

A PARENT'S GUIDE TO THE MIDDLE SCHOOL

PREFACE

The purpose of the parent handbook is to provide parents with a guide for answers to frequently asked questions about Middle School procedures and policies. Students receive a student handbook with additional information and a copy of the Port Jervis City School District Code of Conduct, and these should be used in conjunction with this guide.

ABSENCE, ATTENDANCE, TARDINESS & LATE ARRIVALS TO SCHOOL

When arriving at school, vehicles are to proceed through the driveway around the rear of the building to exit. Students are to remain outside the building until 7:30 a.m. Students should not arrive at school before 7:15 a.m.

ABSENCE: When a student is absent more than two days, parents should report the absence to the school office between 8:00 and 9:00 a.m. **In order for a parent/guardian to request work, their child must be absent for a minimum of three (3) consecutive days.** Upon returning to school, a student must bring the first period teacher a written excuse from the parent or guardian stating the child's name, date and reason for the absence. Students are responsible for making up all missed assignments and are expected to check with their teachers immediately upon returning to arrange for make-up work. Students who do not bring in a written excuse will be charged with an illegal absence

ATTENDANCE: Regular attendance and punctuality are important to a student's achievement in school. Elementary, Middle School, and High School faculty will factor attendance into class grades. Absences, where work is made up by the student, will not be counted against the student for grading purposes. Parents are asked to see that children arrive to school on time. Attendance will be taken at the beginning of each class period.

TARDY ARRIVALS TO SCHOOL: Students who arrive to school at 7:34 a.m. or later must report to the Greeter's station for an admit pass because their arrival to school is considered tardy. Students must have a written note from their parent or guardian verifying their tardiness. This written note does not guarantee that a student's tardy arrival to school will be excused. Students who are tardy to school because of a doctor's appointment need a note **from the doctor in order for the tardiness to be excused.**

Excessive tardy arrivals to school will be handled in the following manner:

Tardy infractions 3, 4 & 5: *Student will be given a lunch detention for each infraction.*

Tardy infractions 6, 7 & 8: *Student will be given an after school detention for each infraction.*

Tardy infraction 9 (and each infraction thereafter in the marking period): *Student shall be assigned a day of In-School suspension.*

A parent conference will be necessary for chronic absences or tardiness to school, regardless of reason, and the student will be reported to the Attendance Officer for investigation. ***Car problems are NOT legitimate excuses for tardiness***

In order for any student to participate in extra-curricular activities, they MUST be present in school NO LATER THAN the beginning of 3rd period.

Absences, tardiness and early departures from school will be considered excused or un-excused according to the following standards:

Excused absence: Personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, required court appearances, medical/dental appointments, approved college visits, approved cooperative work programs, drivers license road tests, military obligations or other such reasons as may be approved by the superintendent of schools or his designee.

Un-excused absences: Anything that does not fall into the above categories, such as family vacations, hunting, babysitting, haircuts, obtaining a learners' permit or oversleeping.

Upon a student's return to school following an absence, a written excuse note is required the day the student returns to school. The excuse should state the date(s) of the absence, the reason, the student's first period room number and teacher's name, and should be signed by a parent/guardian.

The Board of Education has adopted a comprehensive student attendance policy spelling out attendance requirements and record-keeping, incentives that may be used to encourage attendance, consequences for students who do not adhere to the requirements and procedures to be followed to attempt to help those who demonstrate attendance problems.

Questions concerning attendance should be directed to the Guidance Office at 858-3100, Ext. 12601. The complete Comprehensive Attendance Policy is available from the Assistant Superintendent's Office, 9 Thompson Street, or by calling 858-3100, Ext. 15521.

ACADEMIC ELIGIBILITY

Students who are not maintaining passing grades at the Progress Report periods or the Report Card periods will be referred to the Eligibility Committee

- The student will be required to attend after-school help with a teacher or the Homework Club Monday-Thursday.
- Each week a sign-off sheet will be provided to the student for the teacher to sign verifying their effort.
- If the student is passing all classes anytime during this period they will be removed from academic eligibility
- After two weeks, if the student has not made any effort to stay for help, they will not be eligible to participate in the activity for the remainder of the season.
- After four weeks, if the student has demonstrated an effort by staying for after-school help, the student's grades will be re-evaluated and a determination will be made if the student is eligible (passing all classes/marked improvement noted), or if the student will be suspended due to failing grades.

Students may participate, practice and compete while working to improve performance.

ACADEMIC INTERVENTION SERVICE - GRADES 7 & 8

We offer to our students, during the day and after school, the opportunity to improve those skills being evaluated through the Grade 7 and Grade 8 Assessments to meet the New York State Standards. Our after school ACHIEVE program meets Monday – Thursday from 2:15PM to 3:15PM and is open to all students. A late bus is available for bus students.

ACCELERATED COURSES

Grade 7: Students are eligible to participate in accelerated foreign language studies (Spanish and French). Individual state test scores, attendance, final exam grade, final average and teacher recommendation determines placement. Students will be given state performance exams at the end of 8th

grade*. They will then be advanced to the next course in sequence during their 9th grade year.

Grade 8: Students will be eligible to participate in an accelerated Math and/or Science programs. Individual state test scores, attendance, final exam grade, final average, and teacher recommendation determine placement. Accelerated Math is called Integrated Algebra. The accelerated science course is called Regents Earth Science. Each course is one year in length. Students will be given state Regent exams at the end of the year. Any student who successfully completes either or both of these courses will receive both Middle School credit and Regents Credit for the course. They will then be advanced to the next course in sequence during their 9th grade year.

* New York State Department of Education has eliminated the Foreign Language Proficiency exams for 8th grade. A local exam will be given.

AFTER SCHOOL ACTIVITIES

ATTENDANCE AND BEHAVIOR

Attendance at after school activities is a privilege and proper behavior is expected. You will be expected to follow all the regular school rules that are specific to the activity you are attending or participating in. Students staying after school **MUST** be with a teacher/advisor **BY 2:15 PM**. Any student participating in after school activities **are not** permitted to leave the building or re-enter the building after dismissal. All students are to report to their after-school location at dismissal. Any student taking the late bus home must acquire a pass **from the teacher/advisor they stayed after with**. All detentions must be served before participation in after school activities.

