

Schalmont Middle School
Student-Parent
Handbook
2011-2012

CODE OF CONDUCT

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ **ZIP** _____

PHONE _____

STUDENT H.R. # _____

Schalmont Central School District
Middle School
Student-Parent Guide
and
Code of Conduct
2011 - 2012

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"Building Success for All"



Schalmont Central School District
Schalmont Middle School
2 Sabre Drive
Schenectady, NY 12306



Michael Kondratowicz, Principal
Matthew Morgan, Associate Principal

Phone: (518) 355-6255
Fax: (518) 355-5329

Names and Numbers

Mrs. Anne Marie Pigliavento, Secretary, ext. 2003
Ms. Marcy VonMaucher, Food Service Manager, ext. 5069
Mrs. Linda Mortensen, School Nurse, ext. 2062

Other Important Numbers

Transportation Supervisor, <i>Kevin Mercoglan</i>	355-9201 ext. 4201
Special Education Director, <i>Shari Lontrato</i>	355-6110 ext. 4018
District Office	355-9200
Schalmont Teacher's Institute	355-6110 ext. 3123

MISSION STATEMENT

The staff and community of the Schalmont Central School District will provide programs, resources, and facilities to foster a positive learning environment. Each individual will be encouraged and assisted to grow emotionally, intellectually, physically, and socially to meet the challenges of the future.

School Arrival/Dismissal Times

Arrival

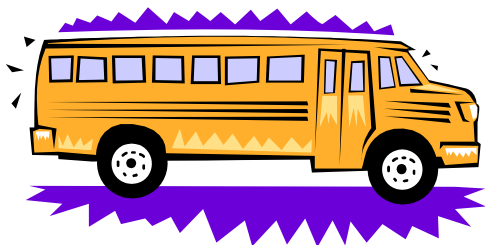
School begins at 8:45 am each morning. Students being dropped off by parents should arrive **no earlier than 8:45 a.m.** at the rear entrance (adjacent to the middle school parking lot). For safety reasons, **please do not drop off your children prior to 8:45 am, as there is no supervision for them.**

Students who arrive after 9:00 am are legally tardy and **must** report to the Guidance Office through the main entrance of the middle school. Students will need to be signed in by a parent or guardian. Help your child get off to a good start each school day. Please make every effort to have your child(ren) to school on time.

Dismissal

Students will board the buses from the middle school at 2:45 pm and be shuttled to Jefferson Elementary to get on their return bus. If you wish to pick up your child, please enter through the back entrance and pick up your child in Cafeteria B at 2:50 pm. **Photo identification will be required whenever children are picked up.**

If you need to pick up your child during the school day, please sign them out using the Guidance Office. **Photo identification will be required whenever children are picked up.**



Attendance

Daily attendance in school is very important to your child's academic success. Students are faced with the challenges of meeting the requirements of New York State's higher standards. It is essential that our students be present for the intensive instruction, which will assist them in meeting the standards.

Please try to make non-emergency dental and medical appointments for students after hours, if possible.

If your child will be absent or late for school, please call 355-6255, ext. 2001. Please tell us your name, your child's name, their grade, and the reason for their absence. In the event you do not call us, you will receive an automated phone call asking you to verify the absence with the school. All children returning from an absence must have a written excuse which includes the reason for the absence, the dates of the absence, and the signature of the parent/guardian.

Breakfast/Lunch Programs

Schalmont Middle School offers a nutritionally balanced breakfast program to students in grade 5. Breakfast is served from 8:35-8:55 am. The cost of breakfast is \$1.00.

Lunch is served to students in grade 5 from 1:00-1:25 daily. Monthly menu choices are provided on-line at www.schalmont.org or by request from the main office. Hot, healthy lunches are served daily as well as "grab and go" items such as bagels, snacks, and milk.

Lunch costs are as follows: Lunch \$ 1.75
 Milk \$.50

Prepaid lunch tickets are also available at \$8.75 for 5 lunches or at a reduced cost of \$35.00 for 21 lunches. When pre-paying for lunches, please make checks payable to "**Schalmont School Lunch Fund.**"

The 5th grade lunch schedule at Schalmont Middle School is as follows:

Lunch	1:00 - 1:25	Recess	1:25 - 1:50
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Homework Guidelines

Introduction

The Schalmont Central School District and school community believe that homework plays a critical role in teaching and learning. It also provides an excellent opportunity for parents to become aware of their child's daily academic experiences.

The purpose of homework is to strengthen academic skills and reinforce concepts taught by teachers. Appropriately assigned homework not only improves student achievement, it also develops time management skills, self-discipline, independence, personal responsibility, and the ability to follow directions and prioritize.

Amount of Homework

To promote consistency and fairness, these are guidelines for the amount of time; however, teachers may vary in their beliefs and system for assigning work. For example, some teachers choose not to assign work over the weekend or during holiday periods.

