Dear Students and Parents,

The faculty and staff of Driver Middle School extend a warm welcome to our new and returning students and their families for the upcoming school year. We are committed to making this both a productive and enjoyable year for all students.

Each school year brings new and exciting experiences for both students and parents. School is truly a partnership with home. To ensure success, your cooperation and support are key elements in this relationship. We look forward to providing many opportunities for growth and positive learning experiences for your child this year. Middle School is a great opportunity to try something new and challenge yourself through a variety of experiences. Use this time to find out what you like and what you might be good at. Our goal is to work together with you to make your time at DMS a well-rounded learning experience and a safe and comfortable place to be. Most important is your ability to ask for help and support if you need it. Your teachers and the administration are here to help you. While we will always advocate for you, it is a good time to start building your own self-advocacy tools!

This handbook has been provided to assist you with some basic information relative to our school. Please review this handbook together. Upon completion of review, keep it as a ready reference and use the agenda within the handbook to keep track of your daily assignments. This is a very important habit to help you be successful!

If we can be of service or assistance, please come in or call us at 315-673-6200. I believe that communication is vital if we want to create the best year for your child. Please feel free to reach out to share your concerns, seek information or offer your suggestions. Best wishes for an enjoyable and productive year.

Sincerely,

Please visit our web page for building and district information:

www.marcellusschools.org
MISSION STATEMENT
The mission of the Marcellus Central School District is to provide an education that challenges, nurtures, and supports each child as a whole person. The responsibility for this mission lies with the entire community including students, staff, parents and community members. It is our intent that each student develops the responsibility, the confidence in his/her talents, and the knowledge necessary to function as a productive and contributing citizen in a diverse and changing world.

ADMINISTRATIVE DIRECTORY
Superintendent of Schools – Michelle Brantner 315-673-6000
Director of Special Education – Kara Lux 315-673-6006
Athletic Director – Michael Free 315-673-6300
Transportation – Susan Stearns 315-673-6400

C.S. DRIVER MIDDLE SCHOOL
Principal – Janet O’Mara 315-673-6200 jomara@marcellusschools.org
Assistant Principal – Katherine Cook 315-673-6200 kcook@marcellusschools.org
School Counselor, Grades 7/8 – Alan Wing 315-673-6210 awing@marcellusschools.org
School Counselor, Grades 4-6 - Lorraine Reynolds 315-673-6210 lreynolds@marcellusschools.org
Main Office 315-673-6200
Attendance Office 315-673-6204
Nurse’s Office 315-673-6205

QUICK HELP GUIDE
If you………………………..Then go to the…………………………
Are ill…………………………. Nurse’s Office
Are late to school………….. Attendance
Need early dismissal……….. Attendance
Need a bus pass……………… Attendance/Main Office
Need Lost & Found……….. Cafeteria
Need help with a problem…. Teacher/Counseling Office/Administrator
Are injured at school……….. Nurse's Office
Need information on buses….. Transportation
Need help with your schedule… Counseling Office
Need school supplies………… School Store
Need working papers………… Main Office
Need locker help…………….. Main Office
The Driver Middle School PTA’s mission is to support and speak on behalf of children and to encourage parents and teachers to form a partnership of involvement in Driver Middle School. The PTA is a valuable connection between your children, their school, and all of you as parents, relatives, and members of the Marcellus Community.

Please join in our mission! Meetings are held every other month. All meetings are shown on the District Calendar.

These are just some of the activities/resources sponsored by the PTA during the year: Citizenship/Effort Breakfasts, Holiday Happening, DMS Bookstore, 7th grade picnic, Goofy Basketball, Family Bingo, Bookfair, Spirit Sale, playground equipment, and the 8th grade Completion Ceremony.

All members of the community are invited and encouraged to become a member of the PTA helping us in our mission at Driver Middle School. We meet regularly. Please look for our meeting dates on the District Calendar.

We need your interest, your ideas, your time, your help and your support.

2019-2020 PTA OFFICERS

Co-Presidents: Rebecca Mondello, Kristin Palen
Vice President: Amanda Schaub
Secretary: Pam Falge
Treasurer: Melissa Stahl
Volunteer Coordinator: Lisa Vitale
DMS strives for a safe and comfortable environment and there is no room for any type of bullying. If you feel that you are being bullied, you can talk to Mrs. Reynolds or Mr. Wing. They will help you. Bullying is not OK, and students who display bullying behaviors will earn consequences.