When attending assembly events, you must also be properly behaved and treat any guest with respect. The following are guidelines of etiquette when attending events at the Middle School:

Event Etiquette

- Please turn off your cell phones & pagers.
- Please refrain from talking during a performance. The concert will be recorded live and the sound equipment is sensitive and picks up even whispered comments.
- If you must leave the performance for a break (bathroom, etc.) try to do it during applause or in between selections.
- If your children become fussy or start crying take them outside immediately. Remember everyone in the audience is there to see someone very special to them and everyone wants to enjoy their child's performance also.
- Please refrain from waving or shouting to your child during the concert. They have worked extremely hard on becoming professional performers and it is a distraction.
- Please take pictures before and after the performance. The flash will impair the sight line and viewing of the director. Flashing cameras will also distract performers from concentrating on the music.
- Although we understand that there may be an emergency, it is polite to stay for the entire performance to support all of the performers for their hard work. Everyone has a group or child they want to see, but by leaving early, you can disrupt other audience members and give a message to other performers that they aren't important. Remember, we need your continued support to make the Port Jervis Arts Program a success.

At athletic contests, cheering of our team in a proper fashion is acceptable, but jeering, taunting, boisterous, derogatory, or overly demonstrative behavior contrary to the rules of proper and reasonable behavior can lead to your removal from the activity and suspension from future activities.

The rule of thumb is simple. **BE REASONABLE, BE RESPECTFUL, AND HAVE FUN.**

Students who have received Out of School Suspension up to 10 school days prior to any school activity *ARE NOT* eligible to participate in that activity.

In order for any student to participate in extra-curricular activities, they MUST be present in school *NO LATER THAN* the beginning of 3rd period.

AFTER SCHOOL SOCIAL EVENTS - GRADE 7 AND 8 ONLY

Social events, including dances, occur several times during the year. It is a special event. Thus, you must follow a few simple rules:

- School dress code applies to after school social events.
- Students must arrive within 15 minutes of the start time of the event. Students who arrive after this time will not be granted entry. Students must remain inside the building until the event is over.
- Students cannot leave before the event ends unless their parent/guardian comes for them.
- You must arrange your own transportation.
- If you are absent the day of the event, you may not attend unless your absence was a legal absence, such as a doctor's appointment or a funeral - not an illness.
- Only current 7th and 8th grade Port Jervis Middle School students may attend events.
- Students who are discipline problems at any event may be denied the right to attend future events.
- Any student receiving In-School suspension for discipline infractions during the school week that an event is scheduled **MAY NOT** attend the scheduled event.

Students who are staying after school for an activity or detention are not permitted to leave the building then return. They must report directly to the room assigned.

ALTERNATIVE EDUCATION PROGRAM – “ARCH”

The Port Jervis City School District is committed to educating all our students. To that end, in the 2000-2001 school year, the Board of Education established the Alternative Education Program.

Recently, the Port Jervis Alternative Education program was reorganized in the 2009-2010 school year. In an effort to keep students in Alternative Education more “connected” to the school, we will be running the program as an “extension” of the regular school day, not as a completely separate school. Students will be scheduled to meet with their Guidance Counselor and will be under the supervision of their High School and Middle School Administrators; Mrs. Nyland, Mr. Cancredi, and Mr. Marotta.

The program from this point forward will be referred to as The **Alternative Regents and Competency High School, or the ARCH program. This new program will service both middle and high school students. Students are assigned to the program as a result of a Superintendent Hearing or Disciplinary Referral, or they volunteer to attend the program. Students may volunteer to attend for a variety of reasons. Some are striving to catch up to their cohorts; some have failed courses and are better able to work in a smaller setting; some have behavior problems and need a cooling off period before returning to regular school.**

ARCH will meet Monday-Thursday from 2:30pm-5:30pm at the Port Jervis High School. Students enrolled in ARCH will arrive by bus to the high school at 2:00pm. They will immediately enter the cafeteria and will meet with Administration. Students in ARCH will be offered the four core subjects of English (Mondays), Math (Tuesdays), Social Studies (Wednesdays), and Science (Thursdays). Physical Education, Art, and Technology will also be offered throughout the week.

Classes will be conducted each night on the following time schedule:

- 2:30pm-3:15pm: PE, Art, or Technology
- 3:20pm-4:20pm: Session One of Core Subject
- 4:20pm-4:30pm: Break
- 4:30pm-5:30pm: Session Two of Core Subject
- 5:30pm: Dismissal to Bus

The students in the ARCH Program will have access to the expertise of a guidance counselor and a school psychologist. To aid in the core subject classes, an inclusion teacher is on staff each evening. The inclusion teacher works with the students, utilizing one of three models: co-teaching with the primary teacher and small groups, individually, or in academic enrichment.

A student is assigned to, or enrolls in, the ARCH Program for a 20-week period. Following that time, the student is evaluated according to three criteria: academics, attitude and attendance. Based on the student's success, he/she is either transitioned back to the Port Jervis High School or Middle School, or returns to the ARCH Program for an additional 20-weeks.

The ARCH Program is an opportunity for students and teachers to work together in a more individualized setting. The program allows for flexibility of instruction while maintaining a responsibility to academically challenging course work. It allows instructors to include character development and social consciousness in their interaction with the students.

Most importantly, the ARCH Program is one more opportunity the Port Jervis City School District employs in our commitment to reach and teach all our students.

BACK-PACKS & BOOKBAGS

Back-packs and book bags may be brought to school, but **must be kept in lockers during the day**. *Backpacks and book bags are not permitted in the hallways.*

BACK TO SCHOOL NIGHT (OPEN HOUSE)

Traditionally, every September, the Port Jervis Middle School holds a Back-to-School Night (Open House) for Grades 7&8. All parents are encouraged to attend in order to acquaint themselves with teachers, programs, and activities of the school. This is a time to meet the Port Jervis Middle School community. Individual conferences can be requested but not conducted at this time.

BUILDING EDUCATION PLANNING TEAM – “BEPT”

The Building Education Planning Team is a Middle School based committee with representation from the school administration, teachers, parents, and students. The BEPT is involved in planning and decision making for some Middle School issues. The committee includes the Principal or Assistant Principal, three teachers, two Port Jervis school district parents, one Montague school district parent, and student representatives. The BEPT has been involved in projects such as creating greater awareness of the Study Skills program, school beautification projects, creating computer in-service programs for Middle School teachers, and also revising the Secondary Code of Conduct for Middle School and High School students.

