

**Parent/Student Handbook  
2023-2024  
South Lewis Middle School  
Turin, New York 13473**



**Judith A. Duppert  
Middle School Principal  
315-348-2570**

## TABLE OF CONTENTS

<b>Middle School Mission Statement</b>	<b>2</b>
<b>Middle School Integral Components</b>	<b>2</b>
<b>Character Counts</b>	<b>3</b>
<b>South Lewis School District Personnel</b>	<b>4</b>
<b>South Lewis School Phone Numbers</b>	<b>5</b>
<b>Middle School Staff</b>	<b>6</b>
<b>Instructional Calendar</b>	<b>7</b>
<b>Summary of South Lewis Code of Conduct</b>	<b>8-16</b>
<b>Behavioral Modification Guidelines, Administrative Discipline</b>	<b>16-20</b>
<b>Detention, Detention Policy, Loss of Privileges</b>	
<b>Student Searches and Interrogations, Alternative Learning Center</b>	<b>21-22</b>
<b>Out of School Suspension, Cell Phones, Fire Drills</b>	<b>22</b>
<b>Assemblies, Home Base, Period 8, Study Halls</b>	<b>23-24</b>
<b>Restricted Study Hall, Restrooms, Telephones, Lockers, Posters, Lost &amp; Found</b>	<b>24-25</b>
<b>Guests and Visitors, Textbooks</b>	<b>25</b>
<b>1:1 Technology Device – Guidelines and Expectations</b>	<b>26</b>
<b>Transportation, Dismissal Changes, Bus Safety Rules, Bus Guidelines</b>	<b>26-27</b>
<b>Cafeteria: Lunch Period, Vending Machines, Sports Rec</b>	<b>27-28</b>
<b>Behavior Management Plan for Cafeteria</b>	<b>28-29</b>
<b>Health &amp; Safety: School Nurse</b>	<b>29-30</b>
<b>Special Passes for Early Dismissal, Student Accident Insurance, Closing</b>	<b>30</b>
<b>Library Media Center, Library Use Guidelines</b>	<b>31</b>
<b>Student Services: School Counseling, Mediation, Transfer/Withdrawal, Working Papers</b>	<b>31 32</b>
<b>Course of Study, Report Cards, Progress Reports</b>	<b>33-34</b>
<b>Grading: Incompletes, Promotion</b>	<b>34</b>
<b>Student Attendance Policy</b>	<b>35-36</b>
<b>Extracurricular Activities</b>	<b>37-38</b>
<b>Physical Education and Sports</b>	<b>39</b>
<b>Interscholastic Athletics</b>	<b>40</b>
<b>Athletic Code of Conduct</b>	<b>40-43</b>
<b>Helpful Hints for Students</b>	<b>43-44</b>
<b>Middle School Special Events Calendar</b>	<b>45</b>
<b>South Lewis Alma Mater</b>	<b>46</b>
<b>Quote from Jimmy Johnson</b>	<b>47</b>
<b>South Lewis Central School Floor Plan</b>	<b>48-50</b>

**SOUTH LEWIS MIDDLE SCHOOL  
MISSION STATEMENT**

The purpose of the South Lewis Middle School is to establish the cornerstone of the students' appreciation for lifelong learning. In addition, we want our students to be academically prepared, self-reliant, curious, thoughtful of others and capable of applying their Middle School experiences so as to succeed in life and our interdependent world.

Our Mission is to develop:

**RESPECT for**

**EDECATION so**

**STDENTS and**

**PARENTS develop**

**ENTHUSIASM for learning throughout the**

**COMMUNITY in cooperation with**

**TEACHERS.**



**SOUTH LEWIS MIDDLE SCHOOL INTEGRAL COMPONENTS**

The middle school program has been in place since the 1995-1996 school year. The underlying principle for the program development was to offer a learning environment and activities that would meet the diverse needs of each adolescent. Our “student-centered” middle school program offers the following components which are aligned with the vision set forth:

- **Technology** – All students in middle school will have a chrome book assigned to them in an effort to prepare them for the 21<sup>st</sup> Century. Technology is not seen as a special event, but rather as an integral part of teaching and learning. Students also participate in keyboarding and technology classes.
  
- **Parent / Teacher Group** – The Parent Teacher Group (PTG) will serve to encourage Middle School Parents, (grades 5-8) to participate in the activities of their School. We invite all parents to join the PTG.

**SOUTH LEWIS CENTRAL SCHOOL DISTRICT  
CHARACTER COUNTS**

**CHARACTER COLOR DESCRIPTION**

<b>TRUSTWORTHINESS</b>	Blue: Think True Blue	<ul style="list-style-type: none"> <li>• Be honest</li> <li>• Don't deceive, cheat or steal</li> <li>• Be reliable – do what you say you'll do</li> <li>• Have the courage to do the right thing •</li> <li>Build a good reputation</li> <li>• Be loyal – stand by your family, friends and country</li> </ul>
<b>RESPECT</b>	Yellow/Gold: Think the Golden Rule	<ul style="list-style-type: none"> <li>• Treat others with respect: follow the Golden Rule</li> <li>• Be tolerant of differences</li> <li>• Use good manners, not bad language</li> <li>• Be considerate of the feelings of others</li> <li>• Don't threaten, hit or hurt anyone</li> <li>• Deal peacefully with anger, insults and disagreements</li> </ul>
<b>RESPONSIBILITY</b>	Green: Think being responsible for a garden of finances; or as in being solid and reliable like an oak	<ul style="list-style-type: none"> <li>• Do what you are supposed to do</li> <li>• Persevere: keep on trying</li> <li>• Always do your best</li> <li>• Use self-control</li> <li>• Be self-disciplined</li> <li>• Think before you act – consider the consequences</li> <li>• Be accountable for your choices</li> </ul>
<b>FAIRNESS</b>	Orange: Think of dividing an orange into equal sections to share fairly with friends	<ul style="list-style-type: none"> <li>• Play by the rules</li> <li>• Take turns and share</li> <li>• Be open-minded; listen to others</li> <li>• Don't blame others carelessly</li> </ul>
<b>CARING</b>	Red: Think of a heart	<ul style="list-style-type: none"> <li>• Be kind</li> <li>• Be compassionate and show you care</li> <li>• Express gratitude</li> <li>• Forgive others</li> <li>• Help people in need</li> </ul>
<b>CITIZENSHIP</b>	Purple: Think regal purple as representing the state	<ul style="list-style-type: none"> <li>• Be honest</li> <li>• Don't deceive, cheat or steal</li> <li>• Be reliable – do what you say you'll do</li> <li>• Have the courage to do the right thing</li> <li>• Build a good reputation</li> <li>• Be loyal – stand by your family, friends and country</li> </ul>

**SOUTH LEWIS CENTRAL SCHOOL DISTRICT PERSONNEL**

**P.O. Box 10  
Turin, New York 13473  
(315)348-2500**

Administration:

Mr. Douglas Premo, Superintendent of Schools  
Mr. Barry Yette, Business Manager  
Mr. Chad Luther, High School Principal  
Ms. Judith Duppert, Middle School Principal  
Mrs. Christine Sobel, Elementary Principal  
Mr. Christopher Villiere, Elementary Principal, Director of Health, Physical Education,  
and Athletics  
Mr. Scott Carpenter, Technology Coordinator  
Mrs. Deborah Domagala, Curriculum and Data Coordinator

Board of Education:

Mr. Thomas Birmingham  
Mrs. Dawn Ludovici  
Mr. Paul Campbell  
Mrs. Blake Place  
Mrs. Jessica Carpenter  
Mr. Justin Szucs  
Mrs. Christine Chaufy  
Mr. Richard Ventura  
Mr. Andrew Liendecker

Middle School Dean of Students

Mr. Jason Gibson

Middle School Counselor:

Mrs. Amanda Kogut

Director of Special Education/CSE Chairperson:

Mrs. Catherine Littlefield

School Psychologist

Mrs. Rebecca Minkler

Supervisor of Building and Grounds:

Mr. Richard Poniktera

Food Service Manager:

Mr. Steven Fuller

Transportation Supervisor:

Mr. Andrew Krokowski

Middle School Parent Teacher Group Officers (P.T.G.)

President: Alicia Paluck Treasurer: Lisa Gerber Vice-President:  
MeLinda Maciejko

**SOUTH LEWIS CENTRAL SCHOOL  
TELEPHONE NUMBERS**

South Lewis Middle School

Middle School Principal's Office 315-348-2570  
Middle School Counseling Office 315-348-2575  
Middle School Nurse 315-348-2578

South Lewis High School

High School Principal's Office 315-348-2520  
High School Counseling Office 315-348-2530  
High School Nurse 315-348-2525