WHAT YOU NEED TO KNOW!

1. **Physical bullying** includes any physical contact that would hurt or injure a person like hitting, kicking, punching, etc. Taking something that belongs to someone else and destroying it would also be considered a type of physical bullying. For example, if someone was walking down the street and someone came up to them and shoved them to the ground, that would be physical bullying. In elementary and middle schools, 30.5% of all bullying is physical.

2. **Verbal bullying** is name-calling, making offensive remarks, or joking about a person’s religion, gender, ethnicity, socioeconomic status. For example, if there was a group of students who made fun of another student because he couldn't run as fast as everyone else, it would be an example of verbal bullying. 46.5% of all bullying in schools is the verbal type. Verbal aggression is when a bully teases someone. It can also include a bully making verbal threats of violence or aggression against someone's personal property.

3. **Indirect bullying** includes spreading rumors or stories about someone, telling others about something that was told to you in private, and excluding others from groups. For example, if you started a rumor that a boy in your class likes playing with dolls, and if the reason that you made up the story was because you thought it was funny. This would be indirect bullying. Indirect bullying accounts for 18.5% of all bullying.

4. **Social alienation** is when a bully excludes someone from a group on purpose. It also includes spreading rumors, and making fun of someone by pointing out their differences.

5. **Intimidation** is when a person threatens someone else and frightens that person enough to make him or her do what the bully wants.

6. **Cyberbullying** is sending messages, pictures, or information using electronic media, computers (email & social media), or cell phones (text messaging & voicemail). For example, if you sent a hurtful message to another student through a text message or facebook post, that would be an example of cyberbullying. According to a survey done in 2003 only 4% of bullying is listed as "other types" and this would include cyberbullying.
Please note:
Students are given 4 minutes between classes with the expectation that they will take a bathroom break, get a drink and/or go to their locker if needed during this time. Leaving during class should be an exception. Students are expected to be in their seats ready to begin with class at the bell.

School Day and Bell Schedule

**GRADES 7 & 8**

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>End Time</th>
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<td>HR</td>
<td>7:48</td>
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<tr>
<td>DEAR</td>
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<td>7</td>
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<td>1:38</td>
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<tr>
<td>8</td>
<td>1:42</td>
<td>2:22</td>
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</tbody>
</table>

Students in grades 7 and 8 may arrive beginning at 7:40 a.m. Walkers should plan their arrival to coincide with school opening. Students may wait quietly in the cafeteria, but shall not proceed into the main hallway before 7:40.

**Grades 4, 5 and 6**

**Student School Day – 8:50 – 3:20**

Students should not arrive to school before 8:50 unless they have made arrangements to seek help with a teacher or have a scheduled commitment such as band. Students may proceed to their classrooms at 8:50. Walkers and students dropped off at school should plan their arrival to coincide with the 8:50 time frame. Students are dismissed from the classroom at 3:20. If students are being picked up at the end of the day, we ask parents not to request your child be dismissed early unless you have a commitment. Students leaving the classroom early is as disruptive to their day as coming late to school.

**Lunch Periods**

- Grade 8: 10:56 – 11:26
- Grade 7: 11:40 – 12:10
- Grade 4: 12:10 – 12:40
- Grade 5: 12:47 – 1:17
- Grade 6: 1:20 – 1:50

**Lunch Prices**

- Grades 5-8: Main Plate = $2.75
- Grades K-6: Breakfast = $1.75
The Positivity Project is a 501c3 non-profit organization dedicated to helping America's youth build stronger relationships by recognizing the character strengths in themselves and others. Their vision is to create citizens and leaders who will enhance our communities and country by internalizing the belief that “Other People Matter.” Positive psychology’s scientifically validated 24 character strengths serve as its foundation. Positive psychology teaches that people have all 24 strengths within them – and that character is not just skills or behaviors, but rather an intrinsic part of each of us.

The Positivity Project is not a program with strict guidelines. Instead, it educates teachers on the character strengths and relies on them to teach in a way that best meets their students’ needs. It is a school-wide endeavor, grounded in the consistency of daily classroom instruction. Their model is holistic; it incorporates students, educators, and parents through regular interaction with character strengths vocabulary and concepts.

