

**SCOTIA-GLENVILLE
MIDDLE SCHOOL**

**STUDENT
HANDBOOK**

2011 - 2012

STUDENT HANDBOOK 2011 - 2012



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WELCOME TO SCOTIA-GLENVILLE MIDDLE SCHOOL!

We would like to welcome each of you to the Scotia-Glenville Middle School, a sixth, seventh and eighth grade facility located on Prestige Parkway in Scotia, New York. As a middle school student, you will be exposed to new subjects, a variety of activities and clubs, and many new experiences. You will also have new and different demands placed upon you. As you progress through your first few days, learning, exploring, and becoming comfortable in your new surroundings, there will be several people available to assist you.

Teachers, counselors, and staff are all prepared and willing to help you become acquainted with the middle school, to answer questions for you, to help you solve problems, and to ensure a most successful year for you.

This Handbook and the Discipline Code should become very familiar to you. Keep them handy and use them throughout the year. There will be opportunities for you to express yourself within the guidelines of the Code. Ask questions if there is anything that you do not understand.

It is our hope that you will have a pleasant year, full of successes in a variety of areas that are provided for you. *WELCOME to the beginning of a successful year!*

Shari Keller
Principal

Craig Shull
Assistant Principal

Scotia-Glenville Middle School

After-School Activities Program

Students in the Middle School are encouraged to participate in activities offered after school as a way of rounding out their educational experience at this very important time in their lives. Clubs and activities help students discover and use their talents in ways that are productive and character building. Students must complete their academic schoolwork, homework, and any detentions before being eligible to participate in sports or any other activities.

Clubs and intramural sports are scheduled to start at 2:30 p.m. and finish in time for students to take the late bus at 3:45 p.m. Interscholastic athletics have more irregular time schedules and participants have to arrange for their own transportation home.

Clubs and Involvements

Crew Club (rowing)	Library Aides
Chess Club	Math Counts
Dance Club	SADD
Dance Committees	Science Olympiad
Drama Club	Student Council
Fuel Up to Play60	Talent Show
Give Programs	Teen Town

Intramural Sports (arranged by physical education instructors for extra time with seasonal sports).

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Field Hockey	Basketball	Softball (G)
Soccer	Volleyball	Tennis
Flag Football	Wrestling (B)	
Running ("Turkey Trot")		

Interscholastic Sports

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Football (B)	Wrestling (B)	Track
Soccer	Basketball	Softball (G)
Cross Country	Nordic Skiing	Baseball (B)
Volleyball		
Field Hockey (G)		

There are other sports in the various seasons that are available at the High School varsity level through a process called selection classification.

ANNOUNCEMENTS

Daily announcements will be given over the P.A. System and broadcast through our MSBC (Middle School Broadcasting Center) at the beginning and end of the day. Students are urged to pay particular attention to each announcement as it may affect them. Written announcements (bulletins) may occasionally be distributed.

ATHLETIC PROGRAM

The Middle School offers an intramural program after school from 2:30 PM - 3:50 PM during various times throughout the year. Physical Education teachers will announce in their classes when the sports will begin.

Gymnastics
Basketball

Tennis
Floor Hockey

Winter Team Games
Volleyball

The interscholastic program affords students the opportunity of participating in modified interscholastic competition.

Fall

Cheerleading (G)
Cross Country (B&G)
Field Hockey (G)
Football (B)
Soccer (B&G)
Volleyball (G)

Winter

Basketball (B&G)
Cheerleading (G)
Nordic Skiing (B&G)
Wrestling (B)

Spring

Baseball (B)
Softball (G)
Track & Field (B&G)

MSBC announcements will be made detailing when each of the above interscholastic sports will begin. Modified fall sports begin on September 1, while all others begin in the middle of August.

Students participating in any of the above mentioned programs must be in good standing with the school, in good health, and active in the regular physical education program, and must have a current physical examination.

ATTENDING ATHLETIC EVENTS

Athletic events and extra curricular activities are a very important aspect of school life. Safety concerns arise when young students are left unsupervised at these events. 8th Grade and younger pupils will not be allowed to attend home evening varsity contests without an adult attending the game with them. This policy will be in effect for all evening varsity football games, and evening games for boys' and girls' soccer, and boys' and girls' basketball.

ATTENDANCE - PERFECT

Students will be considered to have perfect attendance if they are in attendance every day, with no tardies. Students who are on approved educational field trips from school are considered in attendance for that day. Students absent due to a death in their immediate family or religious observance will also be considered to have perfect attendance at the discretion of the principal.

BAND AND ORCHESTRA

The Middle School band is made up of Middle School students. The band performs for concerts, assemblies, and other Middle School activities. The school orchestra plays for Middle School concerts as well as other school activities. Participation in these activities is a requirement of the course.

BUS PERMISSIONS

Bus Permission - students who wish to ride a bus that they do not normally ride must bring a note from home and have it signed by the Principal or Assistant Principal. All students riding the late busses must have a pass signed by a teacher or coach.

