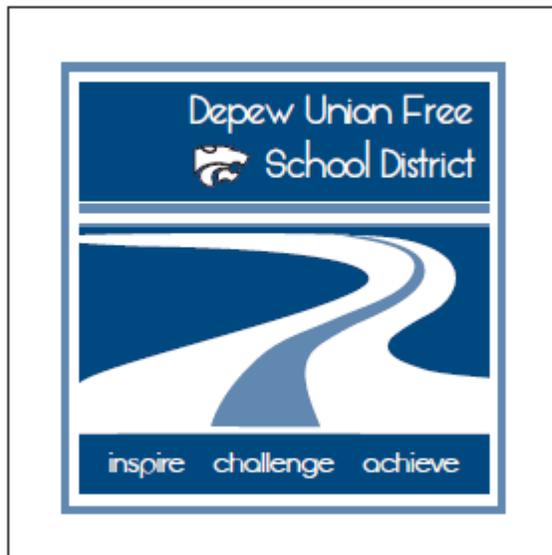


DEPEW MIDDLE SCHOOL

STUDENT/PARENT HANDBOOK

2018 - 2019



“I am not a product of my circumstances; I am a product of my decisions.” Stephen R. Covey

MESSAGE FROM THE ADMINISTRATION:

Dear Parents/Guardians and students:

I am very excited as the 2018-2019 school year at Depew Middle School is upon us. It is imperative that we work together to make the DMS experience enjoyable and successful for your student(s). The staff at DMS continues to focus on implementing the middle school version of The Leader in Me, called Lead, as well as finding new and exciting ways to help students learn and grow.

Throughout the year we will be focusing all of our resources to help our students develop socially, emotionally and academically. Our focus will be on helping students develop the 7 Habits of Highly Effective People, as they form a solid foundation for all aspects of life, within and outside of school. Using these habits we will partner with parents and guardians to deal with some of the complex issues that the middle years present.

The first step in providing the greatest opportunity for growth and development at Depew Middle School, is to establish and maintain a positive learning environment. We expect all students to: respect your own and other's space, be responsible for your own behavior, exercise the right to be actively and productively involved in your own academic learning, understand that everyone has the right to know they are important, are listened to, and cared for by others.

Please take the time to read this handbook with your child. The contents found within the handbook will help assist both students and parents in becoming better acquainted with and adjusting to Depew Middle School. The information will also help clarify potential misunderstandings and inform students of the expectations we have for them while they are in attendance in our building.

We hope your time with us at Depew Middle School is enjoyable and that your child experiences opportunities for growth that will provide him/her with the basis for growth and future academic success.

Mr. James J. Lupini
Depew Middle School Principal

DEPEW MIDDLE SCHOOL STATEMENT OF PHILOSOPHY AND MISSION:

To make the transition from childhood to adolescence a positive period of development that will enable students to achieve to the best of their abilities. Emphasizing the development of the whole child by instilling in students a sense of positive self-worth, self-respect, and self-confidence and a belief that each can succeed. Depew Middle School, in cooperation with families and community will provide the necessary academic and personal/social knowledge, skills, and attitudes to succeed in the middle-level grades, high school, and beyond.

DEPEW MIDDLE SCHOOL CHARACTER EDUCATION MISSION:

To create a school community committed to character education which publicly stands for core ethical values such as respect, responsibility, honesty, compassion, self-control, commitment, citizenship and integrity. Together we will define them in terms of behaviors that can be observed in school life. We will model these values, study them, and celebrate their manifestations with the expectation that the entire school community will demonstrate the core values that are consistent with the Depew Middle School Philosophy and Mission Statement.

DEPEW MIDDLE SCHOOL DIRECTORY

<u>FACULTY:</u>	<u>Subject</u>	<u>Rm.</u>	<u>Grade</u>
Mrs. Kristen Cacciotti	Sp. Ed.	TBD	8
Mr. Salvatore Carlino	Social Studies	232	7
Mr. Joe Cena	English	211	7/8
Ms. Danielle Cobb	ELA/Soc. St.	308	6
Mr. Ray Cooper	Technology	109	7
Mrs. Barbara Czosnyka	Band/Music	170 HS	7/8
Mrs. Sue Ellis	Lit. Support	234	6-8
Mrs. Natasha Fatta	Sp. Ed.	102	6-8
Mrs. Jaime Garver	Math	210	8
Mr. Chris Gersitz	Technology	109	6
Mrs. Leslie Gracz	Science	104	7
Ms. Mary Hagen	ELA	304	6
Mrs. Kelly Harshany	French	216	7/8
Mr. James Helms	Science	101	6/8
Mrs. Jessica Iwanicki	Math	233	6/7
Mr. John Kling	Health	237	8
Mrs. Heather Lovelace	Music	179HS	7/8
Mrs. Adrienne Marks	Sp. Ed.	238	6-8
Mrs. Christie Maryanski	Sp. Ed.	311	6
Mr. Dan McCarthy	Science/Math	315	6
Mrs. Theresa Mercuri	Math	230	7/8
Mr. Sean Muldoon	Social Studies	260HS	7

<u>FACULTY</u>	<u>Subject</u>	<u>Rm.</u>	<u>Grade</u>
Mr. Marc Mulé	Special Ed	239	7
Mr. Aaron Nolan	Technology	111	6-8
Mrs. Dena Novak	M.S. GYM	P.E.	6-8
Mrs. Jodi Obrochta	Sp. Ed.	215	7/8
Mr. Joseph Pagano	Art	226	6-8
Mrs. Susan Pawlak	Sp. Ed.	107A	6-8
Mr. Mike Pawlikowski	Math	TBD	7
Mrs. Melissa Pilon	English	209	8
Mr. Robert Pilon	Science	103	8
Ms. Amy Proctor	ESL	223HS	6-8
Mrs. Christine Rosch	Social Studies	207	8
Ms. Kimberly Russo	FCS	204/205	6-8
Mr. Daniel Seelig	PE	GYM	6-8
Mrs. Harley Sobotka	Sp. Ed.	227	6/8
Mrs. Khrista Tabak	Art	226	6
Ms. Kristen Thomas	Spanish	208	7/8
Mrs. Dawn Thurnherr	ELA/Soc. St.	310	6
Mrs. Maria Tierney	Speech	309	6-8
Mrs. Kathleen Ward	English	235	7
Mr. James Woodroe	Science/Math	314	6
Mrs. Janine Yelich	Bd/Instr/Chorus	178HS	6

ADMINISTRATION:

Mr. James Lupini Principal	686-5051
Mrs. Jill Snuszka Dean of Students	686-5040
Mr. Joseph D'Amato Dir. Of Pupil Personnel & Instructional Technology	686-5125

SUPPORT STAFF:

Mrs. Dana Mang Main Office Secretary	686-5051
Mrs. Patty Budniewski Main Office Secretary	686-5041
Mrs. Heather Copp Counseling/Attendance Secretary	686-5055

COUNSELORS:

Mrs. Joanne Ryder	7 th & 8 th Grades 686-5052
Mrs. Belinda Westfield	Grade 6 686-5054
Mrs. Katie Malczewski	7 th & 8 th Grades 686-5053

Mrs. Lisa Martini	Librarian 686-5043
Mrs. Elizabeth Hooven	Library Aide 686-5043
Mr. Thomas Paradowski	Head Custodian 686-5044
Ms. Jolanta Bronke	Cafeteria 686-5047

HEALTH CLINIC:

Mrs. Gale Kandefer	Nurse 686-5042
--------------------	-------------------

ATTENDANCE

School Day

Students may enter the building at 7:10 a.m. The school day officially begins with homeroom at **7:38 a.m.** Students in school before the 7:25 must report to the cafeteria for supervision.