The project will help us instill vocabulary and the meaning of the strengths through explicit teaching of each strength for 10 minutes per day. We will dedicate 1-2 weeks to each strength to help students understand them through definition, examples, discussions, and exercises.
CURRICULUM AND INSTRUCTIONAL PROGRAMS

Marcellus Central School District Curriculum and Instructional Programs are developed locally in compliance with the State of New York defined syllabus in each subject area.

Students receive instruction in the following areas:

**Grade 7 & 8**
- Mathematics, Science
- Social Studies, English
- World Language gr. 8 (French or Spanish)
- Art, Music, Physical Education,
- Technology, Family and Consumer Science,
- Health (grade 7)
- Exploratory Language (grade 7)

**Grades 4, 5 & 6**
- Language Arts, Social Studies
- Science, Math
- Art, Music, Physical Education

**Advanced/Accelerated Course Offerings**

- French I – Grade 8 (High School Credit)
- Spanish I – Grade 8 (High School Credit)
- Studio Art - Grade 8 (High School Credit)
- Living Environment – Grade 8 (High School Credit)
- Algebra I – Grade 8 (High School Credit)
- Pre-Algebra – Grade 7
- Advanced Music – Grade 8
- Design and Drawing for Production – Grade 8
- Independent Living – Grade 8

These courses are offered to grades 7 and 8 students who demonstrate academic excellence and aptitude. Students who qualify are eligible for high school credits during their grade 8 year. Information on specific guidelines for qualification is available in the School Counseling Office.

STUDENT PROGRESS REPORTS AND REPORT CARDS

Report cards are issued quarterly. Students in grades 4 and 5 will receive their report cards in homeroom for each marking period. For students in grades 6, 7 and 8, Interim (5 week) reports are mailed home each quarter noting the students’ academic progress for that quarter and report cards are mailed home at the end of the quarter. These reports are a useful tool for parents and students to keep abreast of student progress.

At the 6th, 7th and 8th grade levels, parents can review grades and progress online through Schooltool, our electronic grade book. Regular viewing of classes is a tool and resource for parents and students to be informed about class work and grades. Each marking period vertical averages are computed using classes that meet every day as a full weight and classes that meet every other day as a half weight.

HONOR ROLL

Students at Driver Middle School are encouraged to set high academic standards for themselves. Each quarter, students are recognized for outstanding academic achievement through the Honor and High Honor Roll. In order for a student to be placed on the Honor and High Honor Roll, he/she must meet the following criteria: High Honor Roll average for all subjects is 92% or higher, Honor Roll average for all subjects is 88% or higher.

NATIONAL JUNIOR HONOR SOCIETY

The Driver Middle School Chapter of the National Junior Honor Society inducts members into the chapter each spring for eligible 7th and 8th graders. Students who meet the academic candidacy requirements for membership (7th graders 90% overall average, 8th graders 90% overall average) are eligible to apply for acceptance into the chapter. Students who apply must receive teacher recommendation and complete the application process demonstrating their achievements in the areas of Scholarship, Leadership, Service, Character and Citizenship, the qualities held vital to the Honor Society. The faculty selection committee reviews properly completed and timely applications for acceptance determination.
HOMEWORK/CLASS WORK
The Driver Middle School staff feels that homework/classwork is an important and essential part of each child's overall educational program. Homework is first the responsibility of the students, then the teachers and the parents. Homework is an extension of the skills learned in the classroom. Every parent can expect that his/her child will have written homework assignments on a regular basis. However, students and parents should not feel that written work is the only form of homework. Studying, reviewing notes, re-reading work covered in class are all habits that must be developed to be a successful student at Driver Middle School. There is a direct correlation between the amount of work students complete for class and their success in the class.

RESPONSIBILITIES

Student:
1. Students need to complete all homework assignments and return them on time.
2. If absent from school or class, the student needs to contact the teacher to make up all missed homework assignments.
3. Before leaving school, the student should seek the help of the teacher if he/she does not understand a homework assignment.

Teachers:
1. Homework will be meaningful and relevant, reinforcing skills/concepts taught in class.
2. All homework assignments will be part of the overall class grade.
3. Teachers will contact parents if homework is not being returned or satisfactorily completed on a regular and consistent basis.