BREAKFAST PROGRAM

Research has indicated that students who eat a nutritional breakfast on school days are more successful in school. With this in mind, all middle school students are encouraged to participate in the breakfast program.

The Middle School cafeteria provides a breakfast every morning. *Those who qualify will be eligible for free or reduced-priced breakfast.* Students may not enter the building until

7:15AM for this program.

CELL PHONES/ELECTRONIC DEVICES

We understand the need for a cell phone in today's world, but we ask parents/guardians to call the Main office at the Middle school in case of an emergency, or wait until the end of the school day (2:06 p.m.) to contact your child. Your support of our regulations regarding hand-held devices will directly assist us in providing a positive and fulfilling educational atmosphere for your student.

Students are not to use or to have their cell phones/hand-held devices out during the school day. If they are seen with it, using it, or if it is visible, they must turn the device in to a staff member. If they refuse to turn it in, the student will be suspended. The following is the process the Middle School will follow regarding cell phones/hand-held devices:

1. 1st Offense: ***Phone/device must be turned in to a staff member.*** It will be stored for the remainder of the school day in the Middle School Main Office. This offense will be logged in the "Cell Phone/Hand-Held Device" book in the office.
2. 2nd Offense: ***Phone/device will be taken and stored in the office.*** The offense will again be recorded. The phone/device will be returned to a **parent/legal guardian**, **who must pick it up at the Middle School Main Office IN PERSON.**
3. 3rd Offense: The cell phone/device will be taken and stored in the office for a third time. **The device will be held until a parent/legal guardian comes to the office again to pick it up. *The student will be suspended for insubordination for the 3rd violation.***

ANY INCIDENTS THEREAFTER WILL RESULT IN THE DEVICE BEING CONFISCATED AND THE STUDENT BEING SUSPENDED.

CHANGE OF ADDRESS/PHONE

It is mandatory that the main office be informed of address or phone number changes. Please provide proof of change of address (utility bill, copy of lease or mortgage) when notifying the office. Paperwork may be sent with your child.

CLOSING ALERT

Below is a list of television, radio stations and websites that will be notified in the event of a school closing:

- District Website www.pjschools.org - School News Notifier (We strongly encourage parents/guardians to access the school district website before other media since the PJCS D webmaster is one of the first snow chain calls made.)
- PJCS D Transportation announcement line (845) 858-5867

Radio Stations

- WDL C/WTSX 1490 AM; 96.7 FM
- WTSX 103.1 FM
- WSUL 98.3 FM
- WRRV 92.7/ 96.9 FM
- WPDH 101.5/106.1/106.3 FM

Television Stations:

- WYOU – Channel 20
- WNBC – Channel 4
- Parents should use their own discretion when sending children to school during bad weather. You may also call the bus garage announcement line at (845)858-5867 or the Middle School announcement line at (845)858-5823.

In case of emergency closings during the day, announcements will be made over these same stations.

Parents or students should not call the Port Jervis Middle School Office, but should listen to the radio for an announcement.

COMPUTER LAB

All students are encouraged to use the Computer Lab. Students visiting the lab must first obtain a written pass from their study hall teacher or subject area teacher. Students may use the computer lab for multiple purposes which include: research; typing papers; and presentations. Teachers who have scheduled their classes in the Computer Lab have first priority in use of the computers. If there are any available computers, students from study halls may use them. Students are expected to be on their best behavior at all times. Gum, beverages, and any kind of snack or food are not permitted in the Computer Lab. Students who choose not to follow these rules will have consequences and possibly be banned from the lab.

DAILY SCHEDULE

The student schedule consists of 7 (seven) class periods and 1 (one) lunch period. School days alternate A and B days in order to accommodate a flexible schedule and various courses such as Art, Band, Chorus, Family and Consumer Science, Technology and Health. A sample schedule follows at the end of the handbook.

DETENTION POLICY

Various situations may require that a student needs to stay after with a teacher at the end of the day until the Late Bus arrives.

Students are responsible for informing their parents whenever they are required to stay after school for detention.

Detention can be held immediately after school Monday through Thursday until at least 2:30 PM. (see late bus). Students are expected to stay the day detention has been assigned. Twenty-four hours notice may be used for extenuating circumstances. It is the responsibility of the students to inform parents or guardians of the date of their scheduled detention and their late dismissal on detention day.

DISCIPLINE

The Board of Education 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, district personnel, parents and 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.

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

student body at the beginning of the year and again at the mid-year point. Every student will be given a copy and will be required to sign and return a form indicating that they reviewed the Code of Conduct with their parents.

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function. Additionally, off-campus conduct that affects the health and safety of students or the learning environment of the Port Jervis Middle School will be dealt with according to the Code of Conduct.

To this end the Board has adopted the "Port Jervis City School District Code of Conduct" adopted by the Board of Education on July 1, 2011.

DRESS CODE

Good grooming, neat and clean clothes are standard practice in our school district. However, we are aware that style, personal taste and weather determine the selection of a student's clothes. Therefore, we ask your cooperation to use good judgment while adhering to fair standards of safety and health in the educational process. Clothing should have appropriate fit and not be form fitting.

Proper and appropriate clothing is essential to the learning environment. Students' dress should promote both self-esteem and respect for the school as well as serve as a source of personal pride.

Specifically, the following mode of dress is **PROHIBITED:**

A. (1) The wearing of hats, headgear, or any head coverings in the classroom (except for medical or religious reasons with the **prior** approval of the Administration).

(a) The term "classroom" includes the auditorium, cafeteria, or gymnasium.

(2) The wearing of hats, headgear, or any head coverings containing explicitly (or by implication) vulgar, indecent or obscene language.

(3) The use of make-up that obstructs the natural appearance of a student and disrupts the learning process.

B. Halters, tank tops, tube tops, **bare midriffs**, revealing/shear clothing, and tops with spaghetti straps, and other similar items.

(1) Tank top straps must be at least 2 inches thick. Under garments and/or straps must **NOT** be visible.

C. Appropriate shorts may be worn in class. Shorts and skirts must measure no more than 8 inches above the knee. Students should not wear the following: biker shorts, gym shorts, cut-offs, short shorts that do not meet the requirement. The wearing of leggings under a pair of shorts/skirt does not negate the 8 inch measurement standard.