Regular and punctual attendance is important for success in school. It is the student's responsibility to be in school every day and to be in his/her assigned place at the specified time.

No student may leave school for any reason, from the time of arrival in the morning until the end of the last period, unless he/she has permission from the school nurse, the principal, or an approved early dismissal. When field trips are planned, students **not** attending field trips must report to school on that day

When absent from school, the parent/guardian must call the Attendance Office at **686-5055** beginning at 7:15 a.m. If we do not hear from a parent/guardian by 9:00 a.m., we will contact him/her by phone. Whenever possible, medical and dental appointments should be scheduled outside of school time.

A student returning to school after an absence **must present a written explanation**, signed by his/her parent/guardian, which indicates the dates and reason for the absence. This needs to be done the first day upon returning from an absence. Trips or vacations are not excusable absences under New York State Education Law. Whenever a student misses a class or classes, it is his/her responsibility to make up missed work in a timely manner.

Tardiness to School

Students must be in homeroom prior to 7:38 a.m. After that they must have a written explanation as to the reason for tardiness. The student must go directly to the Attendance Office with the written excuse and obtain a PASS before going to class.

Disciplinary measures will be taken for students with 3 or more unexcused tardies.

Truancy

Any student absent from school without his/her parent/guardian's permission will be considered truant. Disciplinary measures may be taken for students who are truant.

Student Dismissal and Precautions

Early dismissal requests must be brought to Attendance the morning of the day requested. When a student is excused from school for all or part of the school day, a parent/guardian must come to the Middle School Main Office to sign the student out.

Individuals seeking the release of a student from school **must report to the school office and present identification** deemed satisfactory by the school principal. The principal must check the authorized list and relevant court orders or divorce decrees before a student may be released.

The Main Office maintains a list of individuals who are authorized to obtain the release of students in attendance at the school. No students may be released in the custody of any individual who is not the parent or guardian of the student unless the individual's name appears on the list.

Parents or guardians may submit a list of individuals authorized to obtain the release of their children from school at the time of the child's enrollment.

Certified copies of any court order or divorce decrees provided by the custodial parent, which restrict a parent's ability to seek the release of his/her child **must be submitted to the school.**

Emergency School Closings

In order to meet the state requirements for days of attendance, the Depew Schools will remain open whenever possible. However, schools will close whenever conditions or other situations present a concern for the safety and welfare of the students.

When conditions or situations warrant emergency closing of schools, a public announcement will be

made on the local TV stations and radio stations WBEN 930 or WGR 550 AM. If no announcement is made, school will be in session. When school is cancelled for the day, all activities planned for that day are also cancelled. Please do not try to call the school. We need to have our lines open for emergency instructions.

EVALUATION/ MARK REPORTING

The purpose of the DMS assessment procedures is to keep students and parents/guardians fully informed of progress or lack of progress. These procedures are meant to assist students in achieving their best. If a student does not understand a given grade, he/she should ask for an explanation.

Numerical marks are used in all subjects. The **minimum passing grade is 65** in grades 6-8. Grade reports will be issued every 10 weeks. The final grade will be determined by averaging the quarterly grades except when a final exam is given. A system of weighted averages is used.

- Students may be required to take final exams or complete a final project in ELA, Math, Science and Social Studies. These will be used in determining the final grade in these subjects. Final exams/projects count as 10% of the final grade, unless they are in Earth Science, LOTE 8 or Integrated Algebra.
- Those 8th grade students taking Earth Science and Accelerated Math 8 will be required to take a Regents final examination in June. The final grade in the course will be determined by using the exam score as 1/5 of the final grade. To earn high school credit, the student must achieve a final course average of at least 65.
- All 8th grade students taking French I or Spanish I must achieve a final course average of at least 65 and pass the final examination at the end of the year to earn high school credit.

Grade Weighting

As previously mentioned, averages are weighted according to classes attended.

To calculate your child's average, the following formula must be used:

1. Each subject grade multiply by its weight

2. Total all weighted grades together
3. Divide by total of grade weights = average

GRADE WEIGHTING (Grade 6)

English Language Arts	1.00
Social Studies	1.00
Math	1.00
Science	1.00
Physical Education	.50
General Music	.50
Art	.50
Instrumental Music	.50
Chorus	.50
Family & Cons. Science (20 wks.)	.50

GRADE WEIGHTING (Grade 7)

English	1.00
Social Studies	1.00
Math	1.00
Science	1.00
Technology Education 7 (20 weeks)	1.00
Foreign Language 7	1.00
Family & Cons. Science (20 wks)	.50
Art 7 (20 weeks)	.50
Music 7 (20 weeks)	.50
Physical Education 7	.50
Band 7	.50
Chorus 7	.50

GRADE WEIGHTING (Grade 8)

English	1.00
Social Studies	1.00
Math	1.00
Science	1.00
Spanish or French	1.00
Technology Education 8 (20 weeks)	1.00
Family & Cons. Science (20 wks)	.50
Physical Education 8	.50
Band 8	.50
Chorus 8	.50
Health (20 weeks)	1.00
Art 8	.50

Honor Roll 100-90

Physical Education

Physical Education is a required course in the curriculum. For reasons of safety and health, a dress code is enforced in all P.E. classes. Preparedness includes the following:

- Clothing: shorts, sneakers, socks, and T-shirts. All clothing must be washed regularly. All

clothing must be labeled with the owner's name. Clothing worn to P.E. classes must be other than clothing worn to school.

- Towels: All students will supply their own towels for gym and pool classes.

Grading: Points are assigned for being prepared during each class, and are calculated over the semester to determine the preparation grade. At the end of a unit, a skills test may be administered to measure improvement. Both areas are averaged at the ratio of 75% for preparation and participation, and 25% for skills and improvement.

Swimming: Each grade has a swimming unit in the High School pool. Students must bring a suit and towel. Students may bring a lock to secure valuables. To comply with fire drill and emergency evacuation procedures, students must bring outer clothing to the pool.

The Physical Education Department will not be responsible for lost or stolen valuables. Leave them in your hall locker.

Medicals and Excuses: Students with excuses from parents must give them to the teacher before class. Excuses are accepted for three consecutive classes, after which a medical excuse is required.

Medical excuses must be taken to the Health Office where the student will receive a written excuse for the gym teacher. Excused students must attend class, but they are not required to actively participate. Medicals, excuses, and band lessons, etc. **do not count** against the student.

Study Hall

Study halls provide an opportunity to prepare assignments during the school day or to receive extra help. It is also a time when students may seek assistance at the AAC or utilize the library. Every student has the right to spend this time in a quiet atmosphere.