South Lewis Elementary School

Elementary Principal's Office 315-348-2600  
Elementary Nurse 315-348-2605

Athletic Director 315-348-2562

Attendance Office (K-12) 315-348-2526

Bus Garage & Transportation Office 315-348-2590 or 315-348-2592

District Office & Superintendent of Schools 315-348-2500

24 Hour Schools Weather Information (315-348-COLD) 315-348-2653

**MIDDLE SCHOOL STAFF – 2023-2024**

Mrs. Heidi Abbey . . . . . Social Worker  
Mrs. Allen . . . . . Teaching Assistant  
Mrs. Andre . . . . . Student Assistance & Substance Abuse Counselor  
Ms. Arthur . . . . . Keyboard Specialist – Counseling Office  
Mrs. Benzing . . . . . Social worker  
Miss Bradish. . . . . Special Education  
Ms. Bradway . . . . . Teacher/Teaching Assistant  
Mrs. Calhoun . . . . . Special Education  
Mrs. Csizsmar . . . . . Aide  
Mrs. Dickinson . . . . . Aide  
Miss Fitzgerald . . . . . Math, Science – Grade 5  
Ms. Garnsey . . . . . Library Aide  
Ms. Gerber . . . . . English, Social Studies – Grade 6  
Mrs. Gesullo. . . . . Math - Grade 8  
Mr. Gibson . . . . . Dean of Students, English – Grades 7 & 8  
Mr. Greene . . . . . Physical Education – Grades 5-8  
Ms. Grau. . . . . Home School Community Coordinator  
Mrs. Groff . . . . . Social Studies – Grade 7  
Mrs. Gronowski. . . . . General Music – Grades 5 & 8, Chorus  
Ms. Haase . . . . . Aide  
Mrs. Horn . . . . . Math, Science – Grade 5  
Mrs. Kaiding . . . . . STEM – Grade 6  
Mrs. Kleine . . . . . Art – Grades 5-8  
Mrs. Kogut . . . . . Middle School School Counselor  
Mrs. Kraeger . . . . . Keyboard Specialist – Principal’s Office  
Mr. Liddiard . . . . . Technology – Grades 5-8  
Mrs. Liddiard . . . . . Math – Grade 7  
Mrs. Martin . . . . . Literacy, Social Studies – Grade 6  
Mr. McCall . . . . . General Music – Grade 6  
Mrs. McCall . . . . . Physical Education – Grades 5-8  
Mrs. Monks . . . . . Librarian  
Mrs. Mooney . . . . . Math, Science – Grade 6  
Mr. Muller . . . . . General Music, Band – Grades 5-8  
Mr. Niles . . . . . Math, Science – Grade 6  
Mr. Oakes . . . . . Special Education  
Miss Platt. . . . . Health - Grades 5,7&8  
Mrs. Prusinowski . . . . . Speech & Language Therapist  
Mr. Reid . . . . . English, Social Studies – Grade 8  
Mrs. Salmon . . . . . Middle School Nurse  
Miss Schindler . . . . . Literacy, Social Studies - Grade 5  
Mrs. Schneider . . . . . Math – Grade 7  
Mrs. Schwartzentruber. . . . . Science – Grade 7  
Mrs. Shambo . . . . . Foreign Language – Grade 8  
Mr. Shedd . . . . . English – Grade 7  
Mrs. Smith . . . . . Attendance Office  
Mrs. Smithling . . . . . English – Grade 8  
Ms. Still . . . . . Literacy, Social Studies – Grade 5  
Ms. Swiernik . . . . . Special Education  
Mrs. Vaerewyck . . . . . Science – Grade 8  
Mrs. Valis . . . . . Special Education Teaching Assistant  
Mrs. VanBrocklin . . . . . Special Education  
Mrs. Vargo . . . . . Family & Consumer Science – Grades 6-8  
Mrs. Wilton . . . . . Aide, Alternative Learning Center

**INSTRUCTIONAL CALENDAR**  
**2023-2024**

**SEPTEMBER**

Superintendent's Conference Days – August 30 & 31

Labor Day – September 4

SCHOOL OPENS – September 5

**OCTOBER**

NO SCHOOL – October 9 – Columbus Day

**NOVEMBER**

NO SCHOOL – November 10 – Veterans Day

NO SCHOOL – November 22-24 – Thanksgiving Recess

**DECEMBER**

School Closes at End of School Day on December 21, 2023 for  
Christmas Recess

**JANUARY**

SCHOOL REOPENS on January 2, 2024

NO SCHOOL – January 15 - Martin Luther King Jr. Day

Regents Days – January 23-26

**FEBRUARY**

NO SCHOOL – February 19-23 – Winter Recess

**MARCH**

NO SCHOOL – March 29 - Good Friday

**APRIL**

NO SCHOOL – April 1 - Easter Monday

NO SCHOOL – April 22-26 – Spring Recess

**MAY**

NO SCHOOL – May 27 – Memorial Day

**JUNE**

Regents Days – June 4, June 14-18, June 20-25

NO SCHOOL – June 19 – Juneteenth Holiday

LAST DAY OF SCHOOL – June 26



## CODE OF CONDUCT SUMMARY

The following is a summary of South Lewis Code of Conduct. A complete Code of Conduct is available in every office and was sent home with every student the first day of school. The complete Code of Conduct outlines the entire expectations for student conduct.

### **Introduction**

The Board of Education (“Board”) is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

In accordance with the Dignity for All Students Act, School District policy and practice must ensure that no student is subject to discrimination or harassment, both on and off school property, based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex by school employees or students on school property, on a school bus, or at a school function.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the Board adopts this Code of Conduct (“code”).

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

### DIGNITY FOR ALL STUDENTS ACT (DASA)

***The Dignity Act utilizes the following definitions:***

- **Cyberbullying** means harassment or bullying as defined in Education Law §11(7)(a), (b), (c), and (d), that occurs through any form of electronic communication (Education Law §11[8]).
- **Emotional Harm** that takes place in the context of “harassment or bullying” means harm to a student’s emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student’s education (8 NYCRR §100.2[1][2][ii][b][5]).
- **School Bus** means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law §11[1] and Vehicle and Traffic Law §142).
- **School Function** means a school-sponsored extracurricular event or activity (Education §11[2]).
- **Disability** means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law §11[4] and

Executive Law §292[21]).

- **Employee** means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine-B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law §§11[4] and 1125[3]).
- **Sexual Orientation** means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law §11[5]).
- **Gender** means actual or perceived sex and includes a person's gender identity or expression (Education Law §11[6]).
- **Harassment** means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex (Education Law §11[7]).

Under the Dignity Act, there are currently 11 protected classes, groups or characteristics. The Dignity Act prohibits any discrimination based on actual or perceived characteristics. The 11 protected classes are defined as below:

**Race** means a group of persons related by a common descent or heredity. For purposes of enumeration the U.S. Census Bureau uses terms such as: "White/Caucasian", "Black/African American/African-descent", "Asian", "Bi-racial", "Hispanics/Latinos" etc. to describe and classify the inhabitants of the United States.

**Color** means the term that refers to the apparent pigmentation of the skin, especially as an indication or possible indication of race.

**Weight** means aside from the obvious meaning in the physical sciences, the word is used in reference to a person's "size".

**National Origin** means a person's country of birth or ancestor's country of birth.

**Ethnic Group** means a group of people who identify with each other through a common heritage including language, culture, and often a shared or common religion and or ideology that stresses ancestry.

**Religion** means specific fundamental beliefs and practices generally agreed to by large numbers of the group or a body of persons adhering to a particular set of beliefs and practices.

**Religious Practice** means a term including practices and observances such as attending worship services, wearing religious garb or symbols, praying at prescribed times, displaying religious objects, adhering to certain dietary rules, refraining from certain activities, proselytizing, etc.

**Sex** means the biological and physiological characteristics that define men and women. (MALE and FEMALE denote "sex".)

**Gender** means the socially constructed roles, behaviors, activities, and attributes that a given society considers appropriate for men and women. (MASCULINE and FEMININE denote "gender".)

**Sexual orientation** means the sex to which a person is sexually attracted. Someone attracted primarily or exclusively to members of the opposite sex is characterized as straight or heterosexual.

Someone attracted primarily or exclusively to members of the same sex is characterized as homosexual. A person with a strong or viable attraction to both genders is characterized as bisexual or pansexual.

**Disability** means any restriction or lack (due to any impairment) of ability to perform an activity in the manner or within the range considered typical.

The Dignity Act prohibits discrimination and harassment of students on school property, including at school functions, by any student and/or employee. However, harassment may include, among other things, the use, both on and off school property, of information technology, including, but not limited to, e-mail, instant messaging, blogs, chat rooms, pagers, cell phones, gaming systems and social media websites, to deliberately harass or threaten others. This type of harassment is generally referred to as cyberbullying.

Students are prohibited from using or having on or in an operational mode any paging device, mobile telephone, cellular telephone, laser pointer or pen or any other type of telecommunications or imaging device during instructional time, except as expressly permitted in connection with authorized use in classrooms. While students are permitted to possess such devices during the school day, they are prohibited from using them in any manner which invades the privacy of students, employees, volunteers, visitors, or interferes with the overall educational setting. Students are not permitted to use any form of information technology, including their own personal electronic devices, to intimidate, harass or threaten others. This type of harassment is generally referred to as cyberbullying. If a student violates this prohibition, then he/she is subject to discipline under this provision and/or any other provision in the District Code of Conduct that may be applicable to the circumstances involved. Any electronic device that is permitted on school property is encouraged to be kept on the person and in a concealed manner.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **A. Student Rights**

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

### **B. Student Responsibilities**

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop strategies to control their anger.
7. Ask questions when they do not understand.

8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship

***Please reference the South Lewis Code of Conduct for additional Rights and Responsibilities.***

## **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 parent(s) 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 such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), bare midriff, shorts above mid thigh and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing. Pants and trousers should be worn at waist level to prevent the possibility of exposure of underwear.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed. Inappropriate footwear includes slippers, but not limited to.
5. Not include the wearing of hats in the school buildings during the school day except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, and 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 may allow exceptions to the student dress code for senior hat day, spirit day, and other designated special occasions. All exceptions should be approved through the Superintendent.

Each building principal or his/her designee shall be responsible for informing all students and their parent(s) 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. If necessary, parents may be contacted to assist with a student's compliance with the dress code. Any student who refuses to do so or repeatedly fails to comply with the dress code shall be seen as insubordinate and be subject to discipline, up to and including out of school suspension.

## **PROHIBITED STUDENT CONDUCT**

The Board 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. These expectations also apply to internships and student work experience.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on District property or engaged in a District function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the consequences for their conduct.

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

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:
  1. Running in hallways.
  2. Making unreasonable noise.
  3. Using language or gestures that are profane, lewd, vulgar or abusive.
  4. Obstructing vehicular or pedestrian traffic.
  5. Engaging in any willful act that disrupts the normal operation of the school community.
  6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
  7. Computer/electronic communications misuse, including any unauthorized use of cell phones, computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the District's Acceptable Use Policy.
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:
  1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
  2. Lateness for, missing or leaving school without permission.
  3. Skipping detention.
- C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:
  1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
  2. Refusing to follow classroom and/or school rules.
- D. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:
  1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or

- attempting to do so.
  - 2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
  - 3. Possessing a weapon. Only authorized individuals (e.g. law enforcement officials) are permitted to have a weapon in their possession while on school property or at a school function.
  - 4. Displaying what appears to be a weapon.
  - 5. Threatening to use any weapon.
  - 6. Verbally threatening to cause harm upon a teacher, administrator or other school employee or attempting to do so.
  - 7. Verbally threatening to cause harm upon another student or any other person lawfully on school property or attempting to do so.
  - 8. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
  - 9. Intentionally damaging or destroying school district property.
  - 10. Participating in gang related activities. Including, but not limited to: recruiting of members, use of gang signs or hand signals, tagging (graffiti), wearing of gang clothes (colors).
- E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include, but are not limited to:
- 1. Lying to school personnel.
  - 2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
  - 3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them. This can include posting or publishing video, audio recordings or pictures (written material, cell phones, Internet, YouTube etc.).
  - 4. Discrimination, based on a person's actual or perceived race, age, sexual orientation, use of a recognized guide dog, hearing dog or service dog, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, or disability as a basis for treating another in a negative manner on school property or at a school function.
  - 5. Harassment, the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing based on a person's actual or perceived race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, sexual orientation, gender or sex.
  - 6. Bullying and intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm and/or emotional discomfort; for example, "play" fighting, extortion of money, overt teasing, etc.
  - 7. "Internet bullying" (also referred to as "cyberbullying") including the use of instant messaging, email, websites, chat rooms, text messaging, or by any other electronic means, when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of students or employees.

8. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
  9. Displaying signs of gang affiliation or engaging in gang-related behaviors that are observed to increase the level of conflict or violent behavior.
  10. Selling, using or possessing obscene material.
  11. Using vulgar or abusive language, cursing or swearing.
  12. Possessing, using, selling, distributing or exchanging a cigarette, cigar, pipe, chewing or smokeless tobacco.
  13. Possessing, consuming, selling, attempting to sell, distributing or exchanging alcoholic beverages, tobacco, tobacco products or illegal and/or controlled substances, counterfeit and designer drugs, paraphernalia for use of such drugs or being under the influence of any such substances on school property or at a school function. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, steroids, look alike drugs, drug paraphernalia and any substances commonly referred to as "designer drugs."
  14. Inappropriately using or sharing, attempting to sell, distributing, or exchanging prescription and over-the-counter drugs.
  15. Possessing, consuming, selling, attempting to sell, distributing, or exchanging "look alike drugs"; or possessing or consuming (without authorization), selling, attempting to sell, distributing or exchanging other substances such as dietary supplements, weight loss pills, etc.
  16. Gambling and gaming.
  17. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
  18. Initiating a report warning of fire or other catastrophe without valid cause, misuse of emergency numbers (e.g. 911), or discharging a fire extinguisher.
  19. Display of or engaging in affectionate or intimate behavior; or overt displays of affection.
  20. Body Piercing, Cutting, Tattooing, or other physically altering activity of self or others.
  21. Sexual Harassment; which includes unwelcome sexual advances, requests for sexual favors, taking, or sending sexually explicit videos, pictures or auditory recordings or any statement or action perceived as harassing and has a sexual connotation.
- F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, fighting and not staying seated will not be tolerated.
- G. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:
- Plagiarism, cheating, copying, altering records, alteration/destruction of other people's work and resources, accessing other users email accounts or network storage accounts and/or attempting to read, delete, copy, modify, and interfere with the transferring and receiving of electronic communications, or assisting another student in any of the above actions.

Other general behavioral expectations to be considered along with those outlined in the Code of Conduct:

1. The middle school is a separate entity from the high school. Students are expected to be in the middle school hallway except as necessary to travel to classes, the cafeteria or library. Loitering in the high school hallways is not permitted. Students will not be allowed in the high school halls during the instructional day to purchase drinks from vending machines.
2. Students shall follow directions of the adults who are responsible for their safety and learning. The people include bus drivers, teachers, support personnel, administrators, parent volunteers and other school staff. Students are to report to school and all classes on time and be prepared to learn. Students are to remain in classes unless the teacher has excused them.
3. **Cell phones or other electronic devices** are not allowed to be used anywhere in the school building by middle school students, unless permission is secured by a faculty member for a special project or event.
4. Students are to remain on school property throughout the school day unless they have been granted permission to leave.
5. Students are expected **not** to be in any school building **without permission** from the administrator and/or proper supervision (by a staff member). Students found in a building without permission or supervision will be asked to leave. Refusal to honor this request may result in notification to the necessary authorities pending possible trespassing charges. **A parent or other adult must accompany middle school students during after school activities (athletic contests, programs in the auditorium, etc.). Middle school students should not transport themselves to these events (e.g. no walking, bikes, etc.).**
6. Students are expected to use appropriate language at all times.
7. School is not the setting for affectionate or intimate behavior. Overt displays of affection will not be allowed.
8. Open containers are not permitted in the hallways. Water will only be allowed in the classroom with teacher permission. A bottle with a broken seal is considered an open container. Glass containers are not allowed in the building. Soda is not permitted during the instructional day.
9. Hats, bandanas, etc. cannot be worn anywhere in the building during the school day. Students are expected to place all headgear in their lockers upon arrival to school and keep it in their locker until departing at dismissal time. The removal of headgear when entering a building or a room is a demonstration of respect and courtesy to everyone. Extenuating circumstances will be reviewed by the administration.

### **REPORTING VIOLATIONS**

All students are expected to promptly report violations of the code to a teacher, Dean of Students, the building principal or his/her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, or a district administrator.

All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent(s) of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.



## **Sexual Harassment:**

The South Lewis Central School District is committed to safeguarding the rights of all students within the school district to learn in an environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when the student perceives such behavior as unwelcome, such as inappropriate touching, verbal comments, written notes, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, blocking a student's movement, rape or attempted rape.

Sexual harassment is a form of sex discrimination. Any student who believes that he/she has been subjected to sexual harassment, whether by a teacher, other student, or any individual on school grounds or at school activities, should report the alleged misconduct immediately to the Middle School Principal.

In the absence of a victim's complaint, the school, upon learning of, or having reason to suspect, the occurrence of any sexual harassment, will promptly begin an investigation.

## **SOUTH LEWIS MIDDLE SCHOOL BEHAVIORAL MODIFICATION GUIDELINES**

Students encouraging, or participating in inappropriate behavior are subject to disciplinary action according to the South Lewis Code of Conduct. Disciplinary action may include a reprimand, parental contact, detention, suspension, a Superintendent's hearing, and/or referral to appropriate agencies, (i.e., law enforcement agencies, Family Court, and/or counseling or treatment agencies.)

### **DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS**

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. Information from parents, teachers and/or others, as appropriate.
6. 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.

### **TEACHER'S AND ADMINISTRATOR'S ROLE IN STUDENT DISCIPLINE**

Teachers, by virtue of their direct and continual interaction with students, are expected and authorized to discipline students.

Since every interaction between a student and staff member is a learning/teaching experience for the individual student, **the administration reserves the right to modify these guidelines where appropriate.** Not all infractions are covered by these guidelines, others not mentioned will be dealt with according to their nature. The South Lewis Code of Conduct will be adhered to

at all times.

**Disciplinary Penalties:** Students who are found to have violated the district's Code of Conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral warning – any member of the district staff
2. Written warning to the appropriate district administrator – bus drivers, hall and lunch monitors, school aides, custodians, coaches, school counselors, teachers, Dean of Students, district administrators
3. Written notification to parent(s) – coaches, school counselors, teachers, Dean of Students, district administrators
4. Detention – teachers, Dean of Students, district administrators
5. Suspension from transportation – Director of Transportation, district administrators, Dean of Students
6. Suspension from athletic participation – coaches, district administrators, Dean of Students
7. Suspension from social or extracurricular activities – activity director, district administrators, Dean of Students
8. Suspension of other privileges – district administrators, Dean of Students
9. In-school suspension – district administrators, Dean of Students
10. Removal from classroom – teachers, Dean of Students, district administrators
11. Short-term (five days or less) suspension from school – district administrators
12. Long-term (more than five days) suspension from school – Superintendent
13. Permanent suspension from school – Superintendent, Board of Education

**Procedures** – 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.

Appropriate disciplinary actions by teachers and the Dean of Students include, but are not limited to:

- \* Verbal reprimand
- \* Teacher "time-out" (in room/cooperating room)
- \* After class conference with student
- \* Parental contact
- \* Teacher detention
- \* Referral to administration

Support staff are also authorized to handle student misconduct and may refer such matters to teachers, the Dean of Students and administrators for disciplinary actions.

Discipline by the principal, or Dean of Students, may include, but is not limited to, the following:

- \* Verbal reprimand
- \* Parental/Guardian notification
- \* Principal's "Time-out"
- \* Assignment to travel sheet program
- \* Activity Period Detention (12:55-1:24)
- \* Administrative Detention (2:50-5:15)
- \* Suspension of privileges

- \* Alternative Learning Center assignment
- \* Restriction of extracurricular activities
- \* Referral to the Superintendent of Schools
- \* Referral to outside agencies

Discipline by the principal may include, but is not limited to, the following:

- \* Out of School Suspension

The above disciplinary actions will be used by the principal for any articles outlined in the student Code of Conduct or any of the behaviors listed below:

Aggression towards or threatening school personnel  
 Aggression towards another student or students  
 Arson  
 Assault  
 Assault with Injury  
 Assault with serious injury  
 Bomb Threat  
 Burglary, Larceny, or other theft offenses  
 Bus Behavior/Unsafe  
 Bus Misbehavior  
 Cafeteria Misbehavior  
 Causing a False Emergency Alarm  
 Cell Phone Misuse  
 Cheating  
 Classroom Disruption  
 Committing a Violent Act other than possession of a weapon on school property  
 Computer Infractions  
 Criminal Harassment  
 Criminal Mischief  
 Cut Detention  
 Destruction of School Property  
 Discrimination  
 Disrupting Activity Period Detention  
 Disrupting AD  
 Dress Code Violation  
 Fighting  
 Forgery  
 Gambling  
 Gang Related Activity  
 Hallway Misbehavior  
 Homicide  
 Inappropriate Behavior  
 Inappropriate Language/Profanity  
 Insubordination  
 Intimidation, Harassment, Menacing, Bullying  
 Intimidation, Harassment, Menacing, Bullying (UNFOUNDED)  
 Kidnapping  
 Late to class or late to school  
 Leaving class without permission  
 Leaving school building or school grounds  
 Littering

Loitering  
 Lying to school personnel  
 Major Insubordination  
 Other Disruptive Incidents  
 Parking Lot Misbehavior  
 Plagiarism  
 Possession or transfer of stolen property  
 Possession, transfer, use of a Weapon on School Property  
 Possession, transfer, use, or sale of Drugs or Alcohol  
 Possession, transfer, use, or sale of Firecrackers  
 Possession, use, or Sale of Tobacco  
 Public display of affection  
 Reckless Endangerment  
 Refusing to attend Required Activity Period  
 Repeatedly Substantially Disrupting the Educational Process  
 Repeatedly Substantially Interfering with a Teacher's Authority Over the Classroom  
 Riding to or from school with another student without permission Sexual Harassment  
 (Physical or Verbal)  
 Sexual Offenses  
 Skipping Activity Period Detention/Teacher Detention  
 Skipping Administrative Detention  
 Skipping Class  
 Skipping Lunch Detention  
 Sleeping in Class  
 Transporting Student(s) Without Permission  
 Trespassing on School Property  
 Truant  
 Using obscene or lewd language when confronting an adult  
 Vandalism  
 Verbal Confrontation with a teacher or staff member  
 Verbally threatening to cause harm upon a teacher, administrator or other school  
 employee or attempting to do so  
 Verbally threatening to cause harm upon another student or any other person lawfully on  
 school property or attempting to do so  
 Verbally or physically intimidating and/or forcing another student to endure an  
 emotionally or physically unsafe and/or humiliating experience.  
 Verbally or physically intimidating and/or forcing another student to endure an  
 emotionally or physically unsafe and/or humiliating experience as a member of a  
 group.