D. Shirts or other clothing containing profane, vulgar, or obscene language, pictures, symbols, or messages, clothing with double meanings, and shirts or other articles of clothing promoting drugs, alcohol, sex related topics, or use of same.

E. Studded clothing, studded bands, and chains attached to clothes are not to be worn.

F. Jackets, coats, other outer garments during the day. Have a sweater or sweatshirt as a backup on cooler days.

G. Sleepwear of any kind.

H. Bandanas worn in any way.

I. Flip-Flops or other footwear deemed potentially hazardous.

J. Any clothing or accessory that is perceived to be "gang-related".

K. The Administration reserves the right to make judgment about any style of dress that they deem inappropriate or disruptive of the learning environment.

L. Please refer to the PJCS D Code of Conduct for district student dress code.

EARLY DISMISSAL PROCEDURE

When a child has to be dismissed early, a written note is required in all cases and must be received in the school office before 8:00AM, giving reason, time, and person picking the child up. A parent/guardian must report to the Greeter Station to have the student released. In case of

an unexpected emergency, a phone call should precede the office sign-out procedure when possible. If a parent/guardian is to pick up a child at dismissal, they should do so by the tennis courts. The child will leave the building with the walkers.

EXPULSION/SUPERINTENDENT'S HEARINGS

Expulsion is necessary when other means of correction have failed or when the student's presence in the school threatens to endanger person or property.

EXTRACURRICULAR ACTIVITIES

We encourage all students to become involved in extracurricular activities. Research indicates that students who participate in extracurricular activities do better in school. Students may participate in Boys and Girls Modified Soccer, Modified Volleyball, Boys and Girls Modified Basketball, Modified Wrestling, Girls Modified Softball and Boys Modified Baseball. In addition, students may participate in Student Council, Odyssey of the Mind, Newspaper Club, Yearbook Club, Math Team, Ski Club, After School Music, Cooking Club, Peer Mediation, PJMS "Fit Kids", Jazz Band, All County Chorus, and NYSSMA. Students are notified by announcements when activities are starting. They should check with teachers and the office periodically for beginning dates.

Students who are not maintaining passing grades at the warning periods or the report card periods will be referred to the Academic Eligibility Committee.

In order for any student to participate in extra-curricular activities, they MUST be present in school NO LATER THAN the beginning of 3rd period.

EXTRA HELP

Teachers are available for extra help Monday through Thursday until at least 2:30PM to provide extra help, except for the Mondays of staff meetings (usually held the first Monday of every month). After School Homework Help is also available at the Port Jervis Youth Center located at 134 Pike Street (845)858-4045, Monday through Thursday from 4:00PM until 6:00PM following the current school calendar. There is no After School Homework Help during regular scheduled vacations, during school closings or during the summer break.

Information regarding private tutors for hire is available from the Middle School Guidance Office.

FREE AND REDUCED LUNCH PROGRAM

Each student in our district is assigned a four-digit PIN number which follows them from elementary through High School. This number does not change from year to year. Students are encouraged to memorize this number, as they will be asked for it each time they use the cafeteria. This will streamline the serving of student meals. Our district participates in the Free and Reduced Lunch and Breakfast Program. Each student should have received a free/reduced lunch form during the first few days of school. The free/reduced lunch form is also available on the Port Jervis website, www.pjschools.org. Please review this form carefully to determine if you are eligible to participate in this program. A new form needs to be filled out yearly to participate in the program. If you have any questions, please contact the Food Service Office at (845)858-3100, Ext. 13896.

GUIDANCE SERVICES

The Port Jervis Middle School has two Guidance Counselors, Mr. Anthony Caporale (last names A – L) and Ms. Bethany Harget (last names M – Z), as well as a certified social worker and school psychologist. They are available to students for assistance in adjusting to the Middle School environment academically, socially, and emotionally.

Students are requested to come to the guidance suite with passes provided to their teachers. They are also encouraged to come on their own accord but should schedule such a visit during a lunch period or with the teacher's permission.

Academic scheduling, grades, or parent teacher conferences are arranged through the student's assigned guidance counselor. Students are assigned a counselor according to the first letter of their last name.

If you have any questions or concerns regarding your child's middle school experience, please contact the guidance office at (845) 858-3153.

HEALTH AND MEDICATION

CONTAGIOUS DISEASES

The following is a list of contagious diseases that frequently occur in a school setting. The state guidelines were reviewed by the nurses and the following guidelines are to be followed:

Chicken pox - No note. The student must be cleared by school nurse. The child may not return to school until the eighth day after the onset of the rash.

Fifth Disease - No note

Gastroenteritis - No note

Hepatitis A - Yes - a doctor's note is required

Impetigo - No note - At the school nurse's discretion, a student may be excluded and may not return until he/she has been under treatment for 24 hours. Exclusion depends on student's age and ability to practice good personal hygiene. Assessment of the student should include determination of his/her ability to participate in athletics without transmitting the disease.

Lyme Disease - No note

Measles - Yes - a doctor's note is required

Mononucleosis, Infections - Yes - a doctor's note is required

Pediculosis (Head Lice) - No note - The student must be cleared by the school nurse. All nits (eggs) must be removed.

Rabies - No note

Respiratory Diseases - No note

Ringworm - Yes - a doctor's note is required

Sarcoptes (Scabies) - Yes - a doctor's note is required

Streptococcal Disease - No note

Tuberculosis - Yes - a doctor's note is required

DOCTOR'S NOTES

Any time your child has missed school, a note explaining his/her absence should be sent in to school and given to the 1st period class teacher on the day the child returns. Any long term absence due to a contagious disease must be accompanied by a doctor's note stating that the child may return to school.

Also, a doctor's note is necessary, anytime your child, whether from illness or injury, is to be excused from gym class more than 1 day.

If you have any questions or concerns, please call Mrs. Sigmund in the Health Office at (845)858-3100. Ext. 12700.

MEDICATION POLICY

Only medication that is considered absolutely necessary by the prescribing physician will be administered during school hours. Whenever possible, the medication schedule should be arranged so that it may be taken at home rather than at school.

All medications, whether they are prescription or over the counter, must be brought to the Health Office with a note from the parent and the child's prescribing doctor. Forms for the prescribing of medication for your child are available in the Health Office or may be downloaded from the Port Jervis District website. NO medication can or will be given without the proper permission forms submitted to the nurse.