All students are to report to study hall at assigned times and may be dismissed only by the assigned study hall teacher. "Pass hunting" at the beginning of a study hall is prohibited. Students who seek to be excused from study hall must obtain a written pass from a teacher before the

study hall begins. The pass must be presented to the study hall teacher to be excused.

Academic Intervention Services (AIS)

In compliance with state regulations, Depew Middle School provides academic intervention services (AIS) to help students achieve the learning standards in English Language Arts, Math, Social Studies, and Science. Students eligible for AIS support include:

- Those who scored 1 or 2 on state assessments.
- Those at risk of not meeting state standards as indicated by low classroom performance, based on internal assessments.
- Limited English proficient and English language learners who do not achieve performance standards.

Homework

Learning is important and should continue after school hours. Homework is assigned:

- To provide extra practice on learned skills.
- To provide further learning in areas covered in the classroom.
- To provide an opportunity for students to learn good work habits.
- To provide an opportunity for growth in responsibility.
- To provide parents an opportunity to see what children are studying and how well they are doing.

In addition to homework students need to:

- Read 20 minutes daily.
- Complete long-term assignments such as special projects, research or book reports.

The time necessary for homework completion differs from student to student. Teachers, students, and parents should work together to ensure that students are spending an appropriate amount of time on homework.

Homework can also be accessed on the teacher pages at our district website:

www.depewschools.org

Extra Help

Extra help is available after school throughout the entire school year. Such help may be initiated by the teacher, student, or parent. Arrangements may be made by consulting the teacher.

In addition to this help, various community agencies sponsor after school tutoring services. Your guidance counselor has additional information.

Parent Portal

The PowerSchool Parent Portal is specifically developed for parents and students. The Parent Portal gives parents access to real-time information including attendance, grades and detailed assignment descriptions, lunch menus and even personal messages from the teacher. Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can use their grade book to make decisions on what information they want to share with parents and students. If you are in need of more information or technical assistance with Parent Portal, please contact the Mr. Joseph D'Amato, Director of Pupil Personnel & Instructional Technology, at 686-5125.

Five Week Reports

"Five Week Reports" are stored in PowerSchool during the weeks of **October 15, 2018, December 17, 2018, March 11, 2019, May 20, 2019**. Those reports are used to inform parents of exceptionally good work or unsatisfactory progress.

A Blackboard Connect will be sent to remind families of these dates.

At the request of parents, daily or weekly evaluation sheets are available through the Counseling Center. This technique is

effective when both parents and students are committed to its implementation.

Report Cards

Report cards will be mailed home at the end of the 10th, 20th, and 30th week of school. The final report cards will be mailed home after the 40th week in June.

Marking Period Dates

- Quarter 1 ends November 9, 2018
- Quarter 2 ends January 25, 2019
- Quarter 3 ends April 12, 2019
- Quarter 4 ends June 26, 2019

DEPEW ACADEMIC ELIGIBILITY POLICY

Academic success is the top priority for the Depew Union Free School District. All students at Depew Middle/High School must maintain Academic Eligibility in order to participate in any extracurricular club, activity or sport. **Students are academically eligible to participate as long as they are a registered student at Depew Middle/High School, scheduled for a minimum of 6 classes per semester plus physical education, and have a passing grade in all subjects at each time that eligibility is determined. All students are eligible at the beginning of each new school year. Eligibility is determined at 5, 10, 20, 30, and 40 weeks.** This Academic Eligibility policy applies to all extracurricular activities, athletic contests and school sponsored overnight trips.

If the student is ***failing one subject** at the time of eligibility determination, the student will remain eligible to participate as long as they receive remediation in the failed subject. The Depew Eligibility Evaluation Form must be completed and signed, indicating that the student is now in good academic standing. If the student does not receive remediation, he/she becomes

ineligible. These forms are available through the Main Office.

If the student is **failing two or more subjects** at the time of eligibility determination, the student is **ineligible** for participation for a minimum of two weeks during which time the student must receive remediation in the failed subjects. During this period of ineligibility, the student may rehearse, prepare, and in the case of interscholastic sports, practice but cannot participate in the activity or contest as a member.

The Depew Eligibility Evaluation Form must be completed and signed, indicating that the student is now in good academic standing. If the student does not receive remediation, he/she becomes ineligible. This form must be submitted weekly to the Dean of Students. These forms are available through the Main Office.

The student must remain in good academic standing in all subjects for the duration of the probationary period by attending summer school to correct the deficiency after the 40th week.

Students who are working toward IEP (Individualized Education Plan) diplomas and who do not maintain the standards of their IEP, will be evaluated individually. The evaluators will include the IEP primary service provider, the coach or advisor, and the Building Principal.

*A grade of incomplete will be treated as a failing grade.

MIDDLE SCHOOL PROMOTIONAL POLICY

Students at Depew Middle School are expected to **pass 3 of 4 core academic subjects** (Math, Science, Social Studies, and English) with a **cumulative average of 65** in order to be promoted to the next grade. The lowest possible grade a student can earn in any marking period is a 55.

Students failing:

- 1 core class will be strongly recommended to attend summer school for the course failed.
 - If the student does not attend and pass summer school or fails to attend summer school he/she will be placed in an appropriate AIS (remedial) class for that subject.
- 2 core classes are **required** to attend summer school for **both subjects** and **pass at least one**.
 - If the student passes only one class in summer school he/she will be placed in an appropriate AIS class for the subject he or she was not successful in.
 - Failure to successfully attend and complete summer school for **at least one of the 2** classes **will result in grade retention**.
- 3 core classes are **required** to attend summer school for **at least two subjects and must pass both**.
 - If the student passes only 2 of the 3 classes in summer school he/she will be placed in an appropriate AIS class for the subject he or she was unsuccessful in.
 - Failure to pass **two of the three** classes will result in **grade retention**.
- All 4 core academic subjects will be retained in the same grade without the option of summer school.
- ***All final decisions regarding promotion and retention are made by the building principal.**

Study Hints

School is a full time responsibility. Students need to schedule a specific time and place to do work and study (review). Homework and study (review), when done on a daily basis, will result in a successful Middle School experience.

Helpful hints:

- Have a definite time and place for your study.
- Find a comfortable, well-lighted and well-ventilated place.
- Avoid the presence of TV., radios and record players, or other possible distractions.
- Have only those items at hand which are necessary to complete your work.
- Get adequate sleep, exercise, and nutrition.
- Review a little each day as well as doing your current work. Don't try to learn everything at once, frequent shorter periods of study will help you retain the information better.
- MOST IMPORTANT - All work missed during an absence must be made up. Failure to do so will result in a loss of information which is important to your total knowledge. See your teachers as soon as you return to school and arrange to meet with them at a time when you may discuss how to go about your "make-up" work.
- It is difficult to suggest a definite time allotment for your studying and your homework since the amount assigned each night differs from one time to another and one class to another. Make a study plan so that you have enough time for all of your work. Keep up with all of your work each and every day.

"Care is the virtue that allows love to overcome its most fundamental obstacle – inconvenience."

EXTRA CURRICULAR ACTIVITIES

Students staying after school for activities must have faculty permission and supervision. Any students waiting for the late bus must report to the cafeteria following the school activity.

