

# **ALBION MIDDLE SCHOOL STUDENT/PARENT HANDBOOK**

***2023-2024***



*Bradley Pritchard, Principal*  
*Mariah LaSpina, Assistant Principal*



## ***ALBION MIDDLE SCHOOL TELEPHONE NUMBERS:***

***ATTENDANCE OFFICE 589-2021  
STUDENT SUPPORT SERVICES 589-2022***

***MAIN OFFICE 589-2020  
NURSE'S OFFICE 589-2023***

### ***A NOTE FROM YOUR PRINCIPAL***

*It is with great pride that I welcome you to the Middle School. Our building is home to over 400 students in grades Six through Eight and over 60 Staff Members.*

*Our mission is “Achievement, Character, and Success for Life ... ACS”. While in the Middle School, our entire staff will ensure that everything possible is being done to mold you into positive role models and citizens.*

*Middle School will expose all students to a variety of elective and core courses in efforts to provide you with an enriching and well-rounded academic experience. It is our hope that when students leave us in eighth grade, they have a solid foundation of study habits and organizational skills that can be used to build success in high school and beyond.*

*This handbook will assist you in answering any questions you may have about the Middle School. Please read the handbook carefully with your parents. We hope you have a great middle school experience this year.*

*Bradley Pritchard, Principal*

### **CODE OF CONDUCT**

***The Albion Central School District Board of Education has adopted a Student Code of Conduct. The Code specifies various offenses and penalties. Students should also understand that there are rules that must be followed at assemblies, in the cafeteria, on the playground, and at various athletic events. All students will be made aware of these rules at the beginning of the year. Some specific information on the rules appears later in this handbook.***

# BELL and LUNCH SCHEDULE

2023-2024

Breakfast is served from 7:35 to 7:58 am

| 6 <sup>th</sup> Grade          | 7 <sup>th</sup> Grade          | 8 <sup>th</sup> Grade          |
|--------------------------------|--------------------------------|--------------------------------|
| 7:43-7:56<br>Homeroom          | 7:43-7:56<br>Homeroom          | 7:43-7:56<br>Homeroom          |
| 7:59-8:40<br>1 <sup>st</sup>   | 7:59-8:40<br>1 <sup>st</sup>   | 7:59-8:40<br>1 <sup>st</sup>   |
| 8:43-9:24<br>2 <sup>nd</sup>   | 8:43-9:24<br>2 <sup>nd</sup>   | 8:43-9:24<br>2 <sup>nd</sup>   |
| 9:27-10:08<br>3 <sup>rd</sup>  | 9:27-10:08<br>3 <sup>rd</sup>  | 9:27-10:08<br>3 <sup>rd</sup>  |
| 10:11-10:52<br>4 <sup>th</sup> | 10:11-10:52<br>4 <sup>th</sup> | 10:11-10:52<br>4 <sup>th</sup> |
| 10:55-11:25<br>Lunch-4A        | 10:55-11:36<br>5               | 10:55-11:36<br>5               |
| 11:28-12:09<br>5 <sup>th</sup> | 11:39-12:09<br>Lunch-5B        | 11:39-12:20<br>6 <sup>th</sup> |
| 12:12-12:53<br>6 <sup>th</sup> | 12:12-12:53<br>6 <sup>th</sup> | 12:23-12:53<br>Lunch-6C        |
| 12:56-1:37<br>7 <sup>th</sup>  | 12:56-1:37<br>7 <sup>th</sup>  | 12:56-1:37<br>7 <sup>th</sup>  |
| 1:40-2:23<br>8 <sup>th</sup>   | 1:40-2:23<br>8 <sup>th</sup>   | 1:40-2:23<br>8 <sup>th</sup>   |

## ***CONTACTING TEACHERS BY VOICEMAIL***

The following pages contain the information that every parent needs in order to contact their child's teacher. The District has a phone system that allows teachers to receive voice mails at any time. Each teacher checks their own voicemail and returns calls to parents.