MEDICATION PROCEDURES:

1. The medication will be administered only by the school nurse. The nurse is usually present in the school daily.
2. Medication not prescribed on a scheduled basis will be given by the nurse as soon as possible, e.g. those for an allergic reaction.
3. All medication must be accompanied by instructions from the prescribing physician noting the following:
 - Name of the student
 - Name of the drug
 - Indications for administration
 - Dosage
 - Time (s) of administration
 - Duration of treatment
 - Name of prescribing physician
4. **The medication must be in a container, appropriately labeled by the pharmacist.**
5. Parental permission must be submitted at the initiation of treatment, along with the physician's note, and renewed at the beginning of each school year. Any changes during the school year in the medication must be in writing by the physician and parent.
6. The parent or guardian is responsible to ensure that the supply of medication kept in the school is adequate.
7. Medications should be brought to the nurse's office by the parent or guardian and will be kept under lock. **No medications are to be carried to school by the pupil.**
8. All medications not removed by the responsible parent or guardian at the end of the school year will be discarded by the school nurse.

PHYSICALS

New York State Education Law requires that school children in grades K, 2, 4, 7, and 10, as well as students new to the district have a physical examination.

If you plan to have a family physician examine your child, please return the Annual Physical Examination Form, completed by your family physician, before October 1st. This form can be obtained online or through the School Nurse. After this date, the school Nurse Practitioner reserves the legal right to make a physical appraisal of all pupils for whom we have no report.

****Students new to the district after the beginning of the school year:** New students who choose to have a private physician perform the physical exam will be allowed **28 calendar days** (from the date of registration) to return the completed form or a written appointment date for a physical examination from the physician's office.

If your child has had a physical exam by your family physician during the summer, please ask them to complete the physical and return it to the school nurse in the Health Office. New York State Law requires that students in grades 5-9 be screened annually for scoliosis.

Please Note: It is the policy of the school to ask parents to keep their children home if they show signs of a cold or other infection. **If a child has a fever, he should not return to school until his temperature has been normal for at least 24 hours.**

VACCINATION REQUIREMENT:

Parents are reminded that state law requires all children to complete the hepatitis B vaccination series before entering the 7th grade. Shots are available from family physicians or at a free Orange County immunization clinic held the fourth Wednesday of each month from 9:30 to 10:30AM at 150 Pike Street. Once a student has been immunized, please provide Mrs. Sigmund, the school nurse, with the information. Students born on or after 1/1/94 need proof of chicken pox in one of the following ways: 1) Proof of immunization; 2) Proof of disease noted by a physician (Parental recall is not acceptable in NY State) 3) Blood test showing a positive titer for the disease.

HOMEWORK POLICY

Students are encouraged to have a “Study Buddy” in every class. This is another student that they can call whenever they miss a single day to provide them with information about the work that took place in the class that day and any homework that might be due for the following day.

Assigned work must be completed. Parents share the responsibility of seeing that home assignments are neatly done and returned on time. To obtain homework when absent one or two days, call a friend (Study Buddy); three or more days, parents are to contact the office between 8:00AM and 9:00AM requesting work to be picked up between 2:30PM and 3:15PM that day. Homework may be handwritten, typed or done on computer according to the teacher’s directives and objectives.

Teachers **are NOT** required to provide assignments prior to “family vacations”.

INAPPROPRIATE DISPLAYS OF AFFECTION

Students have an obligation to conduct themselves in a manner which is suitable and reflects their respect for themselves and others. Parents need to remind students that inappropriate displays of affection are not considered acceptable on school grounds.

LATE BUS

There will be a late bus from Monday through Thursday arriving at the Middle School at approximately 3:30PM. The late bus is **ONLY** for students who have been with a teacher until at least 2:30PM. Proper behavior is expected on the late bus.

Students must get a note from the teacher/coach that was supervising them after school in order to get on the bus. Students must report directly and immediately to the late bus room with a timed teacher pass after dismissal from teacher/coach. Students will not be able to board the late bus without a pass from the late bus room monitor. Passes will be issued **ONLY** to those students who have a note from a teacher or coach, timed and signed after 2:30PM.

The late bus does not drop students at normal bus stops. It will drop students at centralized locations throughout the district as close as possible to the area in which the student lives.

LIBRARY MEDIA CENTER (LMC)

All students are encouraged to use the learning resources of the Library Media Center. Students visiting the LMC must obtain a written pass from their teacher. Students are expected to be on their best behavior at all times. The LMC is open until 3:15PM Monday through Thursday for students. The Library is closed the first Monday of the month after school when faculty meetings are held. Library books circulate for two weeks and all students are expected to return them on time. Books may be renewed if additional time is needed.

LOCKERS

Lockers are school property assigned to students for their convenience. Hall lockers are provided as a service to students for the purpose of safely storing books, notebooks, gym equipment, and other school materials, as well as personal belongings necessary for attending school.

Students should not tell anyone their locker combination. **Students MAY NOT share lockers with one another.** Locks are provided by the school and only those locks provided by the school may be used (personal locks are not permitted). **The school will not be responsible for any loss or damage to contents stored in school lockers.** There will be scheduled locker cleanouts throughout the year.

Although loaned to students for personal use, lockers remain the possession of the school district. Lockers may be searched when reasonable evidence exists that students are not using lockers for the purpose intended.

LOST AND FOUND

The lost and found is located in the Main Office. Students should look here frequently for lost items. Name tags should be sewn onto all articles of clothing and placed on other belongings, including binders.

LOST BOOKS/CARE OF PROPERTY

Students are provided with necessary textbooks. These books are public property and must be given proper care by the student. Teachers will check the condition of the books periodically. Fines will be assessed for damaged books. Lost books must be paid for and students will be provided with a replacement. All books must be returned at the end of the year and the damaged/lost policy will apply.

Books must be covered with either covers, paper bags, or other durable material. The student's name, subject and grade should be on the front of the book. Free book covers are available in the Guidance Office. Students will be expected to pay for the repair or replacement of any property that is vandalized.

MISSION STATEMENT

On the inside of the front cover of the Parent Guide is a copy of the Mission Statement.

PARENT PARTICIPATION

We encourage parents to be involved with their students. Some suggestions follow:

- -join the PTA and attend meetings each month
- -join the BEPT committee
- -review student handbook with your child

- -attend Back to School Night, which is usually scheduled for early September
- -expect a progress report or a report card every five (5) weeks
- -frequently check the Middle School link on the PJCS D website for current information and upcoming events
- -discuss the school day with your student daily
- -attend Board of Education meetings
- -sign up for SNN (School News Notifier) and Parent Portal.

