absences or tardiness includes:

1. Personal illness/medical condition
2. Attendance at health clinics or other medical visits
3. Illness or death in the family
4. Religious observance
5. Impassible roads due to inclement weather
6. Quarantine
7. Required court appearances
8. Approved college visits
9. Military obligations
10. Approved cooperative work programs
11. School approved music lessons

Chronic unexcused tardiness is not tolerated and will result in the following consequences:

1. After the 5<sup>th</sup> unexcused tardy, a warning will be issued to the student and parent notified.
2. Additional unexcused tardiness will result in administrative detention assigned for each instance of tardiness.
3. Excessive unexcused tardiness could result in a parent conference and contact with Broome County Probation for a PINS petition.

Written excuses for tardiness and absences will not be accepted after 48 hours of a student's return to school. A written excuse in and of itself does not determine whether the absence or tardy is excused or unexcused.

### **TARDY TO CLASS OR LUNCH WITHOUT A PASS**

All students are expected to be on time to all classes and lunch assignments. The consequences for tardiness are:

1. Students who are tardy three times will be assigned to an activity period teacher detention by the classroom teacher.
2. A fourth unexcused tardiness will result in a teacher phone call/letter to parent.
3. After a fifth unexcused tardiness, the student will be referred to the Assistant Principal and assigned to administrative detention.
4. Additional instances of tardiness will be handled by the principal or his representative and may include time at the Alternative Study Center.

### **FAILURE TO REPORT – ACTIVITY PERIOD ACADEMIC CONFERENCE**

Students may be asked to stay for an activity period conference or be required to stay pursuant to the Middle School's activity period policy in regard to progress reports and report cards. Students are reminded that the school day does not end until 3:00 and that the 2:22 dismissal is a privilege, not a right. Students given activity period assignments will be issued a conference pass by the assigning teacher. *Twenty-four hour notice is not required, but in most instances the students will know in advance. It is the student's responsibility to notify his/her parents.* When students fail to report to activity period academic conferences, they will be assigned to an activity period teacher detention.

### **FAILURE TO REPORT – ACTIVITY PERIOD TEACHER DETENTION**

Students may be required to stay for a teacher detention for failure to report to an activity period academic conference or a violation of classroom/team rules. All students are required to stay until 3:00 dismissal if requested to do so for a teacher detention. Failure to do so will result in a referral to the Assistant Principal and assignment to activity period administrative detention(s). Tardiness to the activity period conference will be treated as a tardy to a regularly scheduled class.

\*To be excused from an activity period assignment, the student must bring in a note from a parent or guardian and be excused through the nurse's office prior to his/her scheduled activity period assignment.

### **CUTTING CLASS, LUNCH OR ACTIVITY PERIOD ADMINISTRATIVE DETENTION**

Students who cut class, lunch or activity period administrative detention will be assigned to 1 day at the Alternative Study Center and his/her parents will be notified.

## HALL PASSES

A pass from a teacher, administrator, secretary or nurse is required by a student arriving late to class. Bathrooms are not to be used for socializing at any time during the school day. *The high school is off limits to all students during the school day without a properly signed pass from a middle school administrator unless attending a class in that building.* Pass violations will be referred to the Assistant Principal's Office. Teachers have the right to refuse students from leaving the room if they feel the timing for leaving the room is not appropriate.

## FIELD/CLASS TRIPS/DANCES/ACTIVITIES/ ICE CREAM SOCIAL

A variety of student outings and activities are scheduled during the school year for the benefit of the entire student body. It is a privilege, not a right for students to participate on such trips and activities. Students on these trips and activities represent not only themselves, but also the school, the district and the community as a whole. Misbehavior at school, a dance or other activity, or on a field trip, may lead to exclusion from future trips or activities. If problems occur on one trip/activity, future trips/activities may be eliminated.

*Students who accumulate five or more days in the Alternative Study Center or six days of out-of-school suspension during the course of a school year may lose their eligibility to attend the end-of-year Activity Trip. Students who accumulate two days in the Alternative Study Center or any Suspension time will not be eligible for the next dance. In addition, students whose behavior is deemed to be incorrigible, ungovernable, dangerous or insubordinate may be excluded from dances, the Activity trip and/or class trip. This decision will be made at the discretion of the building administration.*

STUDENTS MAY BE SUBJECT TO SCHOOL DISCIPLINE FOR ANY  
HARASSMENT, VANDALISM, PHYSICAL ABUSE OR OTHER DISRUPTIVE  
BEHAVIOR TOWARD SCHOOL PERSONNEL OR PROPERTY DURING NON-  
SCHOOL TIME.