**All outside callers should dial 589-2050 or 589-8989**, wait for the prompt, then enter the extension of the person needed. As messages are left, a red light on the phone blinks, alerting the person to the fact that he/she has a voicemail. Teachers usually return calls during their open periods. Please see the listing below for contacting your child's teachers.

### **MIDDLE SCHOOL TEACHER PHONE EXTENSIONS**

PARENTS: **Please dial 589-2050 or 589-8989**, then the Teacher's extension to leave a voice-mail. Phones do not ring in the classroom.

|   |      |  |      |
|---|------|--|------|
| Archer, Tim- Service Learning                 | 8219 | Kraus, Kate- English                       | 8243 |
| Baldwin, Bonnie- 6 <sup>th</sup> Grade        | 8208 | Lang, Jessica- Literacy                    | 8223 |
| Bennett, Jennie- 6 <sup>th</sup> Grade        | 8230 | Marquette, Liz- Science                    | 8217 |
| Barleben- Social Worker                       | 8236 | Martillotta, Greg- Band                    | 8246 |
| Bentley, Janie- 6 <sup>th</sup> Grade Sp. Ed. | 8210 | Marvin, Amber-7 <sup>th</sup> Grade Sp. Ed | 8221 |
| Berg, Shari- 12:1:1                           | 8227 | Moreland, Jenn- CTE                        | 8245 |
| Blanchard, Bruce- 6 <sup>th</sup> Grade       | 8231 | Moskaluk, Kateri- Math                     | 8225 |
| Krahel, Heather- Art                          | 8224 | Paz, Josephino- ELL                        | 8252 |
| Cammarata, Danielle- 6 <sup>th</sup> Grade    | 8229 | Petrus, Jeremy- Science                    | 8239 |
| Campbell, Kristie- English                    | 8204 | Price, Lucian- Phys Ed.                    | 8248 |
| Castricone, Lisa- Math                        | 8205 | Pritchett, Bruce- Social Studies           | 8240 |
| Christopher, Theresa- Spanish                 | 8201 | Radder, Jeff- 6 <sup>th</sup> Grade        | 8206 |
| Conn, Karen- Music                            | 8220 | Ragonese, Shawn- Social Studies            | 8241 |
| DeBoard, Allyson- Library                     | 2025 | Rowe, Jennifer- Math                       | 8235 |
| Feder, Kamie- Art                             | 8202 | Sanders, Michael- ELA                      | 8244 |
| Feder, Kevin- 12:1:1                          | 8211 | Schmitt, Cathy- Math                       | 8232 |
| Fiegl, Hillary- Science                       | 8215 | Sheehan, Lee- English                      | 8228 |
| Flynn, Casey- Spanish                         | 8233 | Skrip, David- Social Studies               | 8203 |
| Jones, Mike- WEBB                             | 2298 | Symonds, Jessica- 8 <sup>th</sup> Grade    | 8207 |
| Keller, Chris- English                        | 8212 | Uveino, Patrick- Health                    | 8234 |
| Klips, Mary Jane- 6 <sup>th</sup> Grade       | 8209 | Vilinsky, Kristen- Technology              | 8238 |
| Koppenhaver, Sara- Phys Ed.                   | 8249 | Wesolowski, Barb- Math                     | 8226 |
| Kozody, Carrie- Music/Chorus                  | 8247 |  |      |

# WHO'S WHO

## Administration

|                       |                                       |          |
|-----------------------|---------------------------------------|----------|
| Mr. Bradley Pritchard | Principal                             | 589-2020 |
| Miss. Mariah LaSpina  | Assistant Principal/Athletic Director | 589-2020 |

## Main Office

|                     |                                  |          |
|---------------------|----------------------------------|----------|
| Ms. Sarah McCormick | Attendance/Main Office Secretary | 589-2021 |
|---------------------|----------------------------------|----------|