Some behaviors are of such a serious nature that they threaten the safety of others and violate civil laws as well as school regulations. In addition to the discipline imposed by the principal, a police report shall be made for any of the above inappropriate actions that violate civil law.

A referral to an outside agency may also be made by the principal or Dean of Students. Such referral may result in the recommendation for an evaluation to assess involvement with drugs or alcohol, if appropriate. The district may also file a Persons in Need of Supervision (PINS) petition for students who display chronic attendance problems or behavioral problems.

### **STUDENTS WITH SPECIAL NEEDS**

Students with special educational needs who are subject to the expectations of an Individual Educational Plan will be held to the same reasonable standard of behavior as other students in

the building. The school district does respect the integrity of a student's Individualized Education Plan and will adhere to the guidelines of this program. In the event of recurring inappropriate behavior or behavior that threatens the safety of students or staff, the Committee on Special Education will meet to review appropriate behavioral expectations for students subject to an Individualized Educational Plan. Suspensions may be imposed for inappropriate behavior as determined appropriate by state law regarding students with handicapping conditions.

## **DETENTION**

Detention is a form of discipline, which may be used by administrators, Dean of Students, and teachers.

### **Teacher Detention:**

A teacher may assign a student to a Lunch Detention or Period 8 Detention in his/her classroom for behavioral reasons or for failure to submit required assignments. Students are required to attend such detention when directed to do so.

### **Activity Period Detention:**

The Dean Of Students and administration can assign an Activity Period detention. Students will report to the Alternative Learning Center during Period 8. In the event that the student does not finish the day of school, such as emergency dismissal or going home sick, the detention will be served the next Period 8.

### **Administrative Detention:**

A detention study hall is operated on a school-wide basis from 2:50 PM to 5:15 PM, Monday through Friday. Assignment to Administrative Detention can only be made by the principal, her designee, or the Dean of Students.

## **LOSS OF PRIVILEGES**

Extracurricular activities are important to the educational program at South Lewis Middle School. They provide students with opportunities to develop positive peer relationships and help strengthen students' self-concepts. These activities are also a privilege to have incorporated into the educational program.

It is the responsibility of the students to follow the behavioral code set forth in the student handbook and Code of Conduct. When each student meets their responsibilities and behavioral expectations, we can be assured that all students are being granted their right to an education in a safe environment conducive to learning. However, if a student does not fulfill their responsibility to education at South Lewis Middle School they jeopardize these rights for themselves and others. Students that do not meet the behavioral expectations at South Lewis Middle School may not be allowed to attend extracurricular activities until they can improve their behavior. Any student receiving the equivalent of a full day in the Alternative Learning Center or out-of-school suspension may lose their extracurricular privileges for a period of 30 days. Following this interval of time, a conference may be held with the student to determine if the student's behavior has improved, so the privileges may be reinstated. Inappropriate behavior during extracurricular activities could result in a suspension from these events for a period of time.

## **STUDENT SEARCHES AND INTERROGATIONS**

The Board is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code. Students are not entitled to any sort of “Miranda –type” warning before being questioned by school officials, nor are school officials required to contact a student’s parent(s) before questioning the student. However, school officials will tell all students why they are being questioned.

### **Student Lockers, Desks and other School Storage Places**

District owned and provided desks, lockers, textbooks, computers, materials, supplies, or storage spaces loaned by the school to students remain the property of the school; and these items and/or places may be opened and inspected by school employees at any time without prior notice and without a students’ consent. The purpose of these searches, when they occur, is to ensure the safety of students, faculty, and staff, enhance school security, and prevent disruptions of the learning environment. Students have no reasonable expectation of privacy with respect to school property; and school officials retain complete control over such property. However, a student’s personal belongings contained within a locker, desk, etc. are subject to the reasonable suspicion standard for searches by an authorized school official.

## **ALTERNATIVE LEARNING CENTER (ALC)**

The ALC room will be for students who have demonstrated behavioral problems while participating in the classroom or general school environment and consequently have undermined the educational process of others.

1. The ALC program will run from 7:50 AM. - 2:50 PM.
2. The ALC room will be supervised at all times by a staff member.
3. Students in the ALC will receive instruction in strategies and techniques designed to avoid a repetition of behaviors which resulted in their removal from the classroom.
4. The ALC room will be a quiet and isolated area. Students may be working on missed assignments, class work, tests, or silently reading. Students who behave inappropriately in ALC will receive an additional day of ALC or out-of-school suspension.
5. The regular classroom teachers will be responsible for getting work to the monitor for the student to complete.
6. The ALC facility will be supplied with the necessary instructional materials to ensure the continuation of learning for each student.
7. The ALC room will be equipped with a telephone so that contact can be made with the office.
8. The ALC monitor will contact the classroom teacher, or resource center if the student needs academic assistance so that the students can get help while they are in the ALC. Also available for the students in the ALC will be counseling through guidance.
9. Per the South Lewis Falcon Athletic Code of Conduct, students who have in-school or out-of-school suspensions are prohibited from practicing or playing in contests until the suspension period is completed. Students in Administrative Detention may practice or play in contests after the daily detention period, but will not be released from detention to practice or

play without permission of the Middle School Principal, Athletic Director, Athletic Coordinator, or designee.

10. A student in the ALC for the equivalent of 1 full day (or suspended out of school) will be restricted from attending Middle School Activity Nights. The student is ineligible for the period of time from the infraction until the next activity night.

### **OUT-OF-SCHOOL SUSPENSION (OSS) PROGRAM**

Students demonstrating seriously inappropriate and/or illegal behavior, subsequently impeding the teaching and learning process may be suspended from school for up to five days.

In the matter of a student being suspended from school, the parents will be immediately notified. The student shall be removed from school after parent notification and proper transportation arrangements have been made.

A student who has been placed on out-of-school suspension shall not be permitted on school property until the terms of the suspension have been met. A student placed on out-of-school suspension will be restricted from attending Middle School Activity Nights. The student is ineligible for the period of time from the infraction until the next activity night. A re-admit conference is often held at the completion of the suspension.

### **CELLULAR PHONES/PHONES/ELECTRONIC DEVICES**

Office and classroom phones are for business and emergency purposes only. Students will not be allowed to use these telephones to call home for permission to leave school early, ride home with another student, etc. except in case of an emergency. Such arrangements can be made by providing a written note signed by the student's parents. Parents will need to call the Attendance Office (348-2526) for any unexpected appointments.

Cellular phones are not to be used during the school day. Phones must be turned off and placed in a backpack, pocket, etc. and not displayed visibly during the school day. Cellular phones may only be used on campus after the school day has ended to contact a parent or guardian to arrange transportation, or in case of an emergency. Repeat offenders of the cell phone policy may be restricted from bringing a cell phone to school.

Students will be warned the first time they violate this policy. If the policy is violated a second time, the principal, or Dean of Students, will review the policy with the student and the phone will be collected until the end of the day. For a third offense, and any thereafter, a parent will need to come to school for a conference with the principal, or Dean of Students, to retrieve the phone.

### **GENERAL DIRECTIONS FOR FIRE DRILLS**

The efficiency and effectiveness of a fire drill is dependent on the quietness, organization and cooperation of everyone involved.

1. Walk briskly, but do not run.
2. Stay in line and remain quiet after leaving the building and return by reversing the line.
3. Teachers will accompany their groups. Lines will be halted by a hand signal from the head of the line.
4. The signal to return will be the regular bell.
5. Students will be instructed in each class or study hall as to what the proper procedure is for fire drills.
6. Directions for student movement out of the building will be posted in each classroom. *All*

*persons shall be at least 200 feet from the building, according to State law.*

## **ASSEMBLIES AND ASSEMBLY CONDUCT**

During the course of the year, our school will have assemblies. We want you to enjoy and learn from the programs, and respectfully request that you abide by the following rules:

1. Always be respectful to the program and people involved.
2. Sit quietly, do not disturb others around you.
3. Follow directions given to you by teachers regarding assembly conduct and seating procedures.
4. Show appreciation through proper applause.
5. Please do not *boo* or *whistle*.
6. Please show respect for the auditorium or other assembly facility.

Additionally, we would like to remind students on the following expectations:

1. No cell phones or other electronic devices.
2. Leave all of your belongings in your locker or classroom
3. If you plan to volunteer, make sure you have an answer prepared.
4. Use respectful body language such as sitting up straight and looking at the speaker
5. Choose positive peers to sit next to.

## **HOME BASE**

Students will report to a core teacher at 7:50 AM each day. This teacher will take attendance and prepare students for the day. Students will, with guidance from the teacher, organize themselves for the day.

## **PERIOD 8**

Period 8 is a remedial period that will last from 12:55 PM to 1:24 PM each day. The purpose for this period is for students to obtain extra help in subject areas that they are struggling in. Students who are identified as "At Risk" (progress report or report card average 70 or below) will be assigned to remediation during Period 8 with the teacher of the subject they have a 70 or below. Students must stay the assigned day of the week until the teacher feels they have made suitable progress, or a progress report/report card grade of 70 or above. Period 8 lists will be updated every 5 weeks.

Students can go to study hall in the cafeterias if they are not assigned to a teacher. If students do not wish to remain in the designated study hall during this time, they can make arrangements with a teacher to go to their room or sign out to a designated location. These will include:

- the gym
- the library
- the weight room (for students in grades 7-8)

In order to be present at one of these locations a student must sign up with the appropriate supervisor.

A teacher's request to keep a student during Period 8 will override a sign out location.



## **STUDY HALLS**

1. Attendance in study hall is to be regarded as the same as regular class.
2. Study halls are what the words imply -- for studying!
  - a. A quiet atmosphere must be maintained.
  - b. It is the student's responsibility to provide work and/or reading material for study hall period.
  - c. Games will not be permitted during the study hall period.
  - d. Students should not be permitted to go to their lockers during study halls.  
They should go to the study hall prepared to work.
3. Passes will not be issued until the study hall is orderly and quiet.
  - a. Students will sign in and out in each room.
  - b. Students are not allowed to sign out during the last ten minutes of the period.
  - c. Students participating in Above and Beyond must go to study hall first and sign out.
  - d. To see another teacher, a student must get a pre-signed pass, by the requesting teacher prior to the beginning of the period.
  - e. Students are obligated to report to their study hall teacher prior to going to their band lessons, any appointments, etc.

## **RESTRICTED STUDY HALL**

If students fail to complete assignments on time, they could be restricted to study hall for a time to be determined by the team. Students in restricted study hall will not have study hall privileges

## **RESTROOMS**

Middle school students are expected to use the restrooms on the second floor only, except during lunch time and when they have class on the first floor. No middle school students are to be in the high school bathrooms on the first floor.