Dates for Middle School 2011-2012 Calendar

September

16-30	PTA Yankee Candle Sale	
19-23	Library Book Fair	
20	Parent Book Fair Night	5:30-7:00 PM
21	PTA	6:30 PM
23	Kick-off Assembly "Flame The Band"	9:30-10:30 AM
28	Meet the Teacher Night	7:00 PM
28	School Pictures	

October

11	SDM	2:45-3:45 PM
13	8 th Grade Science Club Student Meeting	
14	Progress Reports Mailed	
19	PTA	6:30 PM
24	Two hour delay-MS Professional Development	
28	Grade 6 Teen Town	4:00-6:00 PM
28	Grades 7/8 Teen Town	7:00-9:00 PM

November

4	School Picture Retakes	
8	SDM	2:45-3:45 PM
10	1 st Marking period Ends	
16	PTA	6:30 PM
17	Honor Society Induction	6:30 PM
18	Grades 7/8 Teen Town	7:00-9:00 PM
22	Report Cards Mailed	

December

3	Winter Dance Gr. 6 (Snow Date 12/9)	4:30-6:00 PM
3	Winter Dance Gr. 7/8 (Snow Date 12/9)	7:30-9:30 PM
13	SDM	2:45-3:45 PM
23	Progress Reports Mailed	

January

10	SDM	2:45-3:45 PM
18	PTA	6:30 PM
20	Teen Town Grades 7/8	7:00-9:00 PM
27	Second Marking Period Ends	
27	Early Dismissal	11:30 AM

February

3	Teen Town Grade 6	7:00-9:00 PM
3	Report Cards Mailed	
10	Teen Town Grades 7/8	7:00-9:00 PM
14	SDM	2:45-3:45 PM
15	PTA	6:30 PM

March

9	Teen Town Grade 6	7:00-9:00 PM
9	Progress Reports Mailed	
13	SDM	2:45-3:45 PM
15	Orientation to Grade 6 Night	7:00 PM
16	Teen Town Grades 7/8	7:00-9:00 PM
21	PTA	6:30PM

April

5	Third Marking Period Ends	
17	SDM	2:45-3:45 PM
18	PTA	6:30 PM
20	Report Cards Mailed	
20	Teen Town Grade 6	7:00-9:00 PM
27 & 28	Drama Club Production	7:00 PM

May

2	PTA (same as Meet the Candidate Night)	6:30 PM
3	Spring Dance Grade 6	4:30-6:00 PM
3	Spring Dance Grades 7/8	7:00-9:00 PM
7	Two hour delay-MS Professional Development	
7-11	Library Book Fair – Buy One Get One Free	
8	Parent Book Fair Night	5:30-7:00 PM
8	SDM	2:45-3:45 PM
11	Grade 8 Science Club Field Trip	
18	Early Dismissal	11:20 PM
25	Progress Reports Mailed	

June

13	PTA	6:30 PM
18-21	Half-day Classes	Dismissal 11:30 AM
20	Fourth Marking Period Ends	
22	Rating Day (no school for MS students)	
25	Report Cards Mailed	

PARENT AND STUDENT GUIDE
CHECK FOR SUCCESS AND CHECKPOINTS POSITIVE BEHAVIOR INCENTIVE PLAN

The **Checkpoints Behavior Incentive Program** is designed to be a program that rewards students for making positive choices. We have many things planned for students who do not accumulate many points. Some of the celebration events/activities include:

- Zero Point drawings for students with zero points (every two weeks in homeroom)
- Mid-morning or mid-afternoon breaks where students are excused from classes for 20-30 minutes. Students who remain in class are expected to do school work.
- Celebration assemblies
- Teen Town dances
- Winter and Spring Student Council dances
- Participation in modified sports, intramurals and clubs
- Participation in field trips, team competitions and field days

There are two ways students receive checkpoints. One is through breaking minor rules such as lateness to class, loudness in the halls, misbehavior during class, etc. Checkpoints can be given out by any adult in the building. Each infraction given by teachers or staff is one point. Checkpoints are given in addition to other consequences for the misbehavior. An example of this is when a student has been late to class three times. A warning would have first been administered by the teacher, followed by contact with a parent/guardian after the second late arrival. The third time the student arrives late to class, the teacher keeps the student after school for a teacher detention (immediate primary consequence) and gives a checkpoint worth 1 point (secondary consequence). The second way to get points is through a disciplinary referral to administration where an administrative detention (2 points), internal suspension (4 points) or external suspension (5 points) is assigned.

Checkpoints Benchmarks and Consequences

Below is a breakdown of benchmark consequences:

- 5 points- student loses mid-morning breaks where they go to the café for bagels; possible exclusion from friendly team competitions; letter to parent and letter in discipline file
- 10 points- student loses the ability to purchase pre-sale tickets and attend Teen Towns; lose ability to attend assemblies, letter to parent and letter in discipline file and if in athletics, letter to Director of PE and Athletics
- 15 points-unable to purchase pre-sale tickets and attend Student Council dances, loss of field trips and involvement with clubs and organizations until the student does service to go back down to zero; letter to parent and letter in discipline
- 20 points-loss of all extra-curricular (club) activities including athletics and drama productions until points reduced to zero; letter to parent and letter in discipline file
- 25 points-Each student will be looked at on an individual basis by the POINT REVIEW COMMITTEE. For most students a mandatory point reduction will be required. The principal/assistant principal will call home to explain the need to work off points either before school, during lunch/rec, or after school. If needed, an individualized plan for point reduction will be developed – as a ONE-time event. If a student continues to accumulate 25 points a second time, then a loss of all privileges for the remainder of the school year will be enforced. This includes all dances, any field trips or field days. In addition a letter will be mailed to parents and a copy of the letter will be put in the student's discipline file. At 25 points students may not be allowed to eat lunch in the cafeteria or go to REC for two weeks. They will still be allowed to buy lunch in the cafeteria, but it is possible that they will have to eat lunch and spend REC time in a separate room. During this 2-week period if a student works off 5 points, he/she may return to lunch/rec at the end of the 2 weeks. If five points are not worked off during the 2-week period then the student may be required to remain out of the cafeteria until the points are worked off. A student who works off 5 points may stay in the cafeteria until the 25-point cutoff is reached again. When a student reaches 25 points for the second time, lunch/rec may be revoked for 3 weeks. The student will need to work off 5 points in order to return to the cafeteria. When a student reaches 25 points for the third and any subsequent times he/she will lose cafeteria privileges for 4 weeks. The student will need to work off 5 points in order to return to the cafeteria.