## Student Support Services

|                             |                      |          |
|-----------------------------|----------------------|----------|
| Mrs. Jill Scharping         | Secretary            | 589-2022 |
| Mrs. Julianne McGrath       | Counselor            | 589-2022 |
| Mrs. Kym Metz               | Counselor            | 589-2022 |
| Mr. Patrick Brawn           | School Psychologist  | 589-2024 |
| Mrs. Brittany Bennett Allis | School Social Worker | 589-2020 |
| TBD                         | School Nurse         | 589-2023 |

## ABOUT THE ALBION MIDDLE SCHOOL

### AIDS INSTRUCTION:

In compliance with the regulations of the Commissioner of Education, the District will provide classroom instruction concerning Acquired Immune Deficiency Syndrome (AIDS) as part of a sequential and comprehensive health program for all students K-12. The school provides age-appropriate instruction, which must include the following information:

1. The nature of the disease;
2. Methods of transmission of the disease; and
3. Methods of prevention of the disease (stressing abstinence as the most effective and appropriate protection against AIDS).

A copy of the course outlines (by grade level) is kept in the Main Office for public information. Parents may request to have their child(ren) excused from that segment of AIDS instruction regarding methods of prevention of the disease by filing a request with the Superintendent of Schools. The request must give assurance that such instruction will be given at home.

The District has an Advisory Council consisting of members of the Board of Education, appropriate school personnel, parents, and community representatives (including representatives from religious organizations). The Advisory Council is responsible for making recommendations on content, implementation, and evaluation of the AIDS instructional program.

### ERIN'S LAW:

Erin's Law requires that all public schools in each state implement a prevention-oriented child sexual abuse program that teaches: Students in grades preK-12th grade, age-appropriate techniques to recognize child sexual abuse and tell a trusted adult. This material will be covered in Health class.

## **ASSEMBLIES:**

Assemblies are a regularly scheduled part of the curriculum and are designed to be both educational and entertaining. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Disruptive behavior will not be tolerated.

## **ATTENDANCE INFORMATION**

### **Absences/Tardy/Doctor Appointments:**

If a student is going to be out of school, **please call the Attendance Office @ 589-2021** prior to 9:00 am on the day of the absence. You may call the attendance number 24 hours a day and leave a message. This too, is the number for you to request homework for your child, which will be available for pick up in the main office from 2:30-3:30 pm. ALL homework requests must be made by 9:30 AM to allow teachers time to gather the homework together during their planning period.

### **Attendance Policy Procedures:**

1. Any student that is late to homeroom 5 or more times during the school year will be subject to consequences delineated in the Code of Conduct.
2. Any student absent for 3 or more consecutive days may be required to submit documentation from a physician for these days to be considered excused absences.
3. Excuses for absent days must be received within two days of the student's return to school. This excuse can be written or submitted by telephone. In the event that an excuse is not received, the absence will be recorded as unexcused.
4. All students absent may make up work for any class missed. Teachers will accept and grade work that is submitted to the teacher within one week (5 school days) of the absence.
5. Students arriving to class late will be subject to consequences delineated in the Code of Conduct. Tardy is defined as after the bell to begin class.

### **Doctor/Dentist/Legal Appointments/Early Dismissal**

If your child will be dismissed from school early, a written note must be delivered to the **Main Office** during homeroom, showing the time the child is to be excused. At the scheduled time your child will come down to wait for his/her parent/guardian at the Main Office to be signed out. **YOUR CHILD CANNOT LEAVE THE SCHOOL UNLESS ACCOMPANIED BY AN INDIVIDUAL LISTED ON THE RELEASE CARD** filled out at the beginning of the year. No exceptions will be made.