Parents:
1. Parent need to provide an appropriate atmosphere, so homework can be completed.
2. Parents should question their children daily concerning their homework assignments. Do not hesitate to read over or check over these assignments.
3. If your child will be absent for more than three (3) consecutive days please contact your child’s teachers, the main office or reference Google Classroom to obtain homework. Please call early in the day so that we have time to notify the teachers and collect work. If you call after 11:00 we cannot guarantee collecting work by the end of the day.

HOMEWORK HELP
We have a couple of opportunities to help students stay on task with their homework. While these opportunities might seem like a punishment to students, we consider them interventions to help your child be successful. We believe that homework helps to reinforce the work learned in the classroom. Homework is the practice to help a student do better. Just like athletic practices are meant to improve athletic skills, homework is meant to improve academic skills. If they do not understand the work, students are encouraged to seek assistance after school with their teachers. If students are choosing not to do the work, we will implement some interventions to support them. We offer before school (grades 4-6), during lunch and after school opportunities for students to do the work that is expected to be done for each class.

STAYING AFTER SCHOOL

Students who are seeking extra help or need to be at school outside of the regular school day, must have permission and a pass and must be supervised by the staff member with whom they are staying. Arrangements need to be made at least one day in advance so all parties (teacher, student, parents) can plan accordingly. Grade 7/8 students should plan to stay with the teacher until 3:20, receive a late bus pass, and depart the school in time for the 3:30 bus. Failure to follow these rules will result in detention and loss of these privileges. No students should be in the building after 2:30 without the supervision of an adult.
GENERAL INFORMATION

SCHOOLTOOL
Teachers in grades 5-8 utilize an electronic grading system, Schooltool, to record and compute student grades. The use of this system provides a unique opportunity to enhance the communication and connection between home and school. It also allows students to take more ownership and responsibility for their school work. Through the use of Schooltool teachers, parents and students can collaborate with improved student achievement as the ultimate goal. Parents and students are encouraged to visit Schooltool regularly to obtain and review a student's current standing in each subject area. Please note that guidelines for the use of Schooltool are posted in our district calendar. If you have any questions about using Schooltool or questions about your child’s grades, please contact your child’s teacher.

To gain access to Schooltool a parent must provide the school with an e-mail address. Please contact the School Counseling Office at 315-673-6210 to gain access to the program.

SCHOOLTOOL CONTACT INFORMATION
At the start of each school year we send home a copy of the contact information that is in our student information system (Schooltool). It is imperative that this information is accurate, up to date and complete. This is the information database we use to contact you, send correspondences, and reach you in the event of an emergency. For emergency purposes, if you cannot be reached by phone, please be sure that you give a phone number of someone who can be reached and who will be responsible for your child. If your information changes during the year, please notify the office.

ENTRANCE TO THE BUILDING/VISITORS
During the school day we have a single point of entry for all buildings and all visitors must use the main front doors to enter the buildings and report directly into the main office. Parents and friends are welcome in our school at any time. All visitors (including parents) will be asked to produce their license and sign in as they enter the building through the front door which enters into the main office. Visitors will be given a visitor’s badge. Please wear this badge at all times while in the building so that students and staff may identify you. Visitors are not to proceed into the main building until they have stated their reason for their visit. Visitors should have an appointment with teachers before proceeding to any classroom. This “request” is made to aid visitors, to prevent interruption of classes, and to prevent unauthorized individuals from entering the building. All visitors must then sign out in the main office when leaving the building.

TELEPHONE CALLS
Telephones are available in the main office for school business or emergencies. Emergency phone messages from parents will be forwarded to the students. Students will not be called to the phone. Phone calls by students are to be an exception not routine. A student needing to use the phone must have his/her teacher's written permission as part of the pass. Permission must be sought from office personnel before using the phone. Cell phones are not to be used during the school day without permission from an adult. If students bring cell phones to school, they should be turned off and kept in student lockers or backpacks unless being used under the direction of their teacher.

Please note: Students not feeling well should make any calls home through the nurse's office. We ask parents to contact the nurse if their child calls them directly regarding illness at school. Students who are ill are dismissed only through the nurse’s office or the main office.
ATTENDANCE

Daily attendance in school is of extreme importance. Absence is one of the frequent causes of low grades and of failure in school subjects. Regular attendance is one of the most desirable habits a student can develop in school. Her/his attendance record is accurate and recorded on her/his permanent record from the time s/he enters school until s/he leaves or graduates.