CHECKPOINTS REDUCTION

Students may choose to reduce their points by doing a ½ hour community service for anyone in the building. Each ½ hour works off 1 point. However, if a student reaches a benchmark point level (5, 10, 15, 20 points), they must lose a privilege, even if they complete some service project and reduce their points below that benchmark.

- Examples of possible service projects include cleaning desks, tutoring other students, cleaning technology rooms, working in library, picking up papers and attending workshops.
- APPROPRIATE BEHAVIOR (NO REFERRALS, NO POINTS) FOR 10 SEQUENTIAL SCHOOL DAYS WILL EQUAL 1 POINT REDUCTION. IT WILL BE THE STUDENT'S RESPONSIBILITY TO ASK THE PRINCIPAL/ASST. PRINCIPAL FOR THE POINT REDUCTION.
- POINTS MAY BE WORKED OFF BEFORE SCHOOL BEGINS, DURING LUNCH/REC, OR AFTER SCHOOL AS PREARRANGED BY THE STUDENT WITH A MEMBER OF THE FACULTY/STAFF.

EXPECTATION	CONSEQUENCE FOR FAILING TO MEET EXPECTATION
Be on time	3 lates = teacher detention +1 pt. 2 nd set of 3 lates = teacher detention +1 pt. After that, referral to Asst. Prin. +2 pts.
Bring all materials	1 st time-loan materials needed but take collateral to get materials back 2 nd time-email, phone or agenda contact with parent 3 rd time- teacher detention +1 pt.
Dress appropriately	Student will see principal 1 st time-warning, correct problem (jacket, different shirt, etc.) and parent called 2 nd time-correct problem, parent called and school detention assigned + 2 pts. <i>(recorded by administration)</i>
Behave appropriately (in class) <i>No food, foul language, classroom disruption, non-compliance, horseplay</i> <hr/> Behave appropriately (in hallways) <i>items above and no loitering, loudness, pushing, etc.</i>	1 st time-warning 2 nd time- email, phone or agenda contact with parent 3 rd time-teacher detention + 1 pt. 4 th time-Time Out Room (see below) 5 th time-referral to asst. principal +2 pts. NOTE: extreme or highly inappropriate behaviors like fighting, blatant disrespect, insubordination, or actions that jeopardize safety or inhibit the teacher's ability to teach would not go through this process and a student can be removed immediately from the classroom <hr/> 1 st time-warning 2 nd time- +1 pt. 3 rd time same offense- referral +2pts
Respect people and property <i>No defacing property, stealing, littering, bullying</i>	1 st time-warning 2 nd time- email, phone or agenda contact with parent 3 rd time-teacher detention + 1 pt. 4 th time-referral to asst. principal +2 pts.
Do your best work	Grade earned doesn't match student's ability * Placed on Restricted List if failure occurs* Not allowed to leave study halls/tutorials without a pre-signed pass* <i>*No points attached to these items</i>

How will parents know about how many Checkpoints their child has received?

- Students should keep their own record of points. There is a page in the agenda for students to record their own points.
- Since the checkpoints are a secondary consequence, in many instances teachers will have contacted parents about problem behaviors and can indicate that points will be given for future misbehavior
- A letter will be mailed home after each benchmark
- When student works off points, supervising adult can sign in student's agenda

These are our tentatively planned dates for celebration activities for the 2011-2012 school year.

Quarter 1

September 23 Kick off Activity/Assembly for all students in grades 6-8
October 7 Mid-morning Break (grade 6 period 1, grade 7 period 2, grade 8 period 3)
October 28 Grade 6 Teen Town (4-6 p.m.), Grade 7/8 Teen Town 7:00-9:00 p.m.

Quarter 2

November 18 Grade 6 Teen Town
December 2 Student Council Winter Dance
December 9 Mid-morning Break (grade 7 period 1, grade 8 period 2, grade 6 period 3)
December 23 Snowcase Showcase Talent Show Periods 8 and 9
January 20 Grades 7/8 Teen Town
January 27 Mid-morning Break (grade 7 period 3, grade 6 period 2, grade 8 period 4)

Quarter 3

February 3 Grade 6 Teen Town
February 10 Grades 7/8 Teen Town
March 2 Mid-morning Break (grade 6 period 1, grade 7 period 2, grade 8 period 3)
March 9 Grade 6 Teen Town
March 16 Grades 7/8 Teen Town
March 22 Assembly (1:00 p.m.)

Quarter 4

April 20 Grade 6 Teen Town
April 27 Mid-afternoon Break one grade level at a time, tutorial periods (Drama Club highlights)
April 27-28 Middle School Drama Club Production
May 3 Student Council Dance
May 11 Grade 8 Science Club Field Trip
June 1 Mid-afternoon Break (one grade level at a time during tutorial periods)
June 18-21 End of yr. ½ days: Final Exams, Grade 8 End of Year Field Trip, Talent Show, Formal Awards Ceremony

CHORUS

Students who like to sing may select the Middle School Chorus as their music requirement. The chorus performs at school assemblies and concerts as well as for community groups. The chorus meets during the regular school day.