A variety of extra-curricular activities are available. Some activities may be for specific grades only. Sports activities are provided at four levels of competition: Intramural, Modified, Junior Varsity, and Varsity. Music and club activities cover a wide variety of interests. Announcements and posters inform students of upcoming events. Extra-curricular activities take place before or after school. **Extra-curricular activities are a privilege. Academic and behavior standards must be maintained.**

After School Expectations

After school supervision is a service that we provide to accommodate our students involved in sports, clubs and extra-curricular activities. We expect the same behavior after school as we do during the school day. The following procedures will be in place to ensure the safety of our students and to provide a comfortable environment to complete school work as they await their bus, practice and/or game.

- After school supervision is from 2:30 – 3:30 p.m. If a student has a practice or game that starts beyond 3:30, alternative arrangements must be made by the parent.
- There will be a 2:30 bell that rings which signals that all students must be either in the Cafeteria, with a teacher, or at the site of their extra-curricular activity.
- All students must sign in when entering the Cafeteria. Student will sign in by team and or extra-curricular activities.
- All students not on a sports team or involved in extra-curricular activities should have a late bus pass from the teacher they worked with.
- Four (4) students per table.
- No leaving the Cafeteria (except for using the bathroom) until practice starts or the late bus arrives. No more than 2 students using the bathroom at the same time.
- Any misbehavior including disrespect towards staff will result in consequences.
- Your coach will be notified anytime your behavior is deemed inappropriate or insubordinate.
- If a parent needs to bring anything to their son or daughter, they are to bring it to the back door of the Cafeteria, and the supervisor will facilitate the transfer. This is to avoid students going into busy parking lots with traffic. Food can only be for your child. Several students have food allergies and therefore we cannot allow other parents to provide food for other students.

Club Activities

- Depew Voice (Newspaper)
- Foreign Language
- Math Club
- Yearbook
- Family & Consumer Science Club
- National Junior Honor Society (By selection only)
- Character Education/Community Service
- Student Council
- Board Game Club
- Science Club
- Jazz Ensemble
- DMS Talent Show
- Technology
- Drama
- Art

Some events/activities that have been accomplished in the past include: caroling during Christmas time at nursing homes, collecting clothing for shelters, cleaning up nearby parks, gathering food items for the Thanksgiving food drive, "Pennies For Patients" drive to benefit the Leukemia and Lymphoma Society, and selling bouquets to benefit the Hospice & Palliative Care Center. Meetings and events are regularly scheduled.

The Depew School District website contains important information for students & parents.

Please visit us at:

www.depewschools.org

Student Council

The Student Council is composed of students elected by their peers and is open to all grades. The purpose of the Student Council is to assist the school, community, and school board

with school and community events. A delegate is elected for each homeroom and is responsible for attending all meetings and sharing information. An election of officers takes place early in the school year. Student Council members assist in various school activities.

Music Courses

Instrumental music and chorus are offered at all grade levels. These areas are offered as electives which are taught during the regular school day. Band and chorus members participate in several concerts a year. These count toward quarterly averages.

Sports and Activities

The Interscholastic Athletic Program is governed by the New York State Athletic Association. A seventh or eighth grader competing at the junior varsity or varsity level, must successfully pass the New York State Selective/Classification Test. This test is given by the Athletic Director. There is no test for students competing at the modified level. Fifth and sixth graders are not eligible to compete against other schools.

Seventh grade students are eligible to compete at all three levels. At sixteen a student loses eligibility status in the modified program. An athlete must be an enrolled student in grade 7 or 8, and must be in regular attendance. No student may participate in a practice or game without a physical examination.

Sports are a privilege. Academic and behavior standards must be maintained. The Academic Eligibility Policy on pages 6-7 apply to sports.

Prior to the beginning of the season, each student athlete receives a handbook and complete information outlining all policies. Questions should be directed to the coach or athletic director. Following are the extra-curricular sport activities:

- Football
- Wrestling
- Soccer
- Baseball
- Softball
- Bowling
- Basketball
- Cheerleading
- Cross Country
- Track & field
- Swimming
- Tennis
- Volleyball
- Boys Lacrosse (TBD mod or JV)

Dances and Activity Nights

Dances and activity nights are open to Depew Middle School Students. The appropriate grade levels are announced prior to ticket sales and only those specific grades may participate. Student must follow all school rules and policies while participating. Students **must stay until the event is over**, unless a parent/guardian arrives to pick the student up.

SCHOOL COUNSELING

Students are assigned a counselor by grade level as follows:

Mrs. Ryder 686-5052	Grades 7 and 8
Mrs. Westfield 686-5054	Grade 6
Mrs. Katie Malczewski 686-5053	Grade 7 - 12

Student Expectations for Extra-Curricular Activities

- School extra-curricular activities are open to DMS students only.
- Students will be responsible for all school rules while attending an extra-curricular activity.
- Students will respect DMS as a “**DRUG-FREE SCHOOL ZONE.**”
- Students will respect others by using appropriate language and behavior at all times.
- Students will take pride in DMS by being responsible for their environment. A clean and orderly building reflects on all students and promotes respect.
- Students will leave the DMS promptly at the completion of an activity.
- Students who are participating in an extra-curricular activity need to notify their supervisor in writing of their anticipated late arrival or early (parent note) release.
- Students participating in extra-curricular activities must be under the direct supervision of the teacher/staff.
- Students will be on time and must be in attendance for school in order to participate in any extra-curricular activity.

The School Counseling program is an integral part of our school program. The mission of our school counselors is to provide the opportunity for all students to develop educational, social, career and personal strengths, through counseling, consultation, coordination and collaboration within a developmental guidance and counseling program. Counselors work with students in small and large groups. Individuals requesting to meet with counselors may do so by making an appointment through the guidance office secretary.

Counseling can help you understand yourself and your environment. Counseling recognizes that people are different. You are not merely a face in a crowd, but an important person with special needs. The counselor respects these needs and has a genuine interest and concern in helping the student understand and resolve them.

At one time or another every student needs to talk to someone who is trained to help with, and is interested in, student concerns. Counselors can help:

- Discuss problems with individuals and groups.
- Assist students with decision making.
- Advise students and parents about course selection.
- Introduce students and parents to other helping people.
- Maintain and explain student records.
- Help students learn about themselves and get along with others.
- Explain to students/parents the results of standardized vocational tests.

Parent/Guardian Conferences

Teachers, counselors and administrators are available to conference with parents/guardians regarding any aspect of a student's school or personal life. For parent/guardian convenience, conference days (day & evening) will be scheduled during the school year. A parent request for a conference will be honored at any time by contacting the Guidance Office at **686-5055**.

STUDENT RIGHTS AND RESPONSIBILITIES

A. Student Rights

The District is committed to safeguarding the rights given to all students under state and federal law. 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 or 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.
4. A classroom atmosphere that is conducive to learning.
5. Be treated with respect by all members of the school community.
6. A free public education in the least restrictive environment.
7. Competent instruction that deals with the individual needs of the learner.
8. Feel secure in their personal safety and integrity.
9. Express themselves in a socially acceptable manner.
10. A program that will improve their physical well being in the least restrictive environment.
11. A co-curricular, extracurricular program that is based on student interest and is supportive of the curriculum.
12. A clean, well maintained educational facility.
13. Experience the democratic process.

