GENEVA MIDDLE SCHOOL

HELPFUL INFORMATION

The following information will help you to have a successful experience at Geneva Middle School. Please read all of the following information so that you and your child can have a smooth transition to the middle school.

School Numbers

District Number: 466-4831

Mr. Riley, Principal: X2004

Mrs. Horvath, Secretary: X2002

(Enrollment, Records, Special Education, PAM)

Ms. Ball, Nurse: X2005

Mr. Mollohan, Assistant Principal: X2003

Mrs. Desmarais, Secretary: X2001

(Attendance, Discipline, Athletics)

Mrs. George, Counselor: X 2009

Mr. Matune, School Community Liason: X2025

Staff e-mail can be accessed through our website: www.genevaschools.org

Office Hours: 6:50 a.m. – 2:45 p.m.

Coming to School

- **Walking Students** – Please respect the school neighbor's property. Use the crosswalks and sidewalks where provided. Once on school property, you must stay on school property. You will not be allowed to enter the building until 7:15 so adjust your walk accordingly. You must be in your first period class by 7:30. If you arrive after 7:30 you need to bring in a note and sign in at the office. If there is no note, the student will be considered unexcused until a note is brought into the office. If a note is not brought in, the student is considered truant.

- **Students Dropped Off By Parent** – Parents should drop off students in the front of the building and enter through the main entrance. Please do not drop students off in the back parking lot as it will interfere with the busses. Students will not be allowed in the building until 7:15. If your parent brings you in at 7:30 or after, you will need to bring your parent into the office, sign you in, and write a note for your tardiness.

- **Students Riding The Bus** – Students will remain on the bus until 7:15. Students must remain on school property when dismissed from the bus and enter directly into the building.

- **Breakfast** – Breakfast will be available. Students eating breakfast will remain in the café until dismissal to first period.

At School

- **Entering the School** – Students should not have any open containers when entering the school. Students are to immediately dispose of pop, coffee, etc. Headphones and hats are to be off. Cell phones are to be turned off and are to remain off until dismissal. Students should not bring electronic equipment such as cell phones and CD players to school. If they are lost or stolen, no effort will be made to find them or the person(s) who took the item. Students who are in violation of the dress code or who draw unnecessary or unusual attention to themselves by their appearance will be sent to the office and their parent will be notified and the student may be sent home. We have purchased a supply of T-shirts and sweatpants and a system will be put into place where a student may be asked to wear one or both of these during the school day. Students are to report directly to their own lockers at 7:15. Students may go to their lockers as needed but must be on time for class. **(Lockers are school property and the contents may be checked if there is reason to believe it contains items that are in violation of the conduct code.)** Students are not permitted to give their combination out to friends and they should not move into other students' lockers without permission from the office. Students are responsible for all books and school property issued to them. All of our hallways and many of our outside areas are monitored by a video security system.
- **Tardiness To School** – Students who are tardy to school for a unexcused reason are considered truant. Students who are tardy must have a note from their parent when they sign in or at least by the following day. **Failure to bring in a note will result in detentions.** Students who are tardy 6 and 6+ times will face detention and other disciplinary action.
- **Absence From School** – If a student is absent, please call 466-4831 X2007 to report the absence. The Robo calling system will call the parent to confirm the absence. **A note needs to be brought in even if a call was made to report the absence.** We realize this seems to be redundant yet the State requires us to keep documentation. We appreciate your cooperation. Students who do not bring in notes by the second day after an absence will receive detentions. Please help us to not place your child in this situation.
- **Going To Class –** Students are to be in class before 7:30 a.m. Once they are in class, they are to stay in the class unless they have received permission from their teacher to be somewhere else. **Students are to have their class books and assignment book in class everyday** unless instructed by the teacher not to bring them. Students are to have their own pens, pencils, and paper so they can take an active part in each lesson.
- **In Class –** Students should listen to morning announcements for information that they may need to pass along to parents. Students have three minutes to get to class. Students not in the room when the bell rings are tardy. The teacher may make exceptions if specific problems are noted or may require a student to be seated at the time of the bell. The first tardy is noted and the student will be warned on the second tardy. For the third through fifth tardy to class, the student will receive a detention. On the sixth tardy, a conduct report will be sent to the office and the student will receive the appropriate discipline from an administrator. This is ongoing for the entire school year.
- **Hallway Expectations:** Students need to be aware that pushing, shoving, running and yelling are not acceptable behaviors. Open pop containers and candy are not to be in the hallways. Since there is only three minutes between classes, students should plan appropriate times to go their lockers. Students are not allowed to congregate or loiter in the hallways.