## **AWARDS:**

Awards are given to students to recognize their achievements for one of the following reasons: Outstanding Character, Exemplary Effort, and Improvement in subject area(s). These awards will be given at the end of the school year. Display of exceptional citizenship qualities (honesty, courtesy, etc.) are recognized everyday by staff members. Students are rewarded monthly with Student of the Month. Quarterly awards for academic achievement and excellent attendance are also given.



## **GETTING THERE. . .**

Students may not abuse the privilege of riding the bus with disruptive behavior at any time. Students are not allowed to change buses to go to and from friends' homes for social events. **A TRANSPORTATION FORM must be completed if the student is not being transported to or from his residence (i.e., daycare, babysitter, etc.) for the school year. If an emergency arises, parents will be responsible for transporting their child(ren) as students may NOT ride a different bus for any reason.**

## **BUS PROCEDURES** (Please discuss these rules with your children)

Each student, while riding on an Albion Central School Bus, will:

1. Follow the directions of the Driver.
2. Stay in your seat.
3. Keep all parts of your body inside the bus.
4. Not push, shove, threaten or fight with another student.
5. Not eat, drink, smoke or use tobacco products on the bus.
6. Not destroy or create any property damage.
7. Not use inappropriate language or profane gestures.
8. Not bring any large objects, breakable containers, animals, sharp instruments, or other disruptive or non-driver approved items on the bus.
9. Never tamper with any Emergency exits or other bus safety equipment.
10. Not throw anything inside or outside of the bus.
11. Help your Bus Driver keep the bus neat and clean.

The Bus Driver will report any child not following these rules to the Transportation Supervisor or the Principal in writing on the day of the infraction.

If a student chooses to break a rule and is referred to the Supervisor of Transportation or the Principal, the Albion Central School Student Code of Conduct will be followed. However, generally, for the:

### **FIRST INCIDENT:**

- The Principal warns the student and sends a copy of the bus report to the parent.

### **SECOND INCIDENT:**

- The Principal will take disciplinary action and the parent will be notified.



### **THIRD INCIDENT:**

- The Principal will suspend bus riding privilege for the student up to three (3) days.

### **FOURTH/SUBSEQUENT INCIDENTS:**

- Will result in suspension of the student's riding privileges for an extended period of time to be determined by the Principal.

Severe disorderly conduct may result in automatic suspension of the student's bus riding privileges. **IN CASE OF FIGHTING ON THE BUS** – Student Code of Conduct will be followed.

**TRANSPORTATION SUPERVISOR'S TELEPHONE NUMBER IS: 589-2070**

### **TRANSPORTATION OTHER THAN RESIDENCE**

If a student is riding the bus to a different address other than his own (i.e. daycare, babysitter) on a **permanent** basis, a Bus Transportation Form is to be completed and approved by office staff and the bus garage. The approved form will be returned to the parent/guardian when all transportation arrangements have been assigned by the bus garage.

### **Late Bus Procedure**

**Late buses will only be available on Tuesday, Wednesday & Thursday for after school activities that end by 4:15.** If you ride a bus and stay after school, you must obtain a late bus pass from Mr. Jones or the teacher you stay after school with. Students without a late bus pass will not be allowed on the bus.

### **BOOKS/LOCKS POLICY:**

Students are responsible for all textbooks, library books and locks issued to them. Students will pay the cost of these items if lost or defaced. The cost will be the full purchase price for new, 80% of the purchase price for books 2 years old and 50% of the purchase price for books 3 years old and older.

### **CAFETERIA INFORMATION:**



*Applications for reduced meals are available at the beginning of the school year and should be turned in as soon as possible. During the year, as circumstances change, forms can be obtained from the Main Office in the Middle School. There is a full lunch menu offered and sandwich menu. Fresh fruit, bottled water, ice cream, cookies and pretzels are also available at a nominal charge. Filtered water is available in the cafeteria free of charge for all students. Lunch prices for students will be sent home to all students by the end of September. Menu prices are currently being finalized.*

### **CELL PHONES:**

Cell phone use is prohibited between 7:43am and 2:23pm according to the Albion Central School Board Policy. During these hours, cell phones must be kept in the students' locker or backpack. Any student that needs to use the phone to contact their parents may use the classroom phone with permission from their teacher. There is also a phone in the Main Office available for students to use.