## **TELEPHONES**

Students will only be allowed to use the school phone in the office if there is an emergency or critical situation that demands immediate communication. Students should not use classroom phones. Only one student at a time should be allowed to use the phone. Parents should call for their children **only** if there is an **emergency**.

Middle School students are not allowed to use personal cell phones unless directed to do so by a staff member.

## **LOCKERS**

Lockers are made available to the students, as a convenience. The lockers remain the property of the South Lewis Central School District, and as such, are subject to inspection. Lockers will be inspected for vandalism or damage, periodically. Nothing can be displayed on the outside of a locker without permission from the principal. Students are expected to keep their lockers clean and in good working order. Stickers or writing will not be permitted directly onto the locker surface. Any damage or graffiti found in or on the lockers will result in the student being billed for cleaning or repair. Students are encouraged to go to their lockers between classes **only**. Students who bring their own lock from home must provide the office with the combination or an extra key.

## **POSTERS ON THE WALL**

Advertising or posters of any nature are not to be posted on corridor walls without the Middle School Principal's permission.

## **LOST AND FOUND**

All lost articles such as items of clothing, books, etc. are to be turned over to the Middle School Office and may be claimed by the owner upon proper identification. Students will avoid confusion by taking proper care of their belongings. All valuables must be kept in locked lockers to prevent loss. The school is **not** responsible for money, cell phones, or personal property lost by a pupil.

## **TEXTBOOKS**

Textbooks are furnished by the school district. All textbooks and library books are the property of the South Lewis Middle School. It is important that these books be kept in good condition so that they can be used in following years.

Books lost, defaced or destroyed must be paid for by the student. It is the responsibility of each student to use and care for these books as though they were his/her own. Textbooks and instructional materials are to be returned in the same condition as received except for normal wear.

### **Care of Textbooks:**

**Students are to store books in their lockers.**

It will be to a student's advantage to use a book bag. This will keep books in order and in good condition.

Damage is caused by improper handling and carelessness. Hasty juggling of books and cramming them in lockers or book bags are common causes of unnecessary damage. Writing in textbooks is defacing school property and will not be tolerated.

Once a textbook is issued to a student, if it is lost, stolen or damaged in any way, it is the student's responsibility to pay for that loss as listed below:

### **Repair of Textbooks and Cost to Students:**

1. Students are to report any damages to the classroom teacher who issued the book. This should be done immediately, and not later than the next class. The teacher will notify the office. The student should not be sent to the office with his/her book.
2. The student will pay for damaged textbooks at a rate set by the teacher or office. If a textbook has been damaged so that it cannot be used, the charge will be 100% for a book less than one year old; 50% for a book less than four years old but more than two years old; 25% for a book that is four or more years old.
3. A student who loses or damages a textbook shall be given one month in which to pay for his/her book, or if at the close of the year, by the last full day of school.

The school may pursue civil action to collect on debts due to the theft or loss of school property.

### **1:1 TECHNOLOGY DEVICE – Guidelines and Expectations:**

Each student in grades 5-8 is assigned a Chromebook. These devices are critical and important to the educational program provided to our students. They are used extensively and have become a normal and typical school supply much like other traditional items like pencils, paper and textbooks. As such, we have established Guidelines/Expectations that all students are to follow. These Guidelines/Expectations include the proper care and treatment of these devices.

**Just as a student has always been responsible for costs associated with the mistreatment, damage, or loss of items assigned to them by the school (textbooks, sports uniforms, lab equipment, library books, etc....), they will also be held accountable for the electronic devices assigned to them.**

**Please see the information below:**

#### **Guidelines/Expectations:**

- Students will be issued a charger with their Chromebook and must ensure devices are brought to school each day charged and ready for use.
- If a device is lost, stolen, or broken/damaged, then a student will be issued a 2<sup>nd</sup> device for use while the repair is being made. However, they will be charged the repair or replacement cost of the device for each incident. These costs could range from \$15-20 for minor repairs to \$300 for full replacement. If a unique situation resulted in the lost, stolen or broken/damaged device, the District has the right to modify this policy for a first-time incident.
- If the second device is lost, stolen, or broken/damaged then the student will be issued a 3<sup>rd</sup> device, to be used only in school under staff supervision, until all repair or replacement costs have been paid.
- Intentional or blatant damage and misuse of a device will be addressed differently with not only payment required, but also possible disciplinary and/or legal action.

Please be aware that there are internet tracking capabilities on all devices, whether at school or home. The District has the ability to track and monitor all searches. Additionally, there is internet filtering enabled on all devices whether used at school or at home.

### **TRANSPORTATION**

Pupils riding on the bus are reminded that from the time they board a bus in the morning until they are delivered home at night, they are under the care of the school. They are responsible for their conduct, according to the South Lewis Code of Conduct, on a bus, as much as in the classroom.

**Should a student need to change his/her drop off point, a dated note signed by the parent is required. If emergency busing changes become necessary during the day, please contact the school before 2:00 PM.** If there is an emergency, which necessitates a change in transportation arrangements after 2:00 PM, please call the school as soon as possible to make alternative arrangements. **If a pupil misses their bus, they are not to walk home.** He/she is to contact the office immediately and arrangements for transportation will be made.

Remember, the driver has a big responsibility for the safe transportation of students who should conduct themselves in such a way that the driver may give his/her full attention to the road.

## **DISMISSAL CHANGES**

The middle school needs to receive written notification if a student's dismissal plan needs to change on a particular day. We realize that sometimes emergencies arise and parents need to call school to have their child go to a different location. It is essential that we receive those calls by 2:00 PM. Dismissal is a very busy time in the office and we need time to communicate with the child and/or teachers, and possibly the Transportation Department, any changes that are to occur.

## **SAFETY RULES ON THE BUS**

1. Observe same conduct as in classroom
2. Be courteous, use no profane language
3. Do not eat or drink on the bus
4. Keep the bus clean
5. Cooperate with the driver
6. No tobacco products allowed on bus
7. Do not tamper with or damage bus or equipment
8. Stay sitting in your seat
9. Keep head, hands, feet inside bus
10. Do not bring any dangerous items or material on bus
11. Bus driver will assign seats
12. No animals on school bus
13. Do not fight, push, or shove

## **BUS GUIDELINES**

1. No student is to travel on a bus other than his/her bus unless he/she has written parental permission to do so and is approved by the Middle School Principal.
2. Be on time meeting the bus -- remember, it travels on a time schedule.
3. Never stand on the highway while waiting for a bus.
4. Look very carefully in both directions before you cross the road. Cross in front of the bus.
5. If a student rides a bus to school and does not wish to return home on the bus, he/she should notify the office.
6. Students are responsible for their conduct while waiting for the bus.

Students who abuse bus privileges shall not be allowed to ride the bus (Section 13:22 New York State Education Law).

## **CAFETERIA**

All food must be eaten in the cafeteria dining room. Ice cream, lunches brought from home, candy, cake, cookies, and other similar types of food are to be eaten in the cafeteria. Milk purchased from the milk machines must be consumed in the cafeteria. Students are not allowed to purchase or bring soda, energy drinks, etc. from home for lunch.

It is important that all pupils cooperate in keeping the cafeteria clean by picking up all straw covers and napkins and by returning trays to designated areas.

Students are to walk to lunch and have a seat in the cafeterias. Students will be called by table to get their lunch.

Students who abuse the cafeteria by disregarding the safety and health of others will lose the privilege of eating in the cafeteria or may be assigned to a seat.

Containers opened in the cafeteria must be consumed in the cafeteria. Open containers are only allowed in the classrooms with teacher permission.

### **Lunch Period:**

Lunches are scheduled for each student. All students are required to be in the cafeteria during the respective periods.

Boys' and girls' bathrooms are located in the cafeteria area. No one is to be in the lobby area during lunch periods. All students will remain in the cafeteria during the lunch period unless released by staff. Students will only be dismissed from the cafeteria before the end of the period if they present a pre-signed pass to the monitors.

No one will leave the building during the lunch period.

### **Vending Machines:**

Middle school students may only use the vending machines in the lobby outside of the large cafeteria. They are not allowed to go to vending machines in the high school or any other part of the building.

### **Sports Rec Program:**

The Physical Education Department will offer activity time in the gym whenever possible. Students will be allowed to leave the cafeteria during the last 15 minutes of their respective lunch periods to attend the Sports Rec program when teachers are available to supervise the program. Sports Rec is a privilege and appropriate behavior is required for participation.

Students will be required to have sneakers on their feet in order to participate. There will not be any spectators allowed in the gym. Anyone wishing to go to the gym should plan on participating.

## **SOUTH LEWIS MIDDLE SCHOOL BEHAVIOR MANAGEMENT PLAN FOR CAFETERIA**

- \* Enter the cafeteria area in an orderly fashion, and be seated.
- \* Wait for the monitor to invite your table to get lunch.
- \* Talk in a normal tone of voice and refrain from making unnecessary noises.
- \* Remain in your seat, unless permission has been granted to move.
- \* Observe your own space.
- \* Clean up the table, chair, and floor you have occupied.
- \* There is a limit to the number of students at a table. (8/round & 12/long)

- \* After you have been instructed to do so, exit in an orderly fashion.
- \* The monitor will excuse students by tables. The table and chairs must be clean and everyone at the table must be quiet before being excused.
- \* You may go back for extras once everyone has had a chance to get through once.

Failure to follow these directions may result in:

- \* a verbal warning
- \* assigned seat remainder of period
- \* assigned seat for set number of days
- \* lunch detention 1-3 days
- \* lunch detention 3-5 days
- \* period 8 detention
- \* time in the Alternative Learning Center

Severe problems or persistent recurring behavioral problems may result in a discipline conference with monitors, parents, and administration.

***Following these behavioral guidelines will ensure that you and everyone involved will have an enjoyable time, and foster constructive social interactions.***

## **HEALTH AND SAFETY**

### **School Nurse:**

Students who have become ill or injured while in school will receive medical assistance from the nurse. The parents of students who are on medication are to notify the nurse.

If a student becomes sick, he/she should request permission to go to the nurse. The nurse must assess and excuse students before leaving the premises. The nurse will contact the parents before dismissing any student. Students are not allowed to contact their parents to ask them to pick them up.

Students in grades 5 & 7 are required to have a physical examination. If the parents do not wish to have their children examined by the school physician, they must have it done by their family doctor.

School physicals are provided free of cost. Notify the school nurse if you wish to be scheduled for a school physical through the School Based Health Center.

Loitering in the nurse's office is not permitted.