PARENT'S RESPONSIBILITIES

- To become familiar with, implement, and support all district and building policies, rules and regulations pertaining to student conduct and safety
- To exemplify an enthusiastic and supportive attitude toward school and education
- To provide for one's child's health, personal cleanliness, acceptable grooming and suitable dress
- To model appropriate behavior, speech and dress while on school property
- To teach one's child self-respect, respect for the law, respect for others and respect for public property
- To help one's child deal effectively with peer pressure
- To insist on prompt and regular attendance at school
- To assure that one's child arrives at school well-rested, prepared and with needed materials
- To provide a place conducive to study and ensure the completeness of homework assignments
- To provide the school with written excuses for a student's absence or tardiness
- To build a good working relationship between oneself and one's child, teachers, administrators and school staff
- To participate and assist in maintaining open lines of communication with the school
- To cooperate with the school and school personnel in jointly resolving any school related problems
- To assume financial liability for damages resulting from acts of vandalism performed by one's child
- To set goals for academic success
- To attend Open House

Please Note: Due to new law implementation in September, 2001, parents must write a note in advance to take their child home from an athletic event. The note should be presented to the Main Office prior to the athletic event.

You may not transport any child other than your own home from any school sanctioned athletic event.

PEER LEADERS

The best people to handle the difficult transition from elementary to middle school are those who have successfully made it. That is the reasoning behind the Port Jervis Middle School Peer Leadership Transition Program. Knowing that the transition to a new school can be a troubling experience for young people, the staff and peer leaders have put together a program designed to build the self-esteem and self-confidence of incoming middle school students, as well as create a supportive atmosphere for all students at the school.

Each spring, approximately 30 peer leaders from the middle school conduct a transition program for all sixth graders in the district. The peer leaders visit sixth grade classes in four

elementary schools and conduct three-hour workshops with the younger students. The workshops focus on what the students can expect when they move into the middle school. The peer leaders field questions from the younger students and attempt to allay the fears that they may have about going to the middle school.

PEER MEDIATION

Students trained in mediation techniques are available to help other students resolve their own inter-personal problems in complete confidentiality. Requests for mediation may be initiated by students and staff.

Everyone involved learns important strategies that are useful throughout life.

PHONE NUMBERS

The District Main number is (845) 858-3100. Use the following extensions to reach individual Offices:

Middle School Office: Ext. 12500

Middle School Fax: (845) 858-2893

MS Guidance Office: Ext. 12601

MS Nurse: Ext. 12700

Bus Garage (845) 858-2150

Committee on Special Education (CSE): Ext. 16510

PROGRESS REPORTS

Progress reports do not list an exact student grade. They give a grade range and indicate whether the student is passing, failing, or in danger of failing. They may or may not include additional teacher comments. Progress reports are distributed approximately every five weeks (or approximately half way through each marking period). The actual dates of distribution may change based on the yearly district calendar. If you have any questions regarding progress reports, or do not receive any notices half way through the marking period, please contact the Guidance Office at (845) 858-3100, ext. 12601.

PROMOTION/RETENTION

Frequent communication between parents/guardians and teachers throughout the school year will inform parents/guardians of their child's academic and social progress.

If students fail any major subjects, they must make up this material through qualified private tutoring or a qualified summer school before they can be promoted to the next grade.

On the last day of school, each student is given a letter and summer school information. The letter indicates if students have been promoted which subjects they may have failed and whether summer school is recommended or required.

Final report cards will be mailed.

PTA

The Middle School PTA meets monthly. The PTA assists the Middle School in financing and planning assembly programs and student activities. All parents/guardians are encouraged to join the PTA. You can contact the PTA by sending a letter to the Middle School.

INDIVIDUAL CLASSROOM EXPERIENCE – “ICE” ROOM

The ICE Room is designed as an alternate setting for students to complete classroom assignments. The ICE Room will be monitored by a certified teacher who will be able to assist students who are experiencing difficulty with their assignment. An ICE Room pass as well as an assignment with all necessary materials will be given to the student prior to leaving the

classroom. Students in the ICE Room must remain quiet and work on the assigned material. Students who fail to adhere to the rules may be subject to disciplinary action by the building administration. Students, who behave appropriately, follow the rules, and complete their work may return to their next scheduled class.

REPORT CARDS

Report cards list student grades for a 10-week marking period. They indicate whether students are passing, failing, or in danger of failing. They may include additional teacher comments.

Report cards are distributed approximately every 10 weeks. Please refer to the District calendar for projected disbursement dates.

If you have any questions regarding report cards or do not receive a report, please contact the Guidance Office at (845) 858-3100, ext. 12601.

REQUEST FOR EARLY STUDENT DISMISSAL

When a child has to be dismissed early, a written note is required in all cases and must be received by the office in the morning, giving reason, time and person picking the child up. In case of an unexpected emergency, a phone call should precede the office sign-out procedure when possible.

SCHEDULE

See Schedule Form in the back of the book.

SCHOOL HOURS

- Supervision on school grounds begins at 7:15AM.
- Students enter the building at 7:30AM.
- Students who come to school after 7:34AM are considered tardy. They must sign in with the first floor monitor and be prepared to make up missed work after school. Students who are chronically tardy will be assigned disciplinary consequences.
- Lunch times are from 10:30AM to 11:53AM
- Dismissal is at 2:06PM.

Teachers are available for extra help until at least 2:30PM, Monday through Thursday, except for dates of Monday staff meetings.

SPORTS

Refer to "extra-curricular activities."

Students participating in interscholastic sports must have a physical given by the school physician. This physical completes the mandated requirements by New York State Education Law. All students participating in sports must have an updated DT booster.

Please Note: Due to new law implementation in September, 2001, parents must write a note in advance to take their child home from an athletic event. The note should be presented to the Main Office prior to the athletic event.

*****You may not transport any child other than your own home from any school sanctioned athletic event.**

STUDENT DISMISSAL PRECAUTION REGULATIONS

In order to ensure student safety, no student may be released to the custody of any individual who is not the parent or guardian of the student, unless the individual's name appears on the student's emergency card.

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.