### **CLUBS AND SPORTS:**

Students are encouraged to take an active part in "Extra-Curricular" Activities. The Middle School offers the following club and sports programs to all students who maintain good academic standards and follow the Code of Conduct:

#### **CLUBS:**

Chess Club  
Drama Club  
FFA  
History Club  
Jazz Ensemble  
Latin Club  
LIFE  
Multicultural Club  
Multimedia Club

Science Olympiad  
Spanish Club  
NJ Honor Society  
Student Council  
Yearbook Club

#### **SPORTS:**

Cross Country  
Football  
Volleyball

Swim  
Wrestling  
Basketball  
Track-Field  
Golf  
Soccer  
Baseball  
Softball

Students participating in sports are required to have a "sports" physical before participation in practices, games, or competitions. Physicals are offered to the students at no charge through the school physician. Please see the school Nurse for more information.

### **COURSE FAILURE/RETENTION for Grades 6, 7 & 8**

Retention in grades 6, 7 and 8 is determined by academic achievement and social readiness.

Student retention will be determined by input provided by teachers, counselors, parents and administration. Considerations for placement will be made in the best interest of the child both academically and socially.

### **EMERGENCY SCHOOL CLOSINGS:**

In the event school must be closed because of weather or emergency conditions, the announcement will be made on the following radio stations: WBEN930, WKBW1520, WHAM1180. You may also sign up for our emergency notification system, which will allow you to receive notification alerts through email and/or text.

### **FIELD TRIPS/PARTIES/ASSEMBLIES:**

Teachers may plan additional activities for their students throughout various times of the year. All students must have a completed "FIELD TRIP PERMISSION SLIP" on file in order to participate in activities off of school grounds.

Other special activities may include class parties for special events. *Any student whose*

*religion forbids parties may spend the duration of the party in an alternate location.* Parents are encouraged to send in treats for these parties, however, **ALL TREATS MUST BE PURCHASED AND REMAIN WRAPPED UNTIL USED.** No food prepared at home can be given to students.

### **HOMEWORK:**

Homework is an important aspect of the educational process. Its purpose is to help the student be a more effective learner. The student will be assigned homework several times weekly in most academic subjects. If you do not understand the homework, make sure to ask your teacher for help. Not knowing what the assignment was is not an excuse for incomplete homework.

### **IN-SCHOOL SUSPENSION:**

A student who has been assigned to I.S.S (In-School Suspension) will be expected to remain there until 2:23 pm, unless otherwise specified by the Building Administration. Students may also be assigned to extended detention until 4:15 pm. If the student is entitled to a late bus pass, the I.S.S Room Teacher will provide one.

### **LIBRARY:**

Librarian - Mrs. Allyson DeBoard

The Middle School Library is on the first floor in the Community Center foyer and is open during normal school hours until 2:30 for students requiring information on special projects, research papers and homework assignments. Also available are books for enjoyment, magazines, and reference materials. There are computer workstations available when there is not a class using the Library. Students are encouraged to sign out books and other library materials. However, books can only be signed out for two weeks at a time and are limited to 4 items at a time.

### **Lost Library Materials**

Any lost Library items must be reported to the librarian as soon as possible. Students are responsible to pay for any lost items borrowed from the Library. Library sign-out privileges will be suspended until his/her financial responsibility to the School District is met. This obligation follows a student throughout his/her school career.