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 mechanisms 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.
12. Report physical or verbal threats that have been made to students or staff, to the next level of supervisory authority for prompt action.
13. Utilize their lockers only for storage of clothing, books and other school materials.

"Treat others as you would like to be treated."

- Golden Rule

Essential School Partners

A. Expectations for Parents

All parents are expected to:

1. Recognize that the education of their children is a joint responsibility of the parents and the school community.
2. Recognize that teachers deserve the same consideration and respect that parents expect from their children.
3. Send their children to school ready to participate and learn.
4. Ensure their children attend school regularly and on time and ensure that absences are excused.
5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Encourage the qualities of self respect, respect for the Law, and respect for others and public property.
7. Review and know school rules and help their children understand them as provided in the Student Handbook.

8. Exemplify an enthusiastic and supportive attitude towards school and education.
9. Build good relationships with teachers, other parents and their children's friends.
10. Cooperate with the school in jointly resolving any school related problems and listen to views and observations of all parties concerned.
11. Help their children deal effectively with peer pressure.
12. Inform school officials of changes in the home situation that may affect student conduct or performance.
13. Insist that their children promptly bring home all communications from school.
14. Provide a structured environment for study and ensure homework assignments are completed.

Assemblies

During the school year several different kinds of assembly programs are scheduled for the enjoyment and education of DMS students. Whatever the nature of the assembly, **everyone** is expected to conduct him/herself courteously at all times. Appropriate applause is proper indication of audience approval. Students will be assigned seating for most assemblies.

Fire Drills

Fire drills are conducted at regular intervals during the school year. The bell indicating a fire alarm means immediate silence. All students, faculty, and staff are to exit the building immediately. Follow exit routes posted in the classroom. The following rules should be remembered:

- When with a class or staff member **silently** follow directions given.
- If not with a class or staff member walk silently to the nearest exit and join your appropriate class for attendance.
- Quietly wait at the designated outside area until an announcement is made to return to the building.

Lock Down Drills

As part of the New York State Education Department (NYSED) Safety Legislation, every school must conduct four lock down drills per school year

Student Dress Code

(*A copy of this is also located on www.depewschools.org)

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

A student's dress, grooming and appearance shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that brief garments and see-through garments are not appropriate.
3. Ensure that underwear and under-garments are completely covered with outer clothing. (No spaghetti straps or halter tops).
4. Include footwear at all times.
5. Not include the wearing of hats or headwear in the building 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.

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

The use of electronic devices during the school day including MP3 players, digital cameras, cell phones, and pagers is not permitted at DMS.

Use of Telephones/Cellular Phones

The use of cellular devices for the purposes of communicating during regular school hours is strictly prohibited. If a student has a cellular phone, it must be maintained in the student's locker until the end of the school day. If a student is observed using or holding a cell phone, a school official has the authority to confiscate the device and turn in to the main office where the item will be secured and appropriate action taken:

1st offense: will result in the item being confiscated until the end of the school day.

2nd offense: will require a parent to come to the school to retrieve the specified item.

3rd offense: will result in a parent conference and/or disciplinary infractions.

4th offense: will result in more serious disciplinary actions up to but not limited to in-school suspension.

If necessary or an emergency permits, students may request permission to use a phone a teacher's classroom or the Main Office.

NOTES:



DMS Behavioral Expectations Matrix

	P	A	W	S
	<u>Positive Attitude</u>	<u>Act Responsibly</u>	<u>Work & Play Safely</u>	<u>Show Respect</u>
CLASSROOM	POSTED IN CLASSROOMS			
CAFETERIA	<ul style="list-style-type: none"> • Use appropriate language • Use your Manners • Use quiet voices • Make healthy choices 	<ul style="list-style-type: none"> • Wait patiently • Clean up after yourself • Report problems to adults 	<ul style="list-style-type: none"> • Keep hands & feet to yourself • Stay seated • Food stays in Cafeteria 	<ul style="list-style-type: none"> • Be polite • Use appropriate voice level & language • Follow adult directions
BUS	<ul style="list-style-type: none"> • Greet bus drivers cheerfully • Share seats • Quiet Voices and pleasant conversation • Think Safety first 	<ul style="list-style-type: none"> • Walk to assigned bus • Enter & exit in single file • Stay seated • Get on and off at correct bus stop 	<ul style="list-style-type: none"> • Follow safety instructions • Use crosswalks • Keep the aisles clear • Quiet voices • Stay on sidewalks 	<ul style="list-style-type: none"> • Be polite to others • Use appropriate language • Keep hands and feet to yourself • Keep the bus clean
HALLWAY	<ul style="list-style-type: none"> • Speak Kindly • Be on time • Think before acting • Help others 	<ul style="list-style-type: none"> • Have pass & agenda • Walk Quickly, Quietly & Calmly • Keep locker combination secret 	<ul style="list-style-type: none"> • Walk & Stay to the right • Keep hands, feet & objects to yourself • One stair at a time 	<ul style="list-style-type: none"> • Respect school property • Speak Quietly • Use appropriate language • Keep it Clean



CONDUCT OF STUDENTS

*Complete Code of Conduct is located on www.depewschools.org)

The staff at Depew Middle School is committed to establishing an environment where children want to learn and behave.

All children can behave in a manner which allows teachers to teach, and students to learn. The expectations that have been established will be specifically taught and reinforced. The use of encouragement, support, and guidance for students in making appropriate choices assists in developing responsible self discipline in students.

Please review the following expectations with your child and encourage him or her to follow the rules in a positive manner.

A. Engage in conduct that is disorderly. Examples of disorderly conduct include:

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. 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.
6. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account, accessing inappropriate websites, or any other violation of the District's acceptable use policy.
7. Use radios, tape recorders, VCR camcorders, CD players or other personal electronic devices on school grounds during the school day without advance written permission from his/her teacher or a building administrator.
8. Use of personal communication devices such as cell phones, pagers, and/or two-way radios on school grounds during the school day without advance written permission from a building administrator.

B. Engage in conduct that is insubordinate.

Examples of insubordinate conduct include:

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. Continued unexcused absenteeism.
4. Skipping detention.

C. Engage in conduct that is disruptive. Examples of disruptive conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
2. Engaging in any willful act which disrupts the normal operation of the school community.

D. Engage in conduct that is violent. Examples of violent conduct include:

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. Authorized law enforcement officials are the only persons 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. 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.
7. Intentionally damaging or destroying school District property.

E. Engage in any conduct that endangers the safety, morals, health or welfare of others.

Examples of such conduct include:

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.

4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.

5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.

6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.

7. 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.

8. Selling, using or possessing obscene material.

9. Using vulgar or abusive language, cursing or swearing.

10. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.

11. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."

12. Inappropriately using or sharing prescription and over-the-counter drugs.

13. Gambling.

14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.

15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

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 and fighting will not be tolerated.