When it is necessary for a student to take a prescription drug during school hours, the following procedure shall be followed:

1. All medications (including over the counter and prescription) should be in the original container stating the student's name, dosage, and doctor's name. A state mandate requires that the school must have written doctor's permission to administer any medication in school. Each year new doctor orders are required for each medication.
2. The parent or guardian must assume responsibility to deliver the medication directly

to the Nurse's Office in a properly labeled original container. For prescription medication, ask the pharmacy for a small labeled bottle for school. Please bring enough medication to last 20 school days or the equivalent of one month. Keep enough at home to eliminate bringing it back and forth to school everyday.

3. When medication is brought into school by the parent or guardian, it will be counted by the nurse and parent/guardian. Then the nurse and the parent/guardian will note on the medication sheet the number of pills brought in.

#### Immunization Information:

New York State Public Health Law requires that all children entering school must be immunized against Polio, Diphtheria, Measles, Mumps, Rubella and Hepatitis B, Varicella, D Tap

All students entering 6<sup>th</sup> grade are required to receive a T-dap (booster containing diphtheria, tetanus and whooping cough).

All students entering 7<sup>th</sup> and 12<sup>th</sup> grade are required to receive the meningitis shot, prior to entering those grades. Also, NYS Education Law requires all students in Pre-K, K, 1,3,5,7,9,11 and new enrollments have a physical examination each year.

Please make arrangements for your child to have the required vaccinations before September students cannot attend school without verification of immunization. Each child must have the required immunizations, or a signed certificate from a physician stating that the child has had the disease, within the first 14 days of school starting.

#### **Special Passes for Early Dismissal:**

No passes are granted from the Middle School Office. If a pupil needs to leave the building for a doctor's appointment, dentist appointment, or any other similar circumstance, a permission request, in writing, shall be presented prior to first period to the attendance office before any dismissal pass will be issued. Parents must sign students out with the attendance officer before they leave the building. Whenever possible, appointments should be made after the school day. Students who are not feeling well need to see the nurse. If they need to go home, the nurse will call parents. Students are not allowed to call their parents to pick them up.

#### **General Student Accident Insurance:**

The Pupil Benefits Plan, Inc. operates on a non-profit basis and is under the supervision of the New York State Public Policy School Athletic Association. The plan is available to all bona fide students in elementary and secondary schools. The basic philosophy of the plan is to assist parents with expenses.

The Pupil Benefits Plan is available for families to purchase. The parent or guardian's insurance is the primary insurance and the Pupil Benefits Plan is in the excess coverage position. The basic philosophy of the plan is to assist parents with expenses that are not covered by their primary insurance.

#### **Closing:**

If school is closed because of bad weather, sickness, or any other non-scheduled reason, notice will be given over the following radio stations: Watertown – WTNY 790 AM, WFRY 97.5 FM; Boonville – WBRV 900 AM; WLLG 101.3 FM; Lowville – WLLG 99.3 FM; Utica – WLZW 98.7 FM. This notice can also be found on the WWNY TV channel 7 and the South Lewis school app.

## **LIBRARY MEDIA CENTER:**

The Library Media Center is to be used for study, research, and book selection. In addition to books and magazines, computer resources and audiovisual materials are available for students to use to complete assignments or to pursue new interests. There is also a Markerspace section in the library that students can utilize which includes robotics, building kits, and board games. The library staff will assist students in the location and proper use of resources and equipment available. The library will be open all periods unless otherwise announced and it is also available for student use during lunch and activity period.

**Borrowing Privileges:** Students may borrow all types of materials and are responsible for returning them on time. Students will receive notices if materials are overdue. If a student has overdue materials, no additional materials may be borrowed until the overdue materials are returned, renewed or paid for. However, a student will be allowed to read books in the library until their account is settled. Students will be billed for long overdue or lost materials. Students who fail to respond to overdue notices may be restricted from using the library and will be issued a bill for the materials.

### **Library Use Guidelines**

1. The library is to be used for study, reference work, book selection, and creativity. It is not for socializing.
2. Students must arrive with a pass or they will be sent back to their study hall.
3. Students will report promptly to the library media center with the materials they will need to use during that period.
4. Students will remain in the library until the end of the period.
5. Computers are available in the library for student use during study halls and activity period.
6. If you need assistance in the library, please ask for it right away so that you do not waste time.
7. Students that abuse their library privileges will be told to return to study hall.
8. Students are responsible for the library materials that they use. Students who do not respond to overdue notices and do not return or renew their materials will be issued a bill for the materials. Students are responsible for paying for any materials they have lost or defaced.

## **STUDENT SERVICES**

### **School Counseling:**

The Middle School Counseling Program is set up to aid and assist students in problem solving within many areas. This consists of: (1) academic support; (2) personal and social adjustment; (3) career exploration; (4) development of various skills including time management, organization, etc.

The counselor may meet with you in your classroom, in a small group, or individually. The counselor also collaborates with parents and teachers to address any special concerns about a student. Your counselor may also help by referring students to an agency or provider outside the school.

### **Mediation:**

Mediation is a service provided to middle school students by the middle school counselor. In the event that there is a mild dispute or misunderstanding between students, the students have the



opportunity to be heard by the school counselor in order to come to a reasonable solution. The mediator helps the disputants to come to an agreement or “contract” that will help them avoid further conflict. This process helps students to learn to solve their own problems as well as to acknowledge other people’s feelings.

**Transfer or Withdrawal:**

Any student who transfers to another school or leaves school for other reasons must report his intentions to his or her counselor. Arrangements will be made to return school books, athletic equipment, Chromebooks, and any other items belonging to the school. Once the student becomes enrolled at another school, his/her records will be sent to the school to which he/she is transferred. Students who fail to make proper arrangements or give adequate notice may expect a delay in transferring records.

**Working Papers:**

Information and procedures for obtaining working papers are available year-round through the high school office.

## COURSE OF STUDY

### FIFTH GRADE

<u>COURSE</u>	<u>WEEKS</u>
Literacy 5	40
Math	40
Science	40
Social Studies	40
Health	10
Physical Education	20
Music	10
Art	10
Keyboarding & Computer App	10

### SIXTH GRADE

<u>COURSE</u>	<u>WEEKS</u>
English	40
Math	40
Science	40
Social Studies	40
Physical Education	20
Technology	10
STEM 6	10
Home and Careers	10
Art	10
Music	10

### SEVENTH GRADE

<u>COURSE</u>	<u>WEEKS</u>
English	40
Science	40
Social Studies	40
Math	40
ELA/Math Plus	10
Health	10
Physical Education	20
Home and Careers	10
Art	10
Music	10
Technology	10

### EIGHTH GRADE

<u>COURSE</u>	<u>WEEKS</u>
English	40
Science	40
Social Studies	40
Math	40
Foreign Language I	40
ELA/Math Plus	10
Physical Education	20
Home and Careers	10
Art	10
Music	10
Technology	10
Health	10

In addition, students may participate in Band/Chorus. Students will also be receiving instruction in swim during physical education classes during their middle school years.

### REPORT CARDS

Middle School report cards are issued every 10 weeks during the school year. They represent a summary of achievement. Scholarship is noted by a numerical score. The scholarship mark represents the student's achievement in the content of the course during the marking period. All courses will be included (core subjects and Related Arts) when assessing overall averages.

## **PROGRESS REPORTS**

Progress reports shall be mailed to parents of all pupils enrolled in the Middle School. Such letters shall be at the mid point of a marking period. However, they may be sent at any time the individual teacher feels that the pupil's work does not measure up to his/her ability. Pupils and parents are urged to confer with the teacher and school counselor after these reports have been mailed if they have any questions. Progress reports will inform parents of their child's status in each class.

## **GRADING**

All core subjects and related arts courses will count towards the calculation of student averages and for consideration of Academic Intervention Services.

### **Incompletes:**

Incompletes must be made up within the first half (5 weeks) of the following marking period. Students in classes that do not meet daily must make special arrangements with their teachers. It is the student's responsibility to request these special arrangements. To remove the incomplete, teachers should record the actual grade and submit it to the school counseling office as soon as possible, but definitely before the end of the next marking period.

### **Promotion (Grades 5, 6, 7 and 8):**

A student who fails two core subjects: English, Math, Social Studies, Foreign Language, Science, or any Related Arts course will be assessed for extensive Academic Intervention Services and/or participation in summer school.

# **Administrative Regulations**

## **Student Attendance - Middle & High School**

### **STUDENT ATTENDANCE POLICY**

It is the belief of the South Lewis Central School District that opportunities for students to achieve their fullest potential are maximized by regular school attendance that allows a student to take advantage of full interaction with his or her teachers and peers. The South Lewis Central School District also believes that class attendance is a major component of academic success, and that improved student achievement will reduce the dropout rate. Therefore, it is the goal of the South Lewis Central School District to provide for the early identification of attendance problems and to establish effective methods to address such problems. Successful implementation of this policy will require cooperation among all members of the school community, including parents, students, teachers, administrators and support staff.

#### **Determination of Excused and Unexcused Absences, Tardiness, and Early Departures**

Based upon the District's education and community needs, values, and priorities, the District has determined that absences, tardiness, and early departures will be considered excused or unexcused according to the following standards:

a) **Excused:** An absence, tardiness, or early departure may be excused if due to personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics, doctor appointments, approved college visits, obtaining learner permits, road tests, approved cooperative work programs, military obligations, or other reasons as may be approved by the Principal.

b) **Unexcused:** An absence, tardiness, or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, haircut, oversleeping).

A written excuse, signed by a parent or person in parental relation, should be presented by the student when returning to school following each absence. An email or phone call to the school is also acceptable.

#### **Chronic Absenteeism**

Chronic absenteeism is defined as missing at least 10% of enrolled school days in a year for any reason. That equals 18 days and includes both excused and unexcused absences. Chronic absenteeism differs from truancy because it emphasizes missed instructional time rather than unexcused absences. Missed instructional time can increase a student's risk for disengagement, low achievement, and dropping out, among other things.

In light of this, the District will:

- a. Work to ensure that parents or persons in parental relation are informed of the Comprehensive Student Attendance policy.
- b. Encourage student attendance through grade-level and/or building-level appropriate incentives.

- c. Effectively intervene with consequences and/or supports when an identified pattern of absences, tardiness, and/or early departure exists for a student.

The Middle School Principal reviews attendance reports at the end of every month to identify students who are at risk of being chronically absent. Student attendance is the responsibility of parents and guardians. Home visits and/or parent conferences with the Middle School Principal and School Resource Officer may be scheduled for students who are at risk for being chronically absent.