Attendance at concerts is required of Band, Orchestra and Chorus students.

These events are considered part of the music curriculum.

CIVIL RIGHTS

The Scotia-Glenville Central School District hereby advises students, parents, employees and the general public that it offers employment and educational opportunities, including vocational education opportunities, without regard to sex, race, color, national origin or handicap.

Inquiries regarding this nondiscrimination policy may be directed to:

Title IX Coordinator: Director of Curriculum and Instruction
Scotia-Glenville Central Schools
900 Preddice Parkway
Scotia, New York 12302
Telephone: (518) 382-1218

Section 504 Coordinator: Director of Pupil Personnel Services
Scotia-Glenville Central School
900 Preddice Parkway
Scotia, New York 12302
Telephone: (518) 382-1285

COURSES OF STUDY

Under the direction and control of academic teachers, a guidance counselor, librarian, administrators, reading specialist and other persons, each student will have the opportunity to study the subjects of English, social studies, mathematics, science, and foreign language. Also, as part of their schedules, they may have a daily period of study.

Each student will also study art, home and careers, technology, music, computer fundamentals, health and physical education.

FACULTY AND STAFF - MIDDLE SCHOOL

Main Office

Mrs. Keller	Principal
Mr. Shull	Assistant Principal
Mrs. Saskowicz	Secretary to Principal
TBA	Secretary – Attendance

Fine Arts

Mrs. Fitting	Director - Fine Arts
Mrs. Sogoian	Secretary - Fine Arts

Library

Ms. Collins	Librarian
TBA	Typist – Library
Ms. Higgins	Teaching Assistant

Guidance and Counseling Office

Mr. O'Connell	Counselor - Grade 6
Mrs. McGinniss	Counselor - Grade 7
Mrs. Dixon	Counselor - Grade 8
Mrs. Guzzo	Secretary – Guidance
Mrs. Boyd	School Psychologist
Mrs. Lyle	Social Worker
Mr. Lydon	RTI Coordinator

Health Office

Mrs. Zabala	School Nurse
Mrs. Lange	School Nurse

Other Faculty and Staff

Mr. Ashcraft	Adaptive Physical Education
Mrs. Ayers	English/Language Arts 6
Mrs. Barcome	Special Education 7/8
Ms. Bemis	Monitor
Mrs. Rochette	English 8
Mrs. Bogue	Special Education 8
Ms. Bordell	Foreign Language
Mrs. Borst	Teacher Aide 6
Ms. Bourassa	Spanish
Ms. Brennan	Social Worker
Ms. Brooks	Special Education Grade 6
Mrs. Burke	English 7
Mr. Calhoun	Technology/GIVE
Ms. Cardinali	Special Education 6
Ms. Carnevale	Special Education 6
Ms. Casella	Science 6
Ms. Christiansen	Special Education 6
Mr. Civitello	Monitor
Ms. Clark	Teacher Assistant
Mrs. Coelho	Special Education 7
Mrs. Cootware	Social Studies 7
Mrs. Cranston	Teacher Assistant
Mrs. Crisci	Music
Mr. Croucher	Art
Mrs. Csontos	Teacher Assistant
Mr. Cummings	Science 7
Mrs. Curtiss	Teacher Aide 6
Ms. Darrow	Teacher Assistant
Mrs. Denney	Speech
Ms. DeGraff	Teacher Assistant

Faculty and Staff Continued

Mr. DeWald	Social Studies 7 & 8
Mrs. DiPietro	Teacher Assistant
Mrs. DuCharme	Science 8
Ms. Ego	Teacher Aide
Mr. Elliott	Health
Mrs. Fellner	Grade 6
Mrs. Ferrara	Teacher Aide
Mrs. Ferraro	Orchestra/Strings
Mrs. Fiesinger	Foreign Language
Mrs. Fitting	Music
Mr. Gildersleeve	Social Studies 8
Mr. Hartlage	Technology
Ms. Horan	Physical Education
Ms. Hunt	Teacher Assistant/Communication Tech. Spec.
Ms. Irvine	Special Education 8
Mr. Jenkins	Scotia Scholars Grade 6
Mr. Jensen	Band
Mr. Keating	Technology
Mr. Kirwan	Social Studies 8
Ms. Kudzin	Teacher Assistant
Mrs. Lyle	Social Worker
Mrs. Lyons	Special Education 7
Ms. Mallozzi	ESL
Ms. Markham	Speech
Ms. Marquis	English 7
Mrs. M. Matthews	Monitor
Mrs. S. Matthews	Science 7
Mrs. McCain	Home & Career Skills
Mrs. McCann	Reading
Mr. McCarthy	Integrated Algebra
Mrs. McCloud	English/Language Arts & Math 6
Mrs. McClure	Art
Ms. McNamara-Kot	Teacher Aide
Ms. Miller	Home and Career Skills
Mrs. Morgan	English/Language Arts & Social Studies 6
Mr. Mortensen	Math 6
Mrs. Myers	Teacher Assistant
Ms. Napolitano	Honors English 8
Mrs. O'Donnell	Teacher Assistant
Ms. Phillips	Teacher Assistant
Mr. Ploss	Band
Mr. Putorti	Mathematics 8
Mrs. Rice	Music
Mrs. Robbins	French/Spanish
Mrs. Smith	Teacher Assistant
Ms. Stafford	Teacher Assistant
Mr. Striffler	Physical Education
Mr. Swain	English/Language Arts & Science 6

Faculty and Staff Continued

Mr. Thwaits	Monitor
Mrs. Tribley	Mathematics 7
Mr. Warren	Special Education 7/8
Mrs. Weisman	Chorus 6
Mrs. Zarnofsky	Art 6

FIELD TRIPS

Educational Field Trips may be planned throughout the year as an extension of classroom work. Students who are on approved educational field trips from school are considered in attendance for that day. Permission slips, signed by a parent or guardian, will be required for all field trips.