G. Engage in any form of academic misconduct.

Examples of academic misconduct include:

1. Plagiarism.

2. Cheating.

3. Copying.

4. Altering records.

5. Assisting another student in any of the above actions.

Disciplinary Procedures, Penalties, and Referrals

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

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.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this Code of Conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

A. 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.

1. Verbal warning.
2. Written warning.
3. Written notification to parent.
4. Detention.
5. Suspension from transportation.
6. Suspension from athletic participation.
7. Suspension from social or extracurricular activities.
8. Suspension of other privileges.
9. In-school suspension.
10. Removal from classroom.
11. Short-term (five days or less) suspension from school.
12. Long-term (more than five days) suspension from school.
13. Permanent suspension from school.
14. Confiscation of nuisance item.

Student Complaints and Grievances

While students have the responsibility to abide by the policies and regulations of the District, they shall also be afforded opportunity to present complaints and grievances free from interference, coercion, restraint, discrimination or reprisal.

The Depew Union Free School District does not discriminate on the basis of sex, age, marital status, political affiliation, race, creed or religion, national origin, or disability in the employment and education opportunities it offers, including vocational educational opportunities as required by Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973. Any student suspecting discrimination on the basis of sex, age, marital status, political affiliation, race, creed or religion, color, national origin, or disability may make a claim of rights denied. This claim or grievance is filed with the Superintendent/designee who will assist in the preparation of the grievance if necessary. The Superintendent/designee shall cause a review of the grievance to be conducted (including necessary meetings and interviews) and a written response mailed to the complainant within ten school days after receipt of the complaint.

Care of Facilities/Property

All members of DMS community must take pride in their school. It will be the responsibility of all students to keep the building attractive by:

- Using waste containers provided in rooms and hallways;
- Keeping papers, pencils, pens, etc. off the floors;
- Keeping pencils, pens, markers, etc. away from doors/lockers/walls where they can cause damage.

Depew School grounds are closed to all non-authorized use after dark. Violators of this no trespassing policy will be prosecuted.

The Depew School District website contains important information for students & parents.
Please visit us at:
www.depewschools.org

STUDENT MANAGEMENT

The foundation for student success is built on holding students accountable for what they say and do. Through "team" monitoring, students are coached to make good, responsible choices and are recognized for those choices.

Counseling

A counseling component is a part of all management action. The guidance counselors, teachers, and Building Administration work with students to help them make good, responsible choices as well as to correct their bad choices. Mediation plays a large role in helping students correct wrong choices. Counselors meet with the students who are experiencing a conflict and help them come to a peaceful resolution.

Teaching about Drugs, Alcohol, Tobacco

The Depew School District believes that education is an important preventive measure against student involvement with drugs, tobacco and alcohol. Instruction will include sessions about the causes and effects of drug, alcohol and tobacco abuse, especially on young people.

Mediation

Mediation is a process for resolving disputes and conflicts between students. The goal is to work out differences through active listening, reflective paraphrasing and issues clarification. Mediation allows students in conflict to resolve problems utilizing a school approved format, and learn skills to resolve conflicts in the appropriate manner. Concerns may first be discussed with a guidance counselor who will assist with implementing the process.

Loss of Privileges

All students earn building and extra-curricular privileges by making good, responsible choices. Extracurricular and building privileges will be suspended as a result of the abuse of the student character code.

Reprimands

All students will promote respect and responsibility toward their peers and adults at DMS. When inappropriate behavior occurs, a verbal reprimand will be issued. An excessive display of inappropriate behavior will result in further action.

Detention/Time Out

Detention is assigned when the student chooses to violate the student conduct code. Detention may be issued by a teacher/team or the school administration. Team/teacher detentions are a result of inappropriate classroom behavior or neglect of academic responsibility. Principal's detention is a result of misbehavior whose frequency or seriousness tends to disrupt the learning environment of the school. Lunch detention is held during student lunch time and is assigned at the

discretion of the administration and/or the lunch room supervisors. Students report directly to the lunch detention room. A supervisor will escort students to purchase lunch. A Time-out may be called by a teacher/staff member when the supervisor feels that the student is unable to control his/her classroom behavior. The student will serve the remainder of the class in the Time-Out Room. Students are responsible for all work presented in class during their absence.

Suspension

The Superintendent of Schools or the Principal may suspend a student from school when behaviors are insubordinate, disorderly or when keeping the student in school is a threat to the health and safety of others or school property. Students are responsible for all work missed during the term of suspension. Students may not participate in extra-curricular activities for the duration of suspension.

During In-school suspension, students receive work throughout the day while they are isolated from the activity of the school building. Students eat lunch in the In-school suspension room. Students who don't complete assigned work will report to the suspension room until the work is completed. In-school suspension extended will include Principal's detention at the end of the day.

Out-of-school suspension is the removal of the student from the school building. A tutor will be assigned to a student who is suspended out-of-school. A Superintendent's Hearing may be required to return to school.

Superintendent's Hearing: Education Law

No pupil may be suspended for a period in excess of five (5) school days unless such pupil and the person in parental relation to such pupil shall have had an opportunity for a fair hearing, upon reasonable notice, at which time, such pupil shall have the right of representation by counsel, with the right to question witness against such pupil and to present witnesses and other evidence on his/her behalf. Where a pupil has been suspended in accordance with this section by a Superintendent of Schools or Community Superintendent, the superintendent shall personally hear and determine

the proceeding or may, in his discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him.

A record of the hearing shall be maintained, but no stenographic transcript shall be required and tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the superintendent. The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part thereof. An appeal will lie from the decision of the superintendent to the Board of Education who shall make its decision solely upon the record before it. The Board may adopt in whole or in part, the decision of the superintendent of schools.

Where a pupil has been suspended in accordance with this section by a Board of Education, the Board may in its discretion hear and determine the proceeding or appoint a hearing officer who shall have the same powers and duties with respect to the Board that a hearing officer has with respect to a superintendent where the suspension was ordered by him. The findings and recommendations or the hearing officer conducting the proceeding shall be advisory and subject to final action by the Board of Education, each member of which shall before voting, review the testimony and acquaint him/herself with the evidence in the case. The Board may reject, confirm or modify the conclusions of the hearing officer.

"Few things help an individual more than to place responsibility on him, and to let him know that you trust him."
Booker T. Washington

Student Harassment

(Also available on-line on www.depewschools.org)

Harassment of any kind (verbal, physical, sexual, etc.) can be harmful. Students at DMS are expected to treat each other with dignity and respect. Students who are experiencing harassment can give a written or verbal report to any staff member. The

report will then be investigated, a conclusion will be determined, and a disciplinary action taken. Disciplinary action may include referral to counselor, conference with student, detention, suspension, etc. Repeated harassment (after initial report has been made) could result in greater disciplinary consequences and or police involvement.

Corporal Punishment

Consistent with regulations of the commissioner of education which prohibit corporal punishment, the Depew Board of Education affirms that corporal punishment is not a desirable method of enforcing discipline. The Board therefore prohibits the use of corporal punishment as a disciplinary action.