## **EXTRACURRICULAR ACTIVITIES**

### **Academic Eligibility Policy:**

In order to participate in athletics and other extracurricular activities, students must meet specific academic eligibility requirements. If they do not meet the criteria, they must show an effort to improve by following the directives assigned to them. Should a student not comply with the directives issued, consequences will be imposed.

### **Participation in Extracurricular Activities:**

Attendance at extracurricular activities is a privilege. A student must be in attendance in classrooms at least ½ day in order to attend an extracurricular activity. Students facing disciplinary actions risk losing this privilege. Students attending school activities such as dances, games, etc., must stay in the building. Students leaving the building will not be allowed back inside the building. The doors will be closed at a designated time depending on the starting time of the activity. Students are expected to conduct themselves in the same manner that is standard when the school is in session. Students who behave in a way that discredits the school will be barred from future extracurricular activities. Spectators are not allowed in locker rooms during games.

Students suspended out of school or spending at least 1 full day in the Alternative Learning Center will be restricted from attending Middle School Activity Nights. The student is ineligible for the period of time from the infraction until after the next activity night.

### **Student Clubs and Activities:**

A student's involvement in extracurricular activities is an important part of a complete education. This involvement provides the student with an opportunity to discover and develop talents and abilities. Each student is encouraged to select wisely from a wide range of activities and to participate in those areas which hold the greatest promise.

### **5<sup>th</sup> & 6<sup>th</sup> Grade Intramurals:**

The South Lewis 5<sup>th</sup> & 6<sup>th</sup> Grade Intramural program is organized to offer sports and activities to our 5<sup>th</sup> & 6<sup>th</sup> grade students. Each program will be scheduled two days per week, after school, for four weeks. This program will include skill development and competitive opportunities in a variety of sport, recreational and lifetime activities. Activities will be scheduled during the fall, winter and spring. See your Physical Education Teacher to sign up.

### **Student Council:**

The Student Council is the organization through which students cooperate with the administration and faculty in carrying out various school activities. Any proposed activity should be submitted to the Student Council for approval well in advance of its regular meetings.

Some of the duties of the Student Council are to schedule student activities (except athletic events), and organize activity nights. The council will establish policy relative to good sportsmanship and good citizenship.

### **Junior Falcon Club:**

The Junior Falcon Club is designed as a reward for 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students who show outstanding effort, conduct and participation during their middle school years. Points are

awarded for the following: effort, conduct, academic improvement and activities. Each quarter these students are rewarded with an after-school activity.

### **Activity Nights:**

Activity Nights are open to South Lewis students in grades 5-8 (as per the district calendar). No high school students may attend.

### **Middle School National Junior Honor Society:**

The Middle School National Junior Honor Society is an organization designed to honor our top students. Members are selected by teachers in recognition of the student's scholarship, leadership, service, and citizenship. Students must maintain an 85 average in order to be eligible. Members are required to participate in a service activity each year.

### **Middle School Musical/Play:**

Any student in grades 5-8 may audition for the Middle School musical. Preparing for the musical involves evening and possibly weekend practices. The musical is usually performed in the beginning of December. Students are subject to Academic Eligibility when participating in this extracurricular activity.

### **Transportation to Out-Of-Town Activities:**

When any pupil attends any school-sponsored event necessitating transportation, all participating pupils will be expected to travel to and from the event in the vehicle provided by school authorities.

All pupils, both participants and spectators, being transported to an out-of-town activity by a school owned vehicle, are to get on the vehicle at school. Each vehicle will have at least one faculty member aboard other than the driver. There will be no smoking, vaping, drinking, possession or use of drugs, or riotous activity on the bus in route to and from the sponsored activity.

**Every pupil who goes on a trip will return in the same school sponsored vehicle, unless written permission is received in advance from the pupil's parent.**

Upon returning from a school sponsored activity aboard a school owned vehicle, a pupil will be permitted to get off the vehicle at his home provided it is on the regular route taken by the school vehicle.

### **Spectator Code of Behavior / Ethics:**

1. Direct all energies to encouraging the teams
2. Avoid actions which offend visiting teams or individual players
3. Show appreciation of good play by both teams
4. Learn the rules of the game in order to be a more intelligent spectator
5. Treat all visiting teams with respect
6. Accept the judgment of coaches and officials
7. Encourage other spectators to participate in the spirit of good sportsmanship
8. Be positive

## **PHYSICAL EDUCATION AND SPORTS**

### **Physical Education:**

All students are required to attend physical education classes and should wear appropriate clothing.

The Director of Physical Education can excuse students from participation in class activities. Students who are not able to participate in physical education classes because of a medical reason, must have an excuse from a physician. The excuse must be submitted to the school nurse.

Students will attend class as scheduled every other day. In addition to physical education class, swim is required. Swim suits can be provided by the school.

**A. Philosophy of the Program:** To develop a positive attitude towards lifelong health through physical activity.

1. To offer the maximum opportunity for activity to the maximum number of students in order to develop a well-rounded person.
2. To develop leadership, sportsmanship, and social amenities.
3. To prepare the students for the proper use of their future leisure time.
4. To develop and use healthy attitudes and habits toward a healthful existence.
5. To try to develop each student to the optimum in physical proficiency.

### **B. Suggested requirements for student participation:**

1. Uniform:
  - a) appropriate shirt and shorts
  - b) socks
  - c) sneakers
2. Each student shall be dressed properly for every physical education class.
3. Scholastic eligibility based on effort will apply to physical education classes.
4. Grading:
  - a) number based on effort.
  - b) number based on participation, attitude (i.e.: showers, dressing, tardiness), knowledge, tests, skill tests, personal hygiene.
5. To be excused from physical education, the excuse must be in writing from a doctor, nurse, or physical education instructor.
6. Glass guards should be worn by all pupils wearing glasses in physical education classes.



## INTERSCHOLASTIC ATHLETICS

The South Lewis Middle School participates in Frontier League Athletics at a modified level for 7th and 8th grades only. Uniforms, transportation and coaching personnel are provided by the South Lewis District. The Falcons offer the following choices of teams and individual sports:

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Modified Football	Boys Modified Wrestling	Boys Modified Track
Modified Soccer Boy & Girls	Modified Volleyball Girls	Modified Baseball Boys
Modified Cross Country - Boys & Girls	Modified Basketball Boys & Girls	Modified Softball Girls
Modified Girls Swim		Modified Golf

### Code of Conduct

All Middle School athletes will be subject to the conditions outlined in the Athletic Code of Conduct when participating in athletics. Students will receive, sign and return the proper paperwork in order to participate in athletics. A violation of any expectation in the Code of Conduct could result in dismissal from the team.

### SOUTH LEWIS FALCON ATHLETIC CODE OF CONDUCT

Regulations for Interscholastic Athletics:

1. *Alcohol, Smoking, and Drug Use:* Smoking, smoking devices, abuse of drugs, use or possession of drugs, drug paraphernalia, alcohol, tobacco, or tobacco products, or abuse of non-prescribed drugs will not be permitted at any time. Any student on prescribed drugs must notify the coach of the sport. If apprehended, the student will be dismissed from the squad and will be ineligible for any competition or for any athletic award during that sport for the school year. Counseling will be offered to those student athletes who are found to be in violation of these rules.
2. *Curfew:* "Reasonable" curfew, to be established by the coach of that particular sport, should be observed by all squad members the evening before any contest, unless accompanied by a parent. The coach will take such disciplinary action as he/she feels appropriate, if this rule is violated.
3. *Reporting of Violations:* With respect to the above violations, reports of violations by members of law enforcement, administrators, school staff, student, parent, or community members will be deemed sufficient for an appropriate investigation to occur.
4. *Absence on Day of Competition:*
  - a. Any athlete with an illegal absence from school on the day of a contest will be ineligible to participate in that contest. (skipping school is an illegal absence).
  - b. Participants will be ineligible if he/she is absent for more than one half of the school day for illness. (11:15 a.m.) Any student who leaves school due to illness will not be allowed to participate in practice or competitions that day.
  - c. Participants are eligible if he/she is absent for part of the school day for a legal reason

(i.e., remedial health, court, educational trip).

5. *Participation:* A student may participate in one sport per sports season. Any participant quitting a sport after the first game, meet or contest will be ineligible to participate in any other sport during that season.
6. *Equipment:* All school equipment issued to the participant has been signed out and is the responsibility of the participant and his/her parent. If the equipment has been lost or damaged due to the player's negligence, parents of the participants will be responsible for the reimbursement of the replacement cost of the missing equipment. The participant will not be permitted to participate in interscholastic athletics or receive any athletic awards until restitution has been made.
7. *Unexcused Absences:* All team members are expected to attend all practices unless excused by the coach. To be excused, the athlete must be in direct contact with the coach prior to the practice from which the athlete wishes to be excused. If the coach is unavailable at school, he/she may be contacted at his/her residence, or contact the athletic director or athletic coordinator. The first unexcused absence will result in a warning. The second unexcused absence will result in dismissal from the team. Any unexcused absence from an athletic contest (game, meet, or match) may result in dismissal from the team.
8. *Behavior:* All athletes are expected to be good citizens. Students who are discipline problems are not welcome on the team. Contests and practices are secondary to studies. Behavioral problems will be resolved before participation in practices or contests. Continuous behavior problems will lead to dismissal from the team. Students who have in-school or out-of-school suspensions are prohibited from practicing or playing in contests until the suspension period is completed. Students in detention may practice or play in contests after the daily detention period, but will not be released from detention to practice or play without permission of the middle school principal, high school principal, athletic director, athletic coordinator, or designee.
9. *Team Morale:* As a member of the South Lewis athletic team, the athlete is expected to contribute to positive team spirit. The team includes all teammates, coaches, and managers. Team members are expected to encourage each other and to praise good efforts. Any athlete whose attitude, in the opinion of the coaches, has an adverse effect on team morale, may be dismissed from the team.
10. *Vandalism/Stealing:* Good citizens respect the property of others. Those who take or abuse school property or possessions of others may be dismissed from the team.
11. *Injuries and Ill Health:* All injuries or disabling conditions must be reported to the coach in charge. Students may sometimes be declared ineligible to participate in a contest or practice due to health or safety factors. Such decisions will be made by the school physician, athletic trainer and/or the coaches. In the event that a decision is rendered by the school physician or athletic trainer, that decision will be final.
12. *The Use of Foul Language:* A person is judged by his/her speech as well as his/her manner. An athlete using profane or inappropriate language will be reprimanded on the spot.
13. *Dismissal after Athletic Contests:* Each team member is expected to stay until the end of the contest. Dismissal will be made by the coach.
14. *Transportation:* Buses are provided for all away contests. Athletes are expected to ride with the team to and from the contest. Athletes will not be allowed to travel otherwise unless the coach surrenders him/her directly to the parent or guardian. Any students wishing to ride home with another parent must bring a note from their parent to be initialed by the middle school or high school principal, athletic director, or athletic coordinator. The coach must release the athlete directly to the person responsible for taking the athlete home after the athlete has been signed out on the post-game release form.
15. *Sportsmanship:* "Do unto others as you would have them do unto you" is the Golden Rule, and a good one. We expect everyone to do their best to win, but within the rules of good sportsmanship. Only one can be the winner. Be humble in victory. Displays of poor sportsmanship may result in dismissal from the team.