It is understandable that on certain occasions a student cannot be in school. Recognized legal excuses for absences are:

a. Sickness
b. Death in the family
c. Religious observance
d. Doctor's appointment/Remedial health treatment - it is recommended that appointments are made outside of school hours whenever possible.
e. Required court appearances
f. Impassable roads or weather
g. Previously approved educational experience (requested in writing, in advance of the absence, approved at the discretion of the administration)

On the day following any absence or tardiness, the student is to provide a written excuse from her/his parent (guardian) explaining the reason for the absence or tardiness. A re-admission slip will be issued from the attendance office upon receiving the written excuse. Attendance is monitored regularly. Letters are sent home to parents of students who have an absentee rate that may hinder his/her success in school. The purpose of this letter is to be certain we work together to support students and ensure success while opening the lines of communication. If a student is habitually absent for reasons other than legal reasons, students may be required to enter into a contract to help assist the students with attendance improvements.

Students who miss a class/day for any reason are responsible for making up all material covered during that absence. Students in grades 7 and 8 who miss a class are invited to make arrangements to attend another class during that day, perhaps during a study hall or other time of day. Students should see the teacher at the beginning of their first class back to discuss missed learning. If your child is going to miss school for an extended period of time, we would ask you inform the school.

Students are to have permission from their parent (guardian) if they are to leave school early for any reason. The note must be submitted to the homeroom teacher first thing in the morning and then students should retrieve a pass from the attendance office. Students in grade 7 and 8 may quietly leave class at their assigned dismissal time to be signed out in the office. All students must be signed out in the main office.

LATE TO SCHOOL

Students arriving late to school should report immediately to the attendance office (Nurse's Office). Students with persistent difficulty getting to school on time will be referred to the office for disciplinary action.

Tardies to school are monitored weekly. Letters informing students/parents of tardiness are sent at specific intervals. If there are extenuating circumstances leading to repeated tardiness, parents should contact the office. If a student is habitually tardy for reasons other than doctors' appointments or other exceptional reasons, students may be required to enter into a contract to help assist the students with attendance improvements. Additionally, students may begin to serve detentions for each tardy after 10 in any given semester.

It is important to arrive to school on time. Missing even five to ten minutes of the day will interfere with successful learning and meaningful instruction.

FAMILY OR HOME CRISIS

The school is not always aware of problems at home that are affecting a student's progress. If a student is under stress from an illness, death in the family, or some other problem, the family is asked to contact the school counselor, school nurse, or building administrator. Often, it is very important for a student to have someone at school who understands what s/he is going through. We will do our best to support students and their families during difficult times.
STUDENT ID NUMBERS

Each student will receive a cafeteria ID number that must be used for any purchases from the cafeteria. The Food Services Department strongly suggests students maintain money on account so that lunch money doesn’t have to be carried each day. Checks may be made payable to the DMS Cafeteria. Funds can also be added to student accounts at MySchoolBucks. A link to this site is located on our school website under “Quick Links”. Lunch accounts can also indicate limits for amount spent per lunch or types of items purchased (i.e., no snacks).

STUDENT LOCKERS – GRADES 7 & 8

All students in grades 7 and 8 will be assigned a locker and issued a lock. The following guidelines will help students maintain an orderly locker and secure their possessions.

- Students may not share lockers
- Only school issued locks may be used
- Students may go to their lockers between classes, before/after lunch, and at dismissal.
- Do not share your locker combination with anyone.
- The school district is not responsible for any items removed from a student's locker.
- If the student has reason to believe that the security of his/her locker is in question, s/he may request that the combination be changed via the Main Office. If necessary, students may request significant belongings be secured in the office for a short time period.
- The administration or the Board of Education has the right under New York State law to search any locker at any time consistent with legal guidelines.

LIBRARY MEDIA

The Library Media Center is an open service area for the students and teachers. Students are free to use materials for leisure reading, as well as, for required reading. The library staff is there to answer any questions students have about assignments or use of materials. Students are admitted with a pass from a teacher. The pass must include the reason for the student's visit (computer, research, book, etc). Passes must be presented upon arrival and for stamping and time notation when leaving the area. Students are also required to sign in and out of the library at the circulation desk. A quiet atmosphere conducive to study is maintained in the library. Anyone missing or abusing the facilities will have her/his privilege restricted. The student identification card given to students each year is also the student’s library card. Students will need this card to sign out books from the library.