Fifth Grade 60 minutes per school weekday

This timeframe does not include recreational reading. Also, some teachers may assign a specific amount of additional time for reading.

Reading for pleasure in itself is an extremely important pastime that has great impact on a student's success. The research is clear that students who read regularly are more successful in school. It is important for teachers and parents to continually encourage students to read more and often.

Student's Role and Responsibilities

It is the responsibility of the student to record their homework assignments. Students are encouraged to seek clarification about homework assignments they feel are unclear. It is their responsibility to complete homework and return it at the time it is due. Students at all levels who are experiencing difficulty with their homework are encouraged to seek help from their teachers.

It is incumbent on parents in the early grades and students themselves as they mature to request homework assignments missed based on absences. Students who are ill may take it upon themselves to complete homework while staying home, depending upon the illness.

Parent's Role and Responsibilities

It is the parent's role to reinforce the importance of homework and encourage home completion in a timely manner. Parents need to monitor their child's homework. If parents set rules within their home that define where, when and under what conditions their child needs to complete their work, the task becomes more routine and less cumbersome. It is essential that parents provide guidance for their child, not answers. Parents are encouraged to find out more specifics about individual teachers procedures and requirements when a child is absent.

Homework Tips for Parents

- Express to your child the importance of a good education and the value of doing homework.
- Make sure your child has a quiet, well-lit place to do homework. Make this location a permanent one.
- Watch your child for signs of frustration. Suggest a short break and then return to the task.
- If your child is struggling to complete an assignment, you may need to contact your child's teacher.
- At various times during the school year, positively reinforce how well your child is doing.



Nurse's Notes

The following information should prove helpful as you may have questions or concerns regarding health related matters at Schalmont Middle School. This information may also be accessed on our Schalmont web site at www.schalmont.org.

Once on the home page, click on the Middle School link, then nurse's notes, to find useful information about our school.

If you have any additional questions, please feel free to call our school nurse, Mrs. Linda Mortensen, at 355-6255, ext. 2062.

New Students registering at Schalmont Middle School are required to have the following:

- a dental certificate
- a recent physical examination
- immunization record

Dispensing of Medication in the School Setting

In order for the school nurse to give your child medication (prescription or over the counter) during school hours, all of the following requirements must be met:

- Medication must be in its original pharmacy container with the following information:
 1. student's name
 2. name of medication
 3. prescribing doctor
 4. dose and time to be given
- A signed note from the prescribing physician containing all the information above.
- A signed note from the parent giving the school nurse permission to dispense the medication.
- All medication must be hand delivered to the school nurse or principal by a parent or responsible adult. **Students should not carry medications to and from school.**

To insure the health of our students, school policy regarding sick students is as follows:

- A minimum of 24 hours of medication must be administered before returning to school (Strep Throat or Pink Eye).

- Temperature has to be normal (98.6) for 24 hours without medication before returning to school.
- If your child is experiencing diarrhea on the morning of school, they must remain at home for the day.
- Children who are experiencing vomiting must remain at home until they are healthy enough to return to school (24 hours after the last vomiting episode).



Conference Dates/Report Card Dates

Parent Conferences are an important time for parents and teachers to work together by sharing information, discussing student expectations and setting goals that will help the child grow as a learner and succeed in school. All parents are encouraged to schedule a fall conference date with their child's teacher. Students will be dismissed at 11:30 am on these dates to allow for afternoon meeting times with parents.

The fall conference dates are: October 6 October 19
 October 14 October 25



Report Cards will be sent home with students (K-4) four times during the school year.

First Quarter Report Card	November 18, 2011
Second Quarter Report Card	February 3, 2012
Third Quarter Report Card	April 20, 2012
Fourth Quarter Report Card	June 20, 2012

Assessment/Testing

Teachers continually assess student performance through observation, student conferences and a review of each student's written work or informal assessments. Standardized tests are also used to help students reach higher standards of learning and to focus on basic skills and their application. Currently, standardized statewide tests are given to students in grades 3-8. The following chart shows a breakdown of the standardized tests given to students at each specific grade.

<u>Grade</u>	<u>Assessment</u>	<u>Date Given</u>
5	NYS English/Language Arts	TBA
5	NYS Math	TBA
5	NYS Social Studies	TBA

***Specific testing dates for each exam will come under separate cover as this information was not available from the NYS Education Department prior to the publication of this document.**

PART II - CODE OF CONDUCT

INTRODUCTION

The Schalmont Central School District is committed to providing a safe and orderly school environment where students receive and district personnel deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, or other district personnel, parents and other visitors is essential to achieving this goal.

Unless otherwise indicated, this Code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

Several key points are listed below, however a complete version of the Code of Conduct is available in the main office upon request.