### **LOCKERS:**

Students that are issued a locker should not give out the combination to anyone. All Lockers are the property of the school. Students should not store anything valuable in their lockers. **VALUABLES SHOULD NOT BE BROUGHT TO SCHOOL, BUT IF BROUGHT IN INADVERTENTLY, THEY MAY BE PLACED IN THE MAIN OFFICE UNTIL THE END OF THE DAY.**

## **LOST AND FOUND:**

Found articles can be found in the cafeteria. Clothing is kept for approximately two weeks, then sent to Goodwill. Eyeglasses and jewelry items should be turned into the office. Any bathing suits, towels and pool items can be found in the pool area. **IT IS UP TO THE STUDENT WHO LOST THE ARTICLE to check to see if the article has been turned in. PLEASE WRITE YOUR NAME ON ALL PERSONAL ITEMS!**

## **FROM THE NURSE . . .**

### **In-School Sickness/Accidents/Health Concerns/Medications:**

If your child becomes ill in school, he/she must report to the Nurse's Office. The nurse will determine if the child should lie down for a period of time, or send the child home. If a child is injured or ill, the nurse will make every effort to contact the parents. It is very important that we have an emergency phone number on file for this purpose. **STUDENTS MAY NOT LEAVE THE BUILDING WITHOUT PRIOR AUTHORIZATION OR CALL THEIR PARENTS FROM A CELLPHONE OR THE MAIN OFFICE REQUESTING TO GO HOME WITHOUT SEEING THE NURSE.** Any health concerns/limitations should be brought to the attention of the nurse.

Any student taking medication under a doctor's orders is to leave the medication with the school Nurse and report to the nurse when it is time to take the medication. The State Education Department requires that all medications, including non-prescription drugs, given in school shall be prescribed by a licensed prescriber. A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required. All medication, including over-the-counter medicines, shall be brought to school by the PARENT in a container appropriately labeled by the pharmacy or physician. (If your child is put on medication during the school term, request the pharmacy to make up 2 separate bottles of the medication; one for home and one for school, each with the appropriate amount of medication in it.)

## **REPORT CARDS:**

Report cards are distributed to students in November, February, April and June. Interim Reports will be sent home at 5-week intervals between report cards if a student is not working up to potential. The teacher may send individual progress reports home at any time.

We use the following equivalents in most classes:

|   |          |                       |
|---|----------|-----------------------|
| A | 90-100   | Excellent Progress    |
| B | 80-89    | Very Good Progress    |
| C | 70-79    | Satisfactory Progress |
| D | 65-69    | Needs to Improve      |
| F | 64-below | Unsatisfactory        |

### **Honor Rolls**

Honor rolls are determined by the student's Grade Point Average (GPA) for that grading quarter:

High Honor: 95% - 100.0%

Honor: 90% - 94.9%

### **SCHOOL EVENTS:**

All Middle and High School students must bring their Albion Central School District ID Cards with them to all extra-curricular sporting events. Students are ineligible to attend or participate in extra-curricular events if they have been:

- Suspended from school;
- Assigned to the WEBB Room the week prior to an event for a 3 or 4 level offense;
- Delinquent in payment of debts of \$5.00 or more (lost books, lunches, fundraisers, etc.)
- Tardy three or more times in a quarter and/or absent six or more times in a quarter.

Students who are illegally absent or tardy from school may not attend or participate in extra-curricular activities, practices, or competitions on that day.

This tag is used during the school day to purchase lunches and take out library books. If a student should lose or break the tag, or if it is not able to be scanned, there is a \$2.00 replacement fee for a new tag.

### **SCHOOL SUPPLIES:**

Students are required to bring pens/pencils, student textbook(s) and required materials to class every day. Sixth Grade students are required to bring their Assignment Books.

### **SKATEBOARDS/ROLLERBLADES:**

Skateboarding and/or rollerblading on school property are strictly prohibited at ALL times. Violators are subject to consequences.

### **STANDARDIZED TESTING INFORMATION:**

All 6th and 7th grade students will take the NYS Tests in Math and English/Language Arts. All 8th grade students will take the NYS tests in Math, English/Language Arts and Science.