Students should be on their best behavior while on field trips and participate fully in all planned activities. Students are also expected to make up work missed while on a field trip. The Code of Conduct is still in effect while on a field trip.

FINAL EXAMS

Final exams will be given in every subject. For seventh grade students, final exams will have a value of 10% of the final course grade. For eighth graders, the final exams will have a value of 20%. Sixth Grade finals will be counted as a unit test.

No final exams are to be given to a student prior to the regularly scheduled exam. Make-up exams can be scheduled through our Guidance Office for students who are legally absent.

FIRE DRILLS, CIVIL DEFENSE DRILLS, AND DISASTER PREPAREDNESS DRILLS

It is extremely important for pupils to become familiar with the fire and civil defense regulations posted in each room. Drills are conducted frequently during the spring and autumn months. According to State Law, there must be at least twelve fire drills during the school year and one emergency drill. All teachers will instruct students in the order for leaving the building during the fire drills. At the signal of the fire bell, the class should file out as quickly and quietly as possible and go far enough from the building (100') to prevent accidents if the building should be on fire. Shortly after everyone is out, a P.A. announcement will call students to return to the building. This is the signal to return to classes.

A siren is the signal for a civil defense drill. Instructions will be explained by the teacher. At opening day assemblies, students will be given instruction pertaining to the Disaster Preparedness Drills and where each homeroom has its designated "safest area". At least one drill will be conducted.

Guests (Students)

Student guests are welcome to visit the middle school as long as the following guidelines are followed.

1. Student visitors must be from out of town (50 miles or more) and related in some way to the host student. Students must be in sixth, seventh or eighth grade. Team teachers will be asked for input regarding the decision for a guest to attend.
2. Student visitors, if local, may be allowed with special permission of the Principal and only if the visitor's home school is out of session. Team Teachers will be asked for input regarding the decision for a guest to attend.
3. In either case, permission must be secured from the principal at least one week

ahead of the visit. A name badge must be worn during the visit at all times.

4. The host student must provide both parents' permissions and emergency numbers for the guest. The guest student is not allowed to ride the school bus (for liability reasons), so the host family must provide transportation.
5. No visitors will be allowed during testing days.

GUESTS (Adults) **Visitor Procedures**

All visitors to the middle school must report immediately to the front lobby desk to sign in upon entering the building and then go to the main office. Upon the approval of the principal, a visitors badge may be issued and must be visibly worn at all times. When the visit is complete, visitors must return to the lobby desk to sign out and return their badge.

ADULT VISITATIONS/OBSERVATION OF CLASSES

Any adult who wishes to observe or visit a teacher's classroom must first receive permission from the principal or designee. Should permission be granted, the adult must follow the visitor procedures for the Middle School during the classroom observation.

Visitors must follow the directions of the classroom teacher, remain quiet, and at no time disrupt the lesson. Visitors must be on time for the class and remain for the entire time. No visits or observations of classes will be granted after June 1 of that school year.

GUIDANCE

Guidance counselors are here in the school to help you with all kinds of things. You may go to see a counselor any time if it is urgent; though, usually it should be from a study hall and with a pass. You can sign up ahead of time for an appointment with the guidance secretary to make sure time is set aside for you, although this is not required. The guidance office is located on the second floor towards the back and middle of the building. You will always be welcome!

Counselors are here to help you with problems relating to school, not doing well in a subject, finding it hard to get organized, getting in trouble, adjusting to different teachers making new friends, changing your schedule, etc., but also with other things - finding out about your abilities and interests, planning for your future, learning about different careers and occupations, getting a summer job, getting homework if you are absent for two days*, arranging for tutoring at home if you are out for any length of time, etc. In other words, counselors are here to serve you. So, do not hesitate to come to the guidance office if you have any questions or problems.

Also, there are all kinds of pamphlets and booklets in the guidance office about careers, service opportunities, colleges, etc. They are for you; so feel free to make use of them. If you cannot find something of interest, be sure to let someone know and every effort will be made to locate it.

**Note: For one (1) day absences, you are encouraged to get your homework assignment from a friend or from Edline. Guidance will make arrangements for your assignments if you are absent more than one (1) day. You will need to call the office before 8:00 AM (382-1275) and make this request.*

HARASSMENT

Scotia-Glenville Middle School students should treat faculty members, other students, and themselves with proper respect. Harassment of faculty members or students in a racially, sexually, or personally insulting manner is an extremely serious matter reflecting poorly on that student and our school. Students who feel they have been a victim of harassment are encouraged to report the incident to a teacher, counselor, nurse or administrator.

School administration will thoroughly investigate all reports of such behavior, protecting the confidentiality of the individual making the complaint. If confirmed, such behavior will result in detentions or suspension.

There are many adults in the building who are available to help students. However, the guidance counselors have the special job of helping kids in a wide variety of situations. You can meet with your counselor any time you have a question or concern about school issues or personal matters. Some topics you might want to discuss with your counselor could include the following situations:

- Having difficulty with school work
- Getting school materials organized
- Having problems in classes
- Having arguments with classmates
- Needing a change in schedule
- Making new friends
- Dealing with personal problems

The counselors are here to serve their students. They have many ideas and resources to help answer questions and talk through problems. When you finish talking, you will probably have a workable plan to help you manage things better. So if you need someone to help you with something, stop in the guidance office and talk with your Counselor.