STUDENT SERVICES/ INFORMATION

Books

Students are responsible for the care of their books. Lost or damaged textbooks will be paid for by the student. Please remember to:

- Use book covers to protect your book.
- Write your names in the book in the "This book is the property of..." area.
- Tell your teacher if there is any damage to your book when you are issued the book.
- Store your books in your locker.
- **Back packs may be used to transport books and supplies to and from school but must be left in lockers during the school day.**

Student Fines and Charges

Students are expected to exercise reasonable care in the use of school equipment and any damage done to library books, textbooks or other school equipment due to misuse or negligence must be paid for by them. Lost or damaged textbook and/or library books will be immediately reported to the office for payment as follows:

1. **Little Damage**- 20% of value of new text book or 20% of the depreciated value for older textbooks.

2. **Moderate Damage-** 40% of value of new text book or 40% of the depreciated value for older textbooks.

3. **Excessive Damage-** 75%-100% of the value of a new textbook, or 75-100% of the depreciated value for older textbooks.

4. **Lost Books-** 100% of the value of a new textbook or 100% of the depreciated value of older textbooks.

*** Depreciated values for textbooks and library books will begin in the 3rd year of their circulation.**

*** All textbook grievances will be reviewed and final determination will be made by the principal.**

Other school equipment which is damaged should be reported to the Building Principal, who will determine if negligence on the part of the student was the cause of the damage. If so, the student and the student's parents will be expected to pay for such damage.

Chromebooks

Each student is issued a chromebook that they can take home after signing the "Parent/Student Chromebook User Agreement." Students are responsible for the care/maintenance of their chromebooks and must return them to the school at the end of each year.

Buses

Bus safety is the responsibility of all students and drivers. Students may lose their bus privileges when student expectations are not met.

Depew school buses are equipped with black boxes for video cameras. Video cameras will be placed on a rotating basis on school buses in order to monitor student behavior. Violation of the District's Code of Conduct will be dealt with in accordance with applicable laws and the Code of Conduct.

Transportation

Transportation is provided to certain school students. Questions about the school transportation program should be directed to the Supervisor of Transportation, phone number 686-5141.

Health Services

The nurse will be available during the school day to administer routine and emergency care. If a student is ill or injured in school, contact to parents will be made from the Health Office by the school nurse. Report any injuries or accidents while on school property immediately to the teacher or nurse.

Gym Excuse: Gym excuses should be brought to the Health Office before the beginning of homeroom. You will receive a note to give to your Physical Education teacher.

Medication: New York State Education Department Law prohibits school personnel from administering medication to students without a note from the parent and a letter from the doctor indicating frequency and dosage. We understand that there will be circumstances when it will be absolutely necessary to take medication during school hours. At these times the school nurse will cooperate with the family and the doctor. Forms can be obtained in the Health Office to be filled out by your doctor. All medication should be brought to the school nurse by the parent or guardian.

School Physicals: All the seventh grade students, special education students, and new students will receive a routine school physical. If you prefer to have your own physician examine you, it is necessary to bring a note from your parent/guardian. The nurse will give you a form to be completed by your doctor.

Sport Physicals: All students participating in sanctioned school sports must have a physical. Students must sign up for the sports physical ahead of time. Announcement of physicals will be made over the public address system. Signs will also be posted. Failure to receive a physical will result in termination of your participation in the sport.

Library Media Services

The library contains books, audiovisual, and computer materials for use by students, faculty. The collection contains over 10,000 book titles, 3,400 audiovisual titles, and 55 magazine subscriptions.

The library is open from 8:13 a.m. - 3:05 p.m. each day. Students may use the library for the following purposes:

- Research and reference work.
- Computer use.
- Recreational reading of books and magazines.
- Browsing and checking out materials
- Teacher assigned testing.
- Homework completion.

Library books circulate on a two week basis with one renewal. Some encyclopedias may be signed out for overnight use. Magazines must be used in the library. A student may lose library privileges for failing to return borrowed materials. You must pay for lost or damaged materials. While using the library students must:

- Work quietly and responsibly,
- Refrain from eating, chewing gum, or playing games,
- Move directly to and from class or study hall,
- Follow borrowing procedures.

Lockers

Each student is assigned a hallway locker for personal clothing, school supplies and lunches. Every 6th grade student, and all new students, will also be required to purchase a lock for their locker. To make sure your belongings are safe, please follow these rules:

- **Lost or damaged combination locks will be replaced at the expense of the student. Replacement fee is \$6.00.**
- Your locker/lock is personal. Keep your combination to yourself.
- Learn your combination as quickly as possible. Record it in two places and leave one at home.
- Lock your locker following each use.
- Valuables are to be left at home including, cell phones and audio equipment.
- Do not share your locker.
- Keep your locker neat and clean.

****Lockers, desks, and other school storage areas remain the exclusive property of the school and are subject to search and inspection by school officials at any time.**

Lost and Found

A lost and found area will be maintained outside the Main Office for misplaced personal property. Report all lost or stolen items to the teacher and to the office as soon as possible.

Visitors

Depew Middle School encourages parents and other community members to visit our school and classrooms. Since schools are a place of work and learning, certain limits must be set for such visits. The building administration is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- During normal school hours, all visitors to the school must:
- Sign in at the security desk located at the main entrance,
- The visitor must return the visitor's pass to the security desk and sign out before leaving the building.
- Parents or community members who wish to observe a classroom while school is in session must obtain prior consent and approval of the teacher(s) and the administrative staff in advance of such visits, so that class disruption is kept to a minimum.
- Any unauthorized person on school property will be reported to the building administration. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct.

Working Papers

Working papers are required for students under the age of 16. Working papers are available in the High School Guidance Office.

"It is possible to get all A's and flunk life."

STEP 4 – APPEAL TO THE BOARD OF EDUCATION: An appeal may be filed with the Board of Education. The Board of Education will conduct a hearing and issue a written response to the complainant following the completion of the hearing.

District’s Harassment Compliance Officers:
Joseph D’Amato, Middle School, 686-5125
Carol Townsend, High School, 686-5095

GENERAL INFORMATION

Anti-Harassment

All persons associated with this school district, including but not necessarily limited to the Board of Education, the administration, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from all forms of harassment. Any person who engages in any form of harassment while acting as a student or employee of the school district will be in violation of this policy. A student alleging sexual harassment may file a complaint in the following manner:

STEP 1 – INFORMAL COMPLAINTS: A student who believes he/she has been subjected to sexual harassment may file an informal complaint by requesting a meeting with the complaint officer and building principal in order to discuss the allegations and appropriate actions, if any. A prompt and thorough investigation will be conducted followed by a written report with resolution of the complaint. Copies of the report will be submitted to the complainant, the building principal, and the Superintendent. If the complainant is not satisfied with the complaint officer’s response, the complainant may proceed to file a formal complaint.

STEP 2 – FORMAL COMPLAINTS: A student may file a formal written complaint of sexual harassment to the complaint officer as an initial step or as a result of an unsatisfactory resolution of an informal complaint. The complaint officer will conduct a prompt and thorough investigation, issue a written report of the results, and notify the complainant, the building principal, and the Superintendent in writing of the outcome.

STEP 3 – CORRECTIVE ACTION/ RESOLUTION: The Superintendent will determine what action, if any, needs to be taken. The complainant shall receive a copy of any and all reports issued by the Superintendent. If the complainant is not satisfied with the resolution, the complainant may appeal the decision to the Board of Education.