### **TEACHING ABOUT DRUGS, ALCOHOL, TOBACCO:**

Albion School believes that education is an important preventative measure against student involvement with drugs, alcohol, and tobacco. Instruction will include sessions about the causes and effects of drug, alcohol, and tobacco abuse; especially on young people. In addition, all high school students will receive instruction on the dangers of driving while under the influence of alcohol and/or drugs.

In addition, parents and students who want more information on substance abuse, or would like to ask questions about a specific problem, may call and/or visit the Counseling Office. Albion believes that individuals with problems should feel comfortable to seek help without fear of punishment. The Counseling Office encourages students who believe they may have a substance abuse problem to meet with their counselor and discuss it as soon as possible.

### **TRUANCY:**

Truancy is any unauthorized absence from school or from any individual class. Students

leaving the school during the day without being signed out by a parent/guardian are considered truant. *Excessive absences are detrimental to a child's learning. Therefore, conferences will be held with the parent/guardian of any student having excessive absences.*

### **VISITORS:**

All visitors must sign in at the Main Office and will be processed through the Raptor System. They then will be directed to their destination. Students may not bring siblings, relatives or friends to school to visit.

### **WATER BOTTLES:**

Students are allowed to have water bottles in school however; Students should not be bringing in juice or pop to carry around with them during the day. This is to prevent spills on carpets that will stain and cause an excessive burden to the cleaning staff.

### **WHAT TO WEAR:**

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. Shall not include articles of clothing, due to style or ill-fit that expose undergarments or parts of the body in an indecent manner. Examples include: halter tops, tank tops, tube tops, tops that have low-cut arm holes, crop tops, pajama pants, plunging necklines – front or back, etc. Additional garments not listed may be considered indecent as well. This measure of indecency will be determined by the Building Administrator and subject to disciplinary action.
3. Ensure that underwear is completely covered with outer clothing, including ensuring that pants cover all areas traditionally covered by underwear.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats, headgear, bandanas, or scarves during the instructional day, except for medical or religious purposes.
6. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, ancestry, national origin, sex, 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.
8. Not include wearing of outerwear such as winter coats, trench coats, or jackets during the instructional day, except for medical or religious purposes, or during school productions and/or special days as approved the Superintendent.



Each building principal 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.

## **SUBJECT: TITLE I PARENT AND FAMILY ENGAGEMENT**

The District will collaborate with parents and other family members to help students participating in Title I programs reach their full academic potential and to improve the District's overall academic quality. As part of its collaboration, the District will conduct outreach; plan and implement programs, activities, and procedures for parent and family member engagement; and consult meaningfully with parents and family members.

### **District-Wide Parent and Family Engagement**

To facilitate parent and family participation, the District will:

- a) Involve parents and family members in jointly developing this policy, its Title I Plan, and its support and improvement plans. If the parents or family members indicate that the Title I plan is not satisfactory, the District will submit their comments to the State Education Department along with the plan;
- b) Improve student academic achievement and school performance through coordination, providing technical assistance, and giving support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family engagement activities, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- c) Coordinate and integrate parent and family engagement strategies with other relevant federal, state, and local programs;
- d) Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of its Title I schools. The evaluation will include identifying:
  - 1. Barriers to greater participation by parents and family members in Title I activities, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background;
  - 2. The needs of parents and family members to assist with their child's learning, including engaging with school personnel and teachers; and
  - 3. Strategies to support successful school and family interactions.
- e) Use the evaluation's findings to design evidence-based strategies for more effective parent and family member engagement, and to revise the policy, if needed;

- f) Involve parents in Title I activities
- g) Involve parents and family members in decisions regarding how it spends funds reserved for parent and family engagement activities.