CIRCULATION

1. Books circulate for two weeks. The borrower presents her/his school identification card to a staff member at the circulation desk. The card and book are scanned and the due date is written in the book.
2. Magazines circulate for three days. These also are signed out at the circulation desk.
3. Reserve books and reference materials circulate as arranged by the reserving teacher.
4. A.V. materials circulate overnight only. Anyone unsure of how to use materials may ask for assistance.
5. Occasionally, borrowed material may be needed for a class assignment. If this happens, the borrower will be sent a re-call notice. Material must then be returned immediately.
6. Students are responsible for materials signed out to them. Lost or damaged materials must be paid for. The borrower is solely responsible for what s/he signs out.
TRANSPORTATION

Marcellus Central School provides bus transportation for all students. The school is responsible for safely transporting nearly 2000 students to and from school. Any behavior by students, which in any way endangers the safety of these students is considered very serious.

GENERAL BUS SAFETY RULES AND INFORMATION

1. Students should be ready when the bus arrives.
2. When boarding the bus, students should walk 10 feet in front of the bus. Never walk behind the bus.
3. At dismissal, students should report immediately to their assigned bus. Parent or guardian permission is needed for any changes in the normal routine.
4. Rule infractions will result in disciplinary actions that range from verbal warnings to suspension from the bus.

TRANSPORTATION EXPECTATIONS

1. All bus riders will respect all school rules.
2. All bus riders will treat each other with courtesy - no bad language/gestures.
3. All bus riders will stay properly seated.
4. All bus riders will keep head/hands/feet inside the bus.
5. Bus riders will not eat or drink on the bus.
6. Students will speak at an appropriate level to not be distracting.
7. Students who travel with athletic equipment are to keep the equipment on the floor or seat at all times.

Since the bus driver is immediately responsible for this safety, students must follow all instructions given by the bus driver. If a problem arises, students must immediately relate the problem to the bus driver. If the problem continues, students should report the problem to the office. Parents who have a question or concern about transportation should call the Transportation Department at 315-673-0211 or the Middle School Office at 315-673-6200.

SCHOOL COUNSELING SERVICES

The school counseling services in our school are designed to help students in any way possible. Every student is welcome and should feel free to use our counseling services to talk over any kind of problem with the confidence that her/his problem will receive immediate attention and that the nature of this problem will be considered confidential. Generally, it is best to make an appointment with a counselor so that parents/students won’t spend too much time waiting to see her/him and so that the issue can receive the full attention it deserves.

It is hoped that while in the Driver Middle School, every student will begin to consider thoughtfully her/his plans for high school, and while in high school, to plan for her/his post-high school future. Our school counselor will be happy to meet to discuss information necessary for sound planning and to help students learn more about themselves in terms of aptitudes, interests, abilities, and personality - all of which are important considerations in any planning or decision-making undertaken.

The DMS School Counseling Staff includes two school counselors (one for grades 7/8 and one for grades 4-6), a school psychologist, and a school nurse. Each of these individuals is specially trained to support students.
HEALTH OFFICE
The school nurse provides students with many services. She checks attendance and will care for students if they become ill or are injured during school. During the course of each school year, students will have hearing and vision tested and will be screened for scoliosis. In addition, at predetermined grade levels, blood pressure recordings and color vision tests are performed. Re-testing is done on any pupil whose first screening shows any deviation from normal. All seventh graders will have a health appraisal by the school physician or your private physician. This will be an inclusive physical exam including growth recordings, a cardiovascular check, and a check for physical defects.

HEALTH OFFICE PROCEDURES
In case of illness a student is to secure a pass from her/his subject teacher and report to the nurse. When a student returns to class, s/he must carry a pass signed by the nurse. If the nurse finds it advisable, it may be recommended that the student return home. A parent must first be contacted and permission given by parent before the student may leave the building. No student may leave the building for illness without a pass from the nurse.
A nurse is not permitted by state law to administer or give the student any form of medication, including over the counter medications, other than emergency first aid unless the following stipulations are met:

a. The Health Office needs a written request from the family physician in which s/he indicates the frequency, dosage, and condition being treated with the prescribed medicine.

b. The Health Office needs a written request from the parent to administer the medication as specified by the family physician. A verbal or telephone request is not acceptable.

c. Medication must be in the container prepared by the pharmacist and be properly labeled. It is suggested that the pharmacist be asked to package prescriptions in two containers, one for home and one for school. Over the counter medications must be in the original container.

d. The school nurse should know the course of treatment recommended.