School District Records

Often, parents and students and other community members may want to have specific information about the school in this district. Interested persons may inspect and/or copy school district records at the office of the Records Access Officer during regular business hours on any business day on which the Board of Education offices are open.

Request to inspect or make copies of records must be submitted in writing on form (#3310F) to the Records Access Officer. The Records Access Officer shall determine if record(s) may be inspected and/or copied. If access is available, the requester will be notified within 5 business days of receipt of the request. If the Records Access Officer is unable to grant the request within 5 days or denies access to records, the requestor will receive written acknowledgement and the reasons why the records are unavailable. If the requestor is not satisfied with the response, an appeal may be requested in writing to the Appeals Officer within 30 days. Within 10 business days, a decision will be made to further deny access or to provide access to the records sought.

Public Complaints

The Board of Education recognizes the right of community members to register individual or group concerns regarding instruction, district programs, and materials, operations, and/or staff members. The main goal of this policy is to resolve such concerns specifically with only the parties involved, whenever possible.

Public complaints about the school district will be directed to the proper administrative personnel. Complaints about specific classroom

practices shall be directed to the teacher concerned. If the matter is not settled satisfactorily, the complainant shall then contact the Building Principal; if there is no resolution on this level, the Superintendent of Schools shall be contacted. The Superintendent shall refer the issue to the Board for final resolution.

Complaints about Instructional Materials

When an individual has a complaint about instructional materials being used in the classroom, the complaint must be submitted in writing to the building principal (form #830F). The building principal will review the complaint with the school librarian and/or resource staff and submit his/her findings and disposition of materials in writing to the complainant. A copy of such findings will be sent to the Superintendent. Until a decision has been made, the book or materials shall remain in circulation. If the complainant is not satisfied with the resolution, the complainant may appeal in writing to the Superintendent.

Emergency Plans

In accordance with regulations of the commissioner of education, the district has developed an emergency management plan to safeguard the safety and health of students and staff, as well as district property, in the event of a true emergency.

Each year, the school will stage a “test” or drill of the emergency management plan, including practice in sheltering students and staff, and an early dismissal at a time not more than 15 minutes earlier than the normal dismissal time. Parents will be informed of any such “test” at least one week prior to the drill.

Copies of the emergency management plan are available in the Main Office.

Relations with Parents with Disabilities

District parents with disabilities will be afforded an equal opportunity to participate in the services, programs and activities of the district, particularly those which are designed for parental involvement and are directly related to their child’s academic and/or disciplinary progress (e.g.,

parent/teacher conferences, and/or meetings with other school personnel).

The Depew Union Free School District will make available a variety of technological resources to support learning and enhance instruction. Our goal is to provide access to diverse, state of the art technology tools to facilitate resource sharing, innovation and communication.

ETHICAL GUIDELINES FOR ACCEPTABLE USE OF COMPUTERS AND COMPUTER NETWORKS IN SCHOOLS:

We encourage students to use the computers and technology available at Depew Union Free School District; however, with this use comes **responsibility**. Violations of the following guidelines may result in a loss of access as well as other disciplinary or legal action in accordance with applicable laws and/or due process procedures. **Users are expected to:**

Respect the privacy of others.

- * Users will keep their passwords confidential and not try to learn others' passwords.
- * Users will not attempt to gain unauthorized access to networked or stand alone systems.
- * Users will not modify or read files of other individuals, however, it should be noted that system administrators have access to all files. **Privacy shall not be assumed in this case.**

Respect the legal protection provided by copyright and license to programs and data.

- * Users will not make copies of licensed programs, in violation of Copyright Laws.
- * Users will not install their own software on district computers without authorization.

Respect the integrity of every computer and of the Depew School Network, Internet and other networks to which we are connected.

- * Users will not intentionally develop or use programs to harass others or infiltrate a computing system or damage or alter the software components or network.
- * Users will not intentionally send inappropriate, obscene or hateful messages/mail to others.
- * Users will not copy or modify server or network system files.
- * Users will not abuse computer or network hardware. (i.e. mice, keyboards, etc.)
- * Users will not use encryption programs on district computers without authorization.
- * Users will not violate copyright laws.
- * Users will not use telecommunications for anything other than educational purposes.
- * Users will not employ the network for commercial purposes.

Respect the materials and resources of the Depew School District.

- * Users are limited to using approved educational games only.

CONSEQUENCES OF VIOLATIONS:

All violations or suspected violations of acceptable use will be communicated to the building administrator. Users found to be in violation of acceptable use will be denied technology access on appropriate district equipment. **Improper use or tampering will not be tolerated.**

Possible actions include the following :

- * User may be banned from access to specific technological equipment, local or internet accounts or facilities for a period of time.
- * User may be required to make full financial restitution.
- * Suspension or detention is a possible outcome of a severe violation.
- * Users could face prosecution if criminal activity is involved.

AGREEMENT STATEMENT: Use of the Depew Public Schools computer equipment, Internet accounts, local networks and the information contained on them is conditioned upon proper student conduct in accordance with this regulation. While every reasonable effort will be made by school district personnel to monitor proper technology usage or to provide Internet filters of questionable materials, the student and the parent/guardian also must **accept the responsibility** for ethical usage of the District facilities, equipment and software, and of the programs and networks accessed.

Depew Public Schools will mail to every parent or guardian a copy of this regulation for their review. In addition, a copy will be placed in the student handbook and discussed with the student by the homeroom teacher. A copy will be mailed to the parent or guardian as part of the District calendar, and a copy will be submitted to the official newspaper for publication.

If at any time, the parent or guardian wishes to withdraw student permission to have Internet access, please notify the building principal in writing.

SECURITY ENHANCEMENT:

The safety of your child is our first priority. Unfortunately as a result of tragedies that have impacted our nation's school communities, we are consistently reviewing, revising and enhancing our safety and security practices and

procedures with guidance from the Depew Police Department. Some areas that re going to be revised for the 2018-2019 school year are as follows:

- All students in grades 6-12 must enter their respective buildings through the main entrance doors. The breezeway and back doors will be locked moving forward.
- All families and visitors will have to scan their license to gain access to a building. Please ensure you have your license or you will not be permitted to enter any of our district buildings.
- DMS students will not be allowed to carry backpacks or drawstrings during the course of the school day. The only exception is that students may carry drawstring bags to physical education classes.

PARENT INVOLVEMENT OPPORTUNITIES:

Parents are invited to attend the following meetings held in the DMS Library during this school year:

PTO Meetings at 7:00 p.m.

September 10
October 1
November 5
December 3
January 7
February 4
March 4
April 1
May 6

Shared Decision Making Team at 2:25 p.m.

September 19
October 17
November 14
January 16
February 13
March 20
April 17
May 15

**PARENT AND STUDENT ACKNOWLEDGEMENT FORM
DEPEW MIDDLE SCHOOL
2018 - 2019 STUDENT-PARENT HANDBOOK**

Please complete and return to your child's homeroom teacher by September 14, 2018.

Name of Student

Grade Level

I acknowledge that I have received the Depew Middle School 2018 - 2019 Student-Parent Handbook and understand students' responsibilities to follow these policies and guidelines at Depew Middle School.

Parent's/Guardian's Signature

Date

Student's Signature

Date