Middle School Homework Practices

(version 2004-2005)

PURPOSE OF HOMEWORK

Homework is designed to be a meaningful experience that prepares students for lessons, practices, reinforces concepts taught in class, and prepares students for real world activities.

RESPONSIBILITIES

Teacher Responsibility

Teachers will:

- Coordinate assignments to eliminate too many assignments at a time.
- Set up weekly assignment and assessment calendars to facilitate coordination. Copies will be given to the Guidance Department.
- Assign appropriate time for each assignment depending on its complexity and length, while considering the availability to all students of special resources needed (i.e. computers)
- Schedule long-term assignments given by the team throughout the school year to eliminate overburdening student schedules. Each long-term assignment will be given in writing with intermediate due dates to train the student in long term planning. (Teachers not on a team will list long-term assignments on a calendar in the library media center to coordinate information among the entire faculty.)
- List assignments in the classroom in a standard location and give them orally for students to put in their assignment notebook, giving an approximate time needed for completion.
- Provide time for homework help (before and after school, in study time or during activity/team periods).
- Provide assignments for students who are absent from class.
- Provide timely feedback for assignments.
- Distribute a written homework guideline to every student at the beginning of each course.

Student Responsibility

Students will:

- List all assignments in their **school-designed** assignment notebook.
- Do all assignments on time to the best of their ability.
- Maintain the assignment notebook as directed to maximize its effectiveness in assisting with homework completion and student organization.
- Organize papers in the assignment notebook on a regular basis.
- Examine daily schedules with parental help and set aside time to do homework.
- Seek help when needed by making arrangements to work with teachers.
- Ask teachers for assignments missed when absent from class. Students have 2 days to make up work for each day absent.
- Adhere to the rules against plagiarism as stated in the Middle School Code of Conduct.

Parent Responsibility

Parents will:

- Work with their students to examine family schedules to allow time for homework.
- Provide an appropriate homework setting that motivates students to complete all assignments.
- Monitor the student's assignment notebook and look at the completed assignments.

Homework (Parent Responsibility) continued

- Contact the teacher directly or encourage the student to seek help when students show that they are having difficulty with their assignments or when extenuating circumstances prevent a student from completing assignments. The Guidance Department may also be contacted.
- Contact the Guidance Department, if needed, for resources to help their child with homework.
- Contact the Guidance Department for a list of assignments if a student is absent for more than a day.

Administrator Responsibility

Administrators will:

- Assist teachers, students, and parents in following the Middle School Homework Practices.
- Review and monitor all teachers' homework guidelines and make appropriate recommendations to teachers.
- Make **school-designed** assignment notebooks available for purchase at the start of each school year.
- Ensure that copies of all individual teacher's homework guidelines are on file in either the Guidance Department or the main office.

In conclusion, we, the staff of Scotia-Glenville Middle School, believe that to make their homework policy a success it will require the cooperative effort of parents, teachers, and students.

We must together continually assume responsibility for maintaining the highest standards possible, thus permitting students to become all they are capable of becoming.

HOMEWORK POLICY FOR ILLEGAL ABSENCES

The school district does not provide advance homework for students going on vacation with the family. Our policy is that students are responsible to make up the work themselves if they are illegally absent, i.e. on vacation with the family. Teachers are not responsible for writing out assignments for students illegally absent.

HONOR ROLL

The Middle School publishes an honor roll at the end of each quarter. In order to be placed on the honor roll, a student must meet the following total grade average for their subject areas:

High Honors -- 92 or above Honors -- 85 - 91.99

A student who fails a course may not be on the honor roll.

JUICE MACHINE

A juice machine is located in the cafeteria. The machine may be used before school, after school, and at lunch time. At no other time are students permitted to use the machine. The machine was acquired through the efforts of Student Council with the understanding that the open areas and hallways of the building would be kept clean and litter free by the students. If the school is not kept clean, the juice machine will be temporarily shut down.

LIBRARY

The Middle School Library is for the use of students and teachers. It is used for reading, listening and viewing of library materials. A student may come to the library from a class or study hall with a pre-signed pass and permission of the teacher. The students must remain in the library until returning to class.

LOCKERS

All students entering middle school will be issued a lock with a three number combination. A student will keep that lock for the entire time he/she is a middle school student. Locker combinations should not be shared with other students. Students should keep their lockers clean and organized at all times.

LOST AND FOUND

1. Students are to keep valuables locked up or in their possession at all times. Students should not bring large sums of money to school.
2. All articles that are found should be brought to the office immediately. They will then be placed in the lost and found cabinet in the office.
3. Whenever possible, personal property should be labeled.

NATIONAL JUNIOR HONOR SOCIETY

The purpose of the Scotia-Glenville Middle School National Junior Honor Society is to recognize and encourage active citizenship. Students who have achieved high academic standings and evidenced outstanding strength of character, citizenship, and leadership during their sixth and seventh grade year will be invited to join.

Each September, eighth grade students who achieve a cumulative average not less than 90 for both grade six and grade seven and who received no disciplinary referrals to the office will receive an application packet for consideration for membership in the Society. The packet requires candidates to document their leadership activities in school and the community, produce signatures of endorsement from both a faculty member and a community member, and provide written confirmation of exceptional volunteering service to school and community.

During the month of October, the faculty and staff will review each candidate's packet for acceptance into the Society. Students will be notified in writing by the end of October of the results of the faculty and staff review process. New members will be inducted into the Society at a formal ceremony held during November.