A parent or guardian may amend a list submitted pursuant to this regulation at any time, in writing. Certified copies of any court orders or divorce decrees provided by the custodial parent, which restrict a parent's ability to seek the release of his or her child, shall be maintained in the guidance office.

If anyone seeks the release from school of a student, he/she must report to the school office and present satisfactory identification to sign the child out. If the person seeking the release of a child exhibits to the school official an out-of-state custody order, the Superintendent may be called.

Early excuses for an emergency reason should be requested in writing by a parent/guardian.

STUDENT HANDBOOK

All students will receive a handbook which outlines the Middle School policies, procedures and expectations. It is located in the Student Planner book that the school provides to each student at the Middle School. Parents are asked to review the handbook with their student and also use it to supplement the parent handbook. If lost, a replacement student handbook/Planner can be *purchased* for a nominal fee. Handbooks should be carried at **all times** by the student throughout the day.

STUDY TIPS

The following are study tips designed to help with studying throughout the school year:

1. Establish a nightly study time and a quiet study area.
2. Use handbook assignment pages.
 - A. It will be a reminder of homework so they won't miss assignments because they forgot that they had them.
 - B. Make an entry for every subject everyday even if they do not have homework in the course. **For example**, if no homework is assigned in Math, then note under the Math section of the assignment journal, "no homework tonight."
3. Utilize appropriate study skills such as SQ3R and Cornell Notetaking to assist students in their homework. (SQ3R and Cornell Notetaking are study skills that are taught to students.)
4. Seek extra help from their teachers after school.
5. Ask questions in class.
6. Establish a specific time to complete the weekend homework. Don't wait until the last night.
7. Begin studying for tests several nights beforehand. Don't wait until the last night.
8. Occasionally study with a friend or in groups.
9. Parents should ensure that students adhere to their study time.
10. Get proper rest so that they are ready and alert each day.
11. Place materials necessary for school the next day in a specific place each night before going to bed (double check that everything is there).
12. Organize locker so that both class and study materials may be located quickly and easily.
13. Take thorough notes during class.
14. Eat a healthful breakfast every morning.

SUMMER SCHOOL

The Port Jervis School District offers a summer school program for secondary students who need to make up courses they failed during the regular school year. Students seeking permission to enroll in summer school courses must have satisfied the following criteria:

1. Enrolled and completed the course during the regular school year.
2. Took the final examination in the course.
3. Received a failing grade in the course.
4. Obtained written approval from their middle school guidance counselor or the middle school principal.

**Summer school is for Math and ELA remediation only.*

SUSPENSION

A suspension can be in-school or out-of-school. Parents will be notified. If a child is suspended out-of-school, a readmission-tracking sheet must be completed upon returning to classes.

Students who are suspended from school are expected to attend the OSS Instructional Program at the high school each day of their suspension. Daily assignments, provided by the teachers, are to be completed during this time.

Parents are expected to attend a meeting with the building administration for the reinstatement of the student following a suspension.

TARDINESS/LATENESS

Each student is required to be in his/her first period class by 7:34AM. Students arriving after this time must report to the Greeter for an admit pass because they are tardy to school. The student gives the admit pass to their classroom teacher.

Tardy students must have a written note from their parent or guardian. Students who are tardy because of a doctor's appointment need a note from the doctor. After the second tardy, the students will receive a lunch detention. Every tardy thereafter will be a lunch detention until the student reaches six (6) tardy arrivals, then it will be an after school detention. Every tardy thereafter will be an after school detention until the student reaches nine (9), and then it will be an In-School Suspension for insubordination. Also, written notification will be sent home as school and/or a parent conference. Car problems and winter road conditions are not legitimate excuses for tardiness.

TEAM SYSTEM

In grade 7 we will try to have most of the classes on the second floor, and in grade 8, most of the classes will be on the third floor.

The Science, Math, Social Studies and English teachers are organized as teams and they all share the same students each day in their classes. The advantage of the team approach is that each teacher knows all of the students that each member of their team has which enables them to work together to plan learning activities accordingly and to identify and solve any problems their students may be having as a group.

Teachers on each team have their rooms located near each other so they can keep in easy contact to assist students.

Art, Technology, Music, Family & Consumer Sciences, Physical Education, Health and Foreign Language also have these same students, although at different times as the year progresses. They work together with the other academic teachers to help students achieve the most success.

TECHNOLOGY

Technology promotes academic growth by engaging our students in their own learning. The use of technology as an educational tool encourages self-initiative on the part of the student as well as giving them confidence to learn and achieve. Parents and the school share the responsibility for student learning. Parents can assist their children by encouraging them to take advantage of the available technology. In the Middle School we encourage our student to take advantage of the programs provided by the district. School Island and Study Island are two web sites available to our students that they can use for independent learning. Accelerated Reader and Star Reading are computer programs used in the school to facilitate reading practice by providing students and teachers with feedback about student reading levels and comprehension and helps students establish goals for their reading. Other valuable features are Parent Portal, Individual Teacher Websites, Team Calendars and textbooks online.

TELEPHONE MESSAGES TAKEN FOR STUDENTS

All students are to remain in their instructional classes during the day. If you need to leave an **EMERGENCY** message for your student, the office will call your student down **after their class is over or during their lunch break**. All after school pickup plans should be made with your student PRIOR to the student coming to school. Students should only be using the telephones for EMERGENCY arrangements, not to routinely call home to check on pickup plans. Students are not allowed to use the telephone to make after school social plans.

THINGS TO REMEMBER

- No radios, CD players, cell phones, electronic games, MP3 players, cameras, or video recording devices are allowed in school.
- No skateboards, scooters, rollerblades, or skates in school or on school property.
- No studded wrist bracelets/belts of any kind are allowed in school.
- No chains of any kind, including those hanging from clothing or from a wallet.
- No laser pointers of any kind.
- You can't sell anything in school without permission from the Administration.
- You must have a note signed by a parent/guardian if you:
 - Want to leave school early for an appointment
 - Need to take medication
 - Need to change a bus stop due to an emergency appointment only, or asking for a permanent change
 - Are absent from school
 - Need to leave school early for participation in a Junior Varsity or Varsity sport event.
 - Need to attend religious services during school hours. This must be brought to the office 24 hours prior to the day of the service.
- Students taking the late bus must report to the late bus area and wait there with the late bus monitor until the bus arrives.
- Students may not "hang-out" inside or outside of school after school is over but must have specific business with a person in charge and report to that person.