### **School-Level Parent and Family Member Engagement**

The Board directs each school receiving Title I funds to develop a building-level parent and family member engagement plan with that school's parents and family members. In addition to the content included above, each school building-level plan will:

- a) Describe how to convene an annual meeting, at a convenient time, to inform parents and family members of their school's participation in Title I programs, to explain Title I requirements, and to identify the right of the parents and family members to be involved. All parents and family members of these children will be invited and encouraged to attend the meeting;
- b) Offer flexibility in scheduling meetings, and may provide transportation, child care, or home visits related to parent and family member engagement, using Title I funds;
- c) Involve parents and family members in an organized, ongoing, and timely way in planning, reviewing, and improving Title I programs, including this policy;
- d) Provide parents and family members with timely information about programs, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, the achievement levels of the challenging state academic standards, and, if requested by parents or family members, opportunities for regular meetings to formulate suggestions and to participate in decisions relating to their child's education.
- e) Develop a compact jointly with parents and family members that outlines how they, school staff, and students will share responsibility for improved student academic achievement. The compact will also detail the means by which the school and parents and family members will build and develop a partnership to help all children achieve the state's standards.

### **SUBJECT: TITLE I PARENT AND FAMILY ENGAGEMENT (Continued)**

- f) Have a compact that:
  - 1. Describes the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment to enable these students to meet the challenging state academic standards;



2. Describes the ways in which each parent or family member will be responsible for supporting the child's learning, volunteering in the child's classroom, and participating, as appropriate, in decisions relating to the child's education and positive use of extracurricular time; and
3. Addresses the importance of communication between teachers and parents or family members on an ongoing basis through, at a minimum:
  - (a) Parent or family member-teacher conferences in elementary schools, at least annually, during which the compact will be discussed as it relates to the individual child's achievement;
  - (b) Frequent reports to parents or family members on the child's progress;
  - (c) Reasonable access to staff, opportunities to volunteer and participate in the child's class, and observing their classroom activities.
  - (d) Ensuring regular two-way, meaningful communication between family members and school staff and to the extent practicable, in a language that family members can understand.

If the parents or family members believe that the building-level parent and family engagement plan is not satisfactory, the school will submit their comments when it makes the plan available to the District.

To ensure effective involvement of parents or family members and to support a partnership among the school involved, parents or family members, and the community, to improve student academic achievement, the District and each school will:

- a) Provide assistance to parents or family members of children served by the District or school to understand topics such as the challenging state academic standards, state and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of the children.
- b) Provide materials and training to help parents or family members to work with the children to improve their achievement, such as literacy training and using technology (including education about the harms of copyright piracy) to foster parent and family member engagement.
- c) Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents or family members, in the value and utility of parent or family member contribution, and in how to reach out to, communicate with, and work with parents or family members as equal partners; implement and coordinate parent or family member programs; and build ties between parents or family members and the school.

- d) Coordinate and integrate, to the extent feasible and appropriate, parent and family member engagement programs and activities with federal, state, and local programs, including public preschool programs that encourage and support parents and family members in more fully participating in the education of the children.
- e) Ensure that information related to school and parent and family member programs, meetings, and other activities is sent to the parents or family members of participating children in a format and, to the extent practicable, in a language the parents or family members can understand.
- f) Provide other reasonable support for parent and family member engagement activities as parents or family members may request.

Succeeds Act of 2015

20 USC §§ 6318 and 6321

34 CFR Parts 74-86, 97-99, and 200

Adopted: 4/22/14

Updated: 5/13/19



**If you see or hear something...  
Do Something!  
TAKE A STAND AGAINST BULLYING,  
CYBERBULLYING,  
HARASSMENT & DISCRIMINATION**

**Someone you can talk to:**  
(Your School's Dignity Act Coordinator)

**Mr. Bradley Pritchard  
Principal**

**(585) 589-2020**



- See Something, Say Something!
- Report to School Officials if you hear or see anything suspicious.
- Don't assume it's nothing, let the school determine that!

**Albion Middle School Main Office:  
589-2020**

**Deputy Prawel, ACS SRO:  
589- 2039**