16. *School Attendance and Practice:* Any athlete not in school by 11:15 a.m. may not participate in practice that day unless he or she has a legal excuse.
17. *Review Board:* A student has the option to appeal an athletic suspension or dismissal to the Athletic Review Board during which he/she may present facts to be considered for reinstatement. Prior to the appeal, he/she must notify the Athletic Director in writing by the end of the second day (4:00 p.m.) after the suspension or dismissal has been levied. The Review Board will consist of the superintendent, the middle school principal or high school principal, the athletic director and/or athletic coordinator, and the coach(es) involved. The superintendent shall act as chairperson of the Review Board.

**SOUTH LEWIS CENTRAL SCHOOL**  
**EXTRA CURRICULAR ACTIVITY/ACADEMIC ELIGIBILITY PROCEDURES**

The South Lewis Central School District recognizes the role of extra-curricular activities in the development of a well-rounded individual. All students are encouraged to become involved in the academic, fine arts, social and athletic opportunities offered at South Lewis. To be eligible to participate in extracurricular activities, a minimum academic standard must be maintained. The Academic Eligibility Program is designed to provide students with a support system to help them be successful in their academics. For students to be successful, they must give their best efforts. This program focuses on EFFORT. Identified students will be given directives to help them concentrate on academic areas that need improvement.

The program will begin 5 weeks into the school year for both the Middle School and High School. For Winter and Spring activities, eligibility will be determined when the activity begins as per marking period grades. An "Eligibility" tracking form will be assigned to the student to monitor progress. Students will be given directives on a weekly basis to address academic weaknesses. The student may be removed from the program at any point when academic achievement meets the designated criteria. Should a student not comply with the directives issued, consequences will be imposed. Parent support is integral to student success. Therefore, parents will be kept informed of student progress. Parents are also encouraged to request an academic conference at any time.

A student who has earned a grade point average in one class of below 65 (or) has two or more classes below 70 (near failing) of course work at any one time will be required to participate in the Academic Eligibility Program.

The student has the following responsibilities once identified:

1. The student will be required to pick up their "Eligibility" tracking form on Monday (the first day of the week) from the High School or Middle School Office.
2. The student will be required to follow the directives outlined at the bottom of the sheet throughout the week.
3. The student will be required to complete the "ELIGIBILITY" sheet on Friday by gathering comments and a signature from all of their teachers (signatures should be collected on the day of each completed teacher directed requirement) and return the tracking form to the office by the end of the day.

For athletics and other extra-curricular activities in which an on-going schedule of participation is established, students will be held accountable as follows once assigned to the Academic Eligibility Program:

**First week of non-compliance** = (Athletics)-The student-athlete may continue to practice with the team, but will not be allowed to participate in the contests scheduled for that week.

**Second week of non-compliance** = (Athletics)-The student-athlete will not be allowed to practice or participate in the contests scheduled for that week. Volunteering to participate in the Extended Day Program is an option at this time.

**Third week of non-compliance** = (Athletics)-The student-athlete will be removed from the team for the remainder of that season.

### **HELPFUL HINTS FOR STUDENTS**

Be aware – every teacher will expect each student to:

- a. demonstrate organizational skills
- b. keep/maintain notebook, laptop, assignments, notes, etc.

Plan your study:

1. Organize a daily schedule and follow it carefully. ***{Use Planners}***
2. Make certain each assignment is clearly defined. ***{Use Planners}***
3. Study with a purpose. Know exactly what you have to do to be successful.
4. Work on each new assignment as soon as possible and allow time for review.
5. When absent, see your classroom teacher for assignments.
6. If you have a need, please request assistance on how to study from your classroom teachers and school counselor. The school counseling office has materials on techniques and study procedures for your use.
7. Be vigorous and active in your study attitude.
8. Strive for excellence and expect excellence:
  - a. ask questions
  - b. participate in class discussions and school activities as time allows
  - c. complete in class assignments
  - d. participate in all classroom activities
  - e. remember that teachers, school counselors, and principals are available to assist you with your school and/or personal problems
  - f. have a positive attitude
  - g. follow classroom rules and procedures
  - h. treat all staff members and other students respectfully

9. Students and/or parents having questions or concerns are asked to adhere to the following sequential procedure:
- a. see or speak with the teacher or person directly related to the issue;
  - b. see or speak with the student's school counselor;
  - c. see or speak with the principal; or
  - d. see or speak with the superintendent.

Assistance can be expected within this process when each step is followed accordingly.

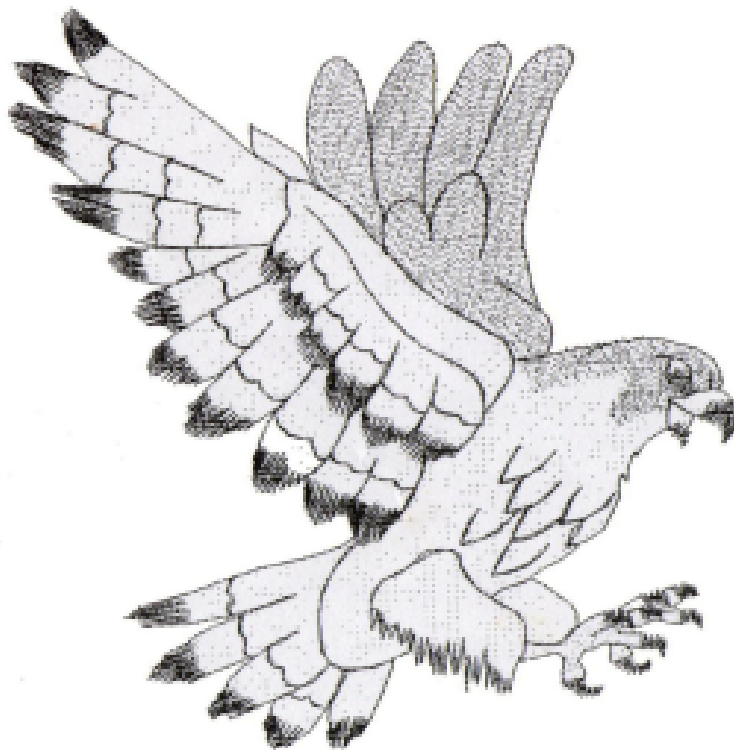
## **SOUTH LEWIS MIDDLE SCHOOL SPECIAL EVENTS 2023-2024:**

9/05/23	1st day of school for students
9/07/23	Middle School PTG meeting – 3:00 PM
9/18/23	Open House & Title 1 Parent Information Night – 6:30 PM to 8:00 PM
9/28/23	7 <sup>th</sup> & 8 <sup>th</sup> Grade Activity Night – 6:30 PM to 8:00 PM
10/03/23	Middle School Picture Day
10/05/23	Middle School PTG meeting – 3:00 PM
10/06/23	7 <sup>th</sup> Grade Trip to Beaver Camp
10/19/23	5 <sup>th</sup> & 6 <sup>th</sup> Grade Activity Night – 6:30 PM to 8:00 PM
10/20/23	Grades 5 & 7 Grandparent's Day – 1:45 PM
10/27/23	Grades 6 & 8 Grandparent's Day – 1:45 PM
10/31/23	Middle School Halloween Contest
11/02/23	Middle School PTG meeting – 3:00 PM
11/03/23	Middle School Career Day
11/20/23	Afternoon Parent/Teacher Conferences – 11:15 AM dismissal
11/20/23	Evening Parent/Teacher Conferences – 5:00 PM to 8:00 PM
11/21/23	Afternoon Parent/Teacher Conferences – 11:15 AM dismissal
11/22-11/24	Thanksgiving Recess
11/30-12/02	Middle School Musical
12/07/23	Middle School PTG meeting – 3:00 PM
12/12/23	Middle School Winter Concert – 7:00 PM (snow date 12/14)
12/22-1/01	Christmas Vacation
1/04/24	Middle School PTG meeting – 3:00 PM
2/01/24	Middle School PTG meeting – 3:00 PM
2/08/24	7 <sup>th</sup> & 8 <sup>th</sup> Grade Dance – 6:30 PM to 8:00 PM
2/15/24	Middle School Mid-Year Awards Assembly – 1:45 PM
2/19-2/23	Winter Recess
3/07/24	Middle School PTG meeting – 3:00 PM
3/27/24	5 <sup>th</sup> & 6 <sup>th</sup> Grade Activity Night – 6:30 PM to 8:00 PM
4/04/24	Middle School PTG meeting – 3:00 PM
4/10-4/11	Grades 5-8 NYS ELA Testing
4/22-4/26	Spring Break
5/02/24	Middle School PTG Meeting – 3:00 PM
5/07-5/08	Grades 5-8 NYS Math Testing
5/13/24	4 <sup>th</sup> to 5 <sup>th</sup> Grade Parent Orientation 6:30 PM
5/14/24	Grade 5 & 8 NYS Science Test
5/21/24	Festival of the Bands Concert – 7:00 PM
5/23/24	Middle School Academic Awards Banquet – 6:00 PM
5/30/24	Grades 5 - 8 Activity Night 6:30 - 8:00 PM
5/31/24	Middle School Band Trip
6/04/24	MS/HS Art Show – 6:30 PM
6/04/24	Festival of the Choirs Concert – 7:00 PM
6/05/24	National Junior Honor Society Inductions – 1:45 PM
6/06/24	Middle School PTG meeting – 3:00 PM
6/06-6/08	5th Grade Washington DC Trip
6/14/24	8 <sup>th</sup> Grade Trip
6/20/24	8th Grade Moving Up Ceremony
6/21/24	Grades 5-7 End of Year Awards – 1:45 PM
6/24/24	Middle School Grade Level Celebrations – 11:15 AM Dismissal

## **South Lewis Alma Mater**

**High above the rolling valley  
on a hilltop proud and grand  
In a sphere of living knowledge  
our alma mater stately stands.**

**As we pause along life's journey  
And recall the years gone by,  
We will raise our voices singing  
Hail to thee SOUTH LEWIS HIGH.**



The difference  
between ordinary and  
extraordinary is that  
little extra.

- Jimmy Johnson