Members of the National Junior Honor Society can earn special recognition at the end of eighth grade by completing 24 hours of school and community service during the year. Members are also required to attend approximately one meeting per month, usually on the last Monday of each month, in order to achieve that honor.

We urge all students to strive to do their best during their years at Scotia-Glenville Middle School, to help their school and their community by volunteering, and to recognize their value as leaders and role models in all that they do.

NURSE

Students must first obtain a pre-signed pass from their teacher before going to the nurse's office during the school day. If the nurse is not in her office when you wish to see her, report to one of the secretaries in the main office. The nurse's phone number is 382-1266.

ODDS AND ENDS

1. Make up your mind to have a successful middle school experience.
2. Make many friends rather than just a few.
3. Keep the halls clean and orderly.
4. Remember that pushing and running are often dangerous. Be thoughtful of others.
5. Have written permission from your teacher if it is necessary to leave your room.

6. Take your books and other necessities with you. Avoid having to return to your homeroom or locker.
7. Show courtesy at all times.
8. Don't be absent from school unless it is for a serious reason.
9. Remember that a substitute teacher should receive your understanding and cooperation. You are an ambassador of the school.
10. Remember your excuse when you return from being absent or tardy.
11. Nothing interferes with your work as seriously as continued absence from school.
12. Enter into the school activities. Be friendly.
13. Retain the handbook during your middle school years.
14. If advice is needed, remember your homeroom teacher, counselor or principal, are always willing to help you.
15. Be proud of your school; try to do your best and your school will be proud of you.
16. Lost and damaged textbooks are the financial responsibility of the student to whom the textbook was issued.
17. Students taking physical education will be furnished a combination lock. If the lock is lost the student must pay for a new one.
18. Do not share your locker combination with anyone.
19. All valuables brought to school should be kept locked, held in the possession of the owner or, in some cases, given to teachers for safekeeping. Money brought to school should be kept to an absolute minimum.
20. Phones and other electronic devices should be left at home or in lockers during the school day. Always get permission from your teacher first.
21. Bus pupils may ride the late bus only if taking part in a regularly scheduled after school activity or if detained by a teacher. A bus pass is needed for each late bus ride.
22. Pupils are to use the sidewalks and not cut across the grass when entering and leaving the building.
23. Pupils late to school must report to the office before reporting to homeroom or a classroom.
24. Pupils leaving school early must sign out in the main office and, if returning, must sign back in.
25. Parents dropping off and picking up their youngsters at school should not use the bus loop between the hours of 7:15-7:45 AM and 2:00-2:30PM.
26. Pupils are not permitted to leave the school grounds without written permission from home and approval from the office. Approval will be given in cases of emergency.
27. Excuses from physical education should be brought from home or from the doctor stating the reason and given to the nurse for her to approve.
28. Parents are requested not to use Wren Street when driving students to or from school.
29. **Gum is not allowed** in the middle school at any time.

PROMOTIONAL PROCEDURE

It is imperative that parents periodically be alerted when their youngster is performing at failure to borderline level. In many cases, parental cooperation and encouragement can eliminate possible failure. As a minimum, parents will be notified by progress reports and report cards (every 5 weeks). Parents are encouraged to call school at any time.

The following outline defines the promotion/retention guidelines for the school (grades 6-8).

1. After the end of the first semester each academic team of teachers will identify students at risk for retention who have not demonstrated sufficient mastery of skills to achieve at the next grade level. Parents will be notified by the counselor at this time. In addition, possible areas of support will be identified to help the students be successful.

- Quality points are earned for passing (minimum grade of 65) each course. All core classes (math, science, English and social studies) receive one quality point. Each 10-week non-core class earns .25 quality points; each 20-week course earns .5 quality points.

Mastery of skills includes a total of:

Grade 6	5.75 quality points
Grade 7	7.00 quality points
Grade 8	7.00 quality points

For promotion, a student must earn a minimum number of quality points as listed below:

Grade 6	Earn a minimum of 4.0 quality points (3.0 in core classes +1.0 encore classes)
Grade 7	Earning a minimum of 5.25 quality points (4.0 in core classes + 1.25 in encore classes)
Grade 8	Earning a minimum of 5.25 quality points (4.0 in core classes + 1.25 in encore classes)

- If more than one core class is failed during the school year, students will be required to attend summer school or take an equivalent number of hours of private tutoring (by a certified teacher) in order to earn promotion.

REPORT CARDS

Numerical grades will be given in the subjects of art, English, mathematics, foreign language, science, social studies, technology, home and career skills, music, physical education, and health, using the following marking system. Teacher comments will also be made to show student's efforts in each class.

<u>Achievement</u>	
92-100	Excellent
83-91	Good
74-82	Average
65-73	Poor
0-64	Failing

Letter grades of O, S and U may be given in Math Lab, Reading, and Skills Support.

O - Outstanding
S - Satisfactory
U - Unsatisfactory

Report cards are issued twice each semester, or every 10 weeks.

In addition to report cards, school progress reports will be sent home at 10 week intervals beginning at the 5th week of school concerning the scholarship of the student.

Teachers and parents may also schedule conferences together whenever it appears in the best interest of the student to do so.

Final averages are based on the full year course load.

SNOW DAYS

For announcements of school closing due to bad weather listen to WGY between 6:10 AM - 7:00 AM and 7:10 AM - 7:30 AM, or check the school website.

STAIRWAY AND CORRIDOR

Remember that in any traffic situation -- in public or otherwise -- the rule is to keep to the right, not block intersections, move slowly and carefully to avoid collision, not litter or loiter and not be late for the next class.