ESSENTIAL PARTNERS

A. Parents are encouraged to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their children are dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the district.
9. Build good relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.

STUDENT DRESS CODE

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. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
3. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
4. Not include the wearing of hats in school except for a medical or religious reasons.
5. Students are encouraged to wear safe and appropriate footwear, especially during outdoor recess and physical education classes.
6. Not include the wearing of any make-up (i.e. eye shadow, fake nails, etc.)

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.

Please note that cell phones, electronic devices, battery operated games, etc. are not allowed in school.



STUDENT CONDUCT

The District expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel, and other members of the school community, and for the care of school facilities and equipment.

Students may be subject to disciplinary action, up to and including suspension from school when they:

- A. Engage in conduct that is disorderly, such as:
 - Using language or gestures that are profane, lewd, vulgar or abusive.
 - Engaging in any willful act which disrupts the normal operation of the school community.
- B. Engage in conduct that is disruptive, such as:
 - Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students.
- C. Engage in conduct that is violent, such as:
 - Committing an act of violence (such as hitting, throwing an object, kicking, punching, and scratching) upon a teacher, administrator, or other school employee or attempting to do so.
 - Possessing a weapon.
 - Displaying what appears to be a weapon.
 - Threatening to use any weapon.
- D. Engage in any conduct that endangers the safety, morals, health, or welfare of others, such as:
 - Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function, or possession of stolen property.
 - Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis of treating another in a negative manner.

5th Grade Recess

The middle school recess area is used daily during lunchtime by all students. To maintain safety, several rules have been listed below.

- Students should respect the rights, feelings, and property of other children and adults.
- Students should avoid any type of rough play that may cause injury.
- Students should obey the monitors at all times.
- Students should use proper language at all times.
- Students should use all playground equipment in an appropriate manner.
- For safety and enjoyment, please help keep our playground clean.
- Sandals or open-toed shoes will not be permitted on the playground due to safety reasons.

DISCIPLINARY CONSEQUENCES

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial.

A. Consequences: Students who are found to have violated Jefferson's Code of Conduct may be subject to the following penalties, either alone or in combination. Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. Depending on the severity of the incident, the progression of these steps may need to be superseded and/or accelerated.

The normal order of progression when issuing discipline is as follows:

1. Warning
2. Phone call home
3. Loss of privileges
4. In-school suspension
5. Out-of-school suspension

The school personnel identified after each penalty are authorized to impose the penalty, consistent with the students rights to due process.

1. Oral warning - any member of the district staff.
2. Written warning to parent - bus drivers, teacher aides, hall and lunch monitors, coaches, guidance counselors, teachers, principal and superintendent.
3. Phone call home - classroom teacher, principal.
4. Written notification to parent - bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, principal and superintendent.
5. Suspension from transportation - director of transportation, principal, superintendent.
6. Suspension from athletic participation - coaches, principal, superintendent.
7. Suspension from social or extracurricular activities - activity director, principal, superintendent.
8. Suspension of other privileges - principal, superintendent.
9. In-school suspension - principal, superintendent.
10. Alternative placement - principal, superintendent.
11. Restitution - principal, superintendent.
12. Loss of credit or make-up privilege for issues of academic misconduct - teacher, principal, superintendent.
13. Removal from classroom by teacher - teacher, principal.
14. Short-term (five days or less) suspension from school - principal, superintendent, Board of Education and/or BOCES programs.
15. Long-term (more than five days) suspension from school -

- principal, superintendent, Board of Education.
16. Permanent suspension from school - superintendent, Board of Education.

B. Procedures: The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

1. Loss of school privileges
2. Suspension from transportation.
3. Suspension from athletic participation.
4. In-school suspension.
5. Teacher disciplinary removal of disruptive students.
6. Suspension from school.

VISITORS TO THE SCHOOL

The District encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal or his/her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office of the principal upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the principal's office and sign out on the visitor's register before leaving the building.

3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal or his designee. All unauthorized persons will be asked to leave. The police may be called if the situation warrants. In addition, those persons violating a court order of protection will be reported to the police.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

PUBLIC CONDUCT ON SCHOOL PROPERTY

- A. Prohibited Conduct: No person, either alone, or with others shall:
1. Intentionally injure any person or threaten to do so.
 2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee, or any person lawfully on school property, including graffiti or arson.
 3. Disrupt the orderly conduct of classes, school programs or other school activities.
 4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
 5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
 6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
 7. Obstruct the free movement of any person in any place to which this code applies.
 8. Violate the traffic laws, parking regulations, or other restrictions on vehicles.

9. Possess, consume, sell, distribute or exchange alcoholic beverages, tobacco, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers, except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
13. Willfully incite others to commit any of the acts prohibited by this Code of Conduct.