TRANSPORTATION

PHILOSOPHY

In order to provide students with the safest possible transportation as outlined in Section 3635 of New York State Education Law, it is the belief of the Board of Education that each student should be treated as a person who is responsible for his/her own behavior. The school administration will assist each student in this program of personal responsibility by defining some obvious rules of conduct to promote safety and respect for the rights and property of others. These rules will be consistently applied while students are riding the bus. Students who cannot accept this responsibility and who violate the rules and regulations will be required to accept the penalties.

The Board of Education also believes that discipline is most effective when it deals directly with the problem at the time and place it occurs and in a way that is viewed as fair and impartial. Before seeking outside assistance, bus drivers will first use all their resources to create a change in behavior on the bus. When the driver has made every effort within reason to bring about a positive behavioral change and has been unsuccessful, the driver will then refer the matter to the District's Transportation Liaison. The District's Transportation Liaison will review the information provided and meet with the parties involved to determine the appropriate disciplinary action through guidelines established by Board policy.

Disciplinary action, when taken, will be swift, firm, fair, and consistent, in order to be most effective in changing behavior. Therefore, the Board of Education establishes the following policy.

POLICY

The policy of the Board is that all students, when riding a school bus, are subject to rules, regulations, and procedures from the time they enter the bus until the time they disembark.

EXCEPTIONS TO POLICY

Students who are designated by the Committee for Special Education as having special transportation requirements will be disciplined in accordance with current Federal and State Statutes and associated case law in conjunction with the committee for Special Education. However, they will be expected to abide by all the rules, regulations and procedures in the transportation Manual.

PROCEDURES

1. General Information

- The "School Bus Referral" is a device used by the School District which allows the driver to notify the parent/guardian and School Administration of an existing problem. It should be used wisely, and only when other suggested methods of solution have failed.

2. Initial Notification

- The driver will notify the District's Transportation Liaison of an existing problem on his/her bus. The driver is expected to try to correct the existing problem before it becomes an item of report.

3. Immediate suspension of riding privileges

- The driver will notify the District's Transportation Liaison by written report of a severe problem.
- The District's Transportation Liaison will investigate the submitted report. If the report is accurate, a maximum of 24 hours will be used to notify the parent/guardian of the suspension, unless that person cannot be reached by phone. Once contact has been made with the parent/guardian, the suspension will commence the next regular school day. The length of the suspension will depend on the severity of the offense.
- The Parent/Guardian, building Administrator and Bus Driver will be sent a copy of the School Bus Referral.

- The District's Transportation Liaison will notify the parent/guardian by phone (or mail if unreachable by phone) of the suspended riding privilege.

4. Progressive Suspension of Riding Privileges

- The Bus Driver will initiate a School Bus Referral detailing the problem.
- The District's Transportation Liaison will investigate the report to verify its accuracy.
- If the report is found to be accurate, the first offense may serve as a warning and a copy of the bus rules will be attached to the referral and mailed home. The length of the suspension will depend on the severity of the offense.
- Upon receipt of the second referral, and after an investigation is conducted, a 5-10 day suspension may be implemented. The length of suspension will be dependent on the severity of the offense.
- Upon receipt of the third referral, and after its accuracy has been verified, a 10-30 day suspension may be implemented. The length of the suspension is dependent on the severity of the offense. The District's Transportation Liaison will notify the parent/guardian of the suspension by phone. If unable to reach the parent/guardian by phone, a letter will be mailed. The suspension will begin the following regular school day after notification. During the winter months, snow days will be added accordingly to suspension time.
- Upon receipt of the fourth referral a 30-day suspension will be implemented, after the accuracy has been verified.

5. Suspension Periods

The District's Transportation Liaison will determine length of suspension on a case-by-case basis. Considerations such as the nature of the offense, attitude of the student, parental cooperation, and the student's discipline history with regard to transportation will be taken into account in determining the length of suspension.

6. Amplifying Instructions and Guidelines

Rules to regulate student conduct on school buses are established as follows:

- The bus driver is in charge of the bus. The driver's instructions are to be obeyed promptly by all passengers.
- Upon boarding the bus, drivers may assign a seat and students will remain seated for the duration of the trip. Drivers may, at any time, reassign seats when deemed necessary. Bus routes are established, in part, on the basis of three riders to a seat.
- No student shall board a bus with any object which cannot be held comfortably on his/her lap. Students will not bring objects on the buses that are potentially dangerous or distracting to the driver or other students. Prohibited objects include, but are not limited to, the following:
 - a. Radios, tape recorders, and electronic games not related to instruction
 - b. Glass objects
 - c. Weapons of any kind, such as guns or knives
 - d. Explosives or flammable devices
 - e. Animals

- f. Athletic equipment, such as baseball bats, tennis racquets, and over-sized gym bags
- g. Only the following instruments may be transported on a bus: flutes, clarinets, trumpets, trombones, alto saxophones, and mini-baritone horns - no French horns.
- Students are to be at their stop 5-10 minutes prior to the bus arrival. After suitable warning, students who are not on time will be left behind.
- Student actions that distract the driver or otherwise interfere with the driver's ability to safely operate the vehicle are prohibited and may result in a bus suspension. Such actions may include, but are certainly not limited to, the following:
 1. Physically threatening, verbally abusing, or swearing at the driver or Monitor;
 2. Throwing objects within or out of the bus;
 3. Harassing or fighting with other students;
 4. Extending head, hands, arms, or legs out of bus windows;
 5. Tampering with emergency equipment or seat belts;
 6. Eating;
 7. Creating excessive noise, including verbal abuse of passengers or using profane language;
 8. Causing damage to the vehicle, inside or out (which will be repaired at the parent/guardian's expense);
 9. Tampering with any of the vehicle's operating or safety equipment;
 10. Obstructing the driver's vision;
 11. Possession of any weapon (i.e., gun or knife);
 12. Any other behavior so distracting as to cause a potential safety hazard.

WHAT TO DO WHEN STUDENTS MISS THE BUS

1. In the morning the parent/guardian is responsible for getting the student to school.
2. After school the student must report to the office immediately to arrange for transportation. The student must not leave school grounds.

VISITORS

All visitors are required to enter through the handicap accessible entrance on the auditorium side of the building. A monitor will greet them and they must sign in. All visitors must report directly to their designated location.