These rules of order apply to the use of the stairs and corridors. Teachers will be present to aid and assist as well as regulate student traffic between classrooms.

STUDENT COUNCIL

1. Student Council representatives are expected to abide by and assist in enforcing Middle School rules. Failure to set a good example will end in dismissal from the Council.
2. To keep in good standing, a member must attend meetings, make up all missed class work and participate in Student Council Activities.

STUDENT DRESS (Refer to the "You Are What You Wear" brochure)

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hat or other head coverings in the classroom except for a medical or religious purpose.
6. Not include items that are vulgar, offensive, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Each Building Principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

SUPPLIES NEEDED

A list of needed supplies will be sent to parents in July. Required assignment notebooks are available at the middle school and only this notebook is to be used.

TEEN TOWN

The Teen Town activities are sponsored jointly by the school, the PTA, village and town community on Friday nights from 7:00 - 9:00 PM. The director will be meeting with students in the fall for the purpose of organizing for the year.

TEEN TOWN SCHEDULE - 2011-2012

October 28	(6)	4:00 - 6:00	February 3	(6)	7:00 - 9:00
October 28	(7/8)	7:00 - 9:00	February 10	(7/8)	7:00 - 9:00
November 18	(6)	7:00 - 9:00	March 9	(6)	7:00 - 9:00
January 20	(7/8)	7:00 - 9:00	March 16	(7/8)	7:00 - 9:00

TESTING

All 6th and possibly new 7th and 8th grade students will be taking the In View Aptitude test in September. Results of these tests will give each student and his/her parents a picture of how he/she compares in basic skills with students in the rest of the country—and here in Scotia-Glenville. A narrative description of each student's performance will be mailed home.

All students are encouraged to make an appointment in the guidance office to sit down with a counselor and review all the testing that has taken place through the elementary years. It will be interesting and helpful.

All 6th grade students will also be taking New York State assessments in English Language Arts and Math. Grade 8 students will also take assessments in Social Studies and Science.

TEXTBOOKS

All students will be issued textbooks for each of their classes. Students are responsible for the care of their books and all materials loaned to them. Should loss or damage occur, students are financially responsible and will receive a fine according to the age and worth of the lost or damaged article. If the lost article is found, the money will be returned to the student.

TIME SCHEDULE

(Attached)

USE OF TELEPHONES

A telephone is available in the main office for student use when it is necessary to contact a parent/guardian. Students must have permission from their teacher to use the telephone.

WORKING PAPERS

Teenagers under 18 years of age, wishing to work, need working papers.

Types of Permits for the Middle School student are:

1. Newspaper Carrier Permit. For boys/girls from 12 years of age to 18 who deliver or sell and deliver newspapers or periodicals to customers at their homes or places of business.

2. Farm Work Permit Special: For boys and girls 12 and 13 years of age for farm work limited to hand harvesting of berries, fruits and vegetables.
3. Farm Work Permits: For boys and girls 14 and 15 years of age for any farm work.
4. Non-Factory Employment Certificates: For boys and girls 14 and 15 years of age who want to do volunteer work or who obtain a job when school is not in session or during vacation periods.

PROCEDURES TO OBTAIN WORKING PAPERS

1. Get information and application form from your school guidance office. If you need working papers during vacation periods, you will obtain your application at the Senior High School Guidance Office.
2. Complete your part of the application form.
3. Return application forms to the Guidance Office so that the form can be completed.
4. Obtain a Physical Fitness Certification in the school Guidance Office. If you have had a physical examination within six months at school or by your family physician (and the school nurse has a record of your examination by your own doctor) the nurse will sign it. If you have not had a physical within six months, take your Physical Fitness Certification to the office of the school doctor who will give the examination only on specific days during the year, or you may have your physical done by your own doctor.
5. Take your application and Physical Fitness Certification to the Guidance Office for your permit. All permits are valid for a period of two years.

One or two hour delay schedule

	1 hour delay	2 hour delay
H R	8:40-8:53	9:40-9:53
1	8:56-9:30	9:56-10:23
2	9:33-10:07	10:26-10:52
3	10:10-10:44	10:55-11:22
4	10:47-11:20	11:25-11:51
5	11:23-11:56	11:54-12:21
6	11:59-12:32	12:24-12:50
7	12:35-1:08	12:53-1:20
8	1:11-1:44	1:24-1:50
9	1:47-2:20	1:53-2:20

TIME SCHEDULES

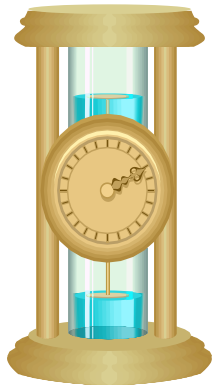
ALTERNATE SCHEDULE 1 (EXTENDED HOMEROOM)

HR	7:40 – 8:01
1	8:04 – 8:42
2	8:45 – 9:23
3	9:26 – 10:04
4	10:07 – 10:45



REGULAR SCHEDULE

HR	7:40 - 7:53
1	7:56 - 8:36
2	8:39 - 9:19
3	9:22 – 10:02
4	10:05 – 10:45
5	A10:48 – 11:08 B11:08 – 11:28
6	A11:31 – 11:51 B11:51 – 12:11
7	A12:14 – 12:34 B12:34 – 12:54
8	12:57 - 1:37
9	1:40 - 2:20



ALTERNATE SCHEDULE II (END OF DAY HR)

8	12:57 – 1:28
9	1:31 – 2:03
HR	2:06 – 2:20