Each teacher has his/her own rules to follow. Breaking those rules will result in teacher issued detentions. **It is the student's responsibility to inform parents of the detention. Detentions are in Room 114. The time of detention is 2:25 to 3:10 p.m. Not attending a detention will result in further discipline from an administrator.** If teacher detentions and parental communication does not have the desired result, further disciplinary action will be considered. Students are to remain in seats except for when the teacher dismisses the class. The assignment book is to be used as a pass from class and carried whenever leaving a class. Restroom passes should only be used for emergency purposes. Students with medical problems are to provide a note to their teachers at the beginning of the year from their parent indicating the problem.

- **Lunch** – Sixth grade students will eat 5th period from 10:30—11:00. Seventh grade students will eat 5th period from 11:02—11:32. Eighth grade students will eat 5th period from 11:34—12:04. Students will begin to enter their lunch pin numbers at the cash register. They will report to their lockers before lunch begins and then go directly to the cafeteria. Students will go directly to the lunch lines. After getting lunch, they will remain seated until their table has been dismissed to empty their trays. After emptying the trays, the students may use the restrooms and/or return to their seats where they will stay until being dismissed from lunch.
- **Early Dismissal** – Students are to present their dismissal note to their first period teacher who will forward it to the office. When picking up students, the parent/guardian must pick up in the office. If a student returns from an appointment, they are to sign in. The parent need not come back in the office.
- **Dismissal** – Students should be attentive during afternoon announcements as there may be bus and athletic announcements that affect them and you. Students riding busses need to move quickly to their bus as they are on a tight schedule to pick up the elementary students. Students being picked up by parents after school are to be picked up in the side parking lot. The students should meet parents outside the side entrance so there is no interference with the busses that will be in the back entrance of the school.
- **Medications –** Medicine must be brought to school in the **original prescription bottle** along with a **consent form signed by a physician**. The school nurse/secretary will not give any over-the-counter medications, including Tylenol. Parents may come to school to administer Tylenol or other medications to their child. If a child uses an **inhaler**, please call the nurse to find out the proper procedure to follow so that the student may have it in school in case of an emergency.
- **Progress Book Parent Access –** Our teachers use an electronic gradebook which includes a package for parents. You will receive information within the first few weeks of school about how you can access your student's grades online.
- **Emergency Medical Authorizations** - Each student must have an Emergency Medical Authorization on file that is completed by the parent/guardian. These forms are completed online through the Rapid Registration Parent Portal. The parent must log on and complete the EMA form for their student(s). If you have never logged on and created an account, or if you are having difficulty, please email Mrs. Horvath at roberta.horvath@genevaschools.org ASAP. These forms must be done at the very beginning of the school year and no later than the first two weeks. Any student who does not have a completed form on file by 9/10/2021, will receive a detention(s) until completed. Your assistance with completing this important document is greatly appreciated.

Middle School Day

7:00	Teacher Day Begins
7:15	Students Enter Building - Report directly to 1st period OR breakfast
7:28	Warning Bell
7:30 – 8:14	1st Period (Announcements)
8:18 – 8:58	2nd Period
9:02 – 9:42	3rd Period
9:46 – 10:26	4th Period
10:30—11:00	5th Period / A Lunch
11:02 – 11:32	5th Period / B Lunch
11:34 - 12:04	5th Period / C Lunch
12:08 – 12:48	6th Period
12:52 – 1:32	7th Period
1:36 – 2:20	8th Period
2:30	Teacher Day Ends

Assignment Book Procedures

- **The Assignment Book –** The Assignment Book is a very valuable tool for us at the middle school. Please review the following information and go over it with your child so that we can help them begin the 2021-22 school year successfully

Student Expectations:

Carry assignment book to every class; record all assignments as written; show their parents comments from teachers and show teacher comments from parents, and use assignment book as a **HALL PASS**.

Treat their assignment book as a textbook. They are not to be folded, rolled, or have pages ripped from them. Students who have lost or abused the assignment book will have to purchase a new one.

Failure to bring the assignment book to class repeatedly will result in disciplinary action.

Teacher Guidelines:

Write or post assignments, initial comments from parents when shown by students, write comments to parents that should be initialed by parents and use assignment book to record detentions.

Parent Recommendations:

Insist that the assignment book be brought home each evening and check for notes, grades, etc.

Insist that their child is writing the complete assignment down as written.

Write notes to teachers in the assignment book to communicate concerns and initial comments from teachers.

Please email or call Mr. Riley (david.riley@genevaschools.org) or Mr. Mollohan (mark.mollohan@genevaschools.org) if teachers are not responding to your notes in the assignment book.