OVER THE COUNTER MEDICATIONS AND SUPPLEMENTS (aspirin, cough medicine, herbal remedies, dietary supplements, vitamins, etc.) must be kept in the nurse’s office and administered under the supervision of the nurse. Students are not to keep these medications in their possession at school. If a student is in possession of any of these substances it will be considered a violation of our drug and alcohol policy as noted later in this handbook.

PHYSICAL EDUCATION EXCUSE
If a student is unable to take physical education, s/he will need an excuse from home. The nurse will check this note and give an excuse from physical education activities, if appropriate. If a student is excused from physical education for any length of time s/he will need a physician's certificate stating the reason. This will be kept on file in the nurse's office. Students may not return to participation without a release from the doctor.
INTERNET USAGE

Computers are available for student instruction and individual use in our media center and in student classrooms. Teachers use instructional technology in a variety of ways throughout the school year. We have a district technology plan which includes grade level benchmarks for technology competence.

Students and teachers may use the Internet at school to access a large collection of information relevant to education (research and information gathering from news sites, government sites, library agencies and information databases). With this use and access comes the availability of content that may not be considered to be of educational value in the context of the school setting. Our district takes precautionary measures (Internet filtration systems, password protection, training, monitoring, etc.) to block this material, however it is impossible to ensure that all inappropriate content will be filtered.

Students are expected to maintain acceptable, considerate and responsible behavior on school computers in accordance with general school rules and Internet protocol. At the end of this handbook is a signature page. By signing the signature page students agree to the terms of our acceptable use policy. Additionally, every time students log onto a Marcellus School computer, they are prompted to agree to follow the terms of acceptable use. Violations may result in suspension or termination of access privileges and/or other disciplinary action. A portion of the Acceptable Use Policy is shown below. Copies of the complete AUP can be obtained in the main office or on the district Website.

Internet/Network Acceptable Use Policy:

The Internet/Network is provided for students, teachers, and other users to conduct research and communicate with others. Access to network services will be provided to students, teachers, and other users who agree to act in a considerate and responsible manner. The Internet/Network Acceptable Use Agreement Form is a written agreement, signed by students as part of their Student Handbook, staff, and other users, outlining the terms and conditions of the Internet/Network Acceptable Use Regulations. Anyone wishing to use the District’s Internet/Network connection, including the wireless network, is required to agree to the terms of the District’s Internet/Network Acceptable Use Agreement Form. The complete regulation may be found in Board Policy Regulation 6470.

Just as they are in classrooms or school hallways, students, staff, and other users are responsible for acceptable behavior on school computer networks. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Violations of this regulation may result in suspension or termination of access privileges, referral to the District Acceptable Use Policy Committee for further action, disciplinary action pursuant to the student conduct code and related policies, disciplinary action under personnel policies, and/or referral to law enforcement agencies.

USAGE GUIDELINE

Marcellus Central School District provides students and staff access to various electronic resources including a wide range of educational materials through Internet and computer online services. Marcellus Central School District uses content filtering technology in compliance with CIPA on all school computers with Internet access to protect against unacceptable web content. However, no web filtering technology is 100% safe. Marcellus Central School District realizes this fact and takes every effort to monitor online activity.

Following are some examples of inappropriate use of the Internet:

- Sending or displaying offensive messages or pictures.
- Using obscene language or profanity.
- Harassing, insulting or attacking others.
- Engaging in the promotion of violence.
- Engaging in racial, gender or other slurs.
• Receiving or transmitting information pertaining to dangerous materials such as bombs, automatic weapons, or any illicit firearms, weaponry, or explosive devices.
• Damaging computers, computer systems or computer networks.
• Violating copyright laws.
• Using anyone else’s password(s) with or without their knowledge.
• Trespassing in anyone else’s folder(s), work or files.
• Intentionally wasting limited resources or requesting unnecessary or lengthy material that ties up system resources.
• Employing the network for commercial purposes.
• Accessing chat services.
• Visiting inappropriate sites.
• Unauthorized use of school name or affiliation.
• Misrepresentation of self or others.

Some examples of appropriate Usage Guidelines are:
• Use only their own Internet account.
• Be polite and use appropriate language in their messages to others.
• Not reveal their own or anyone else’s personal address, phone number, or password.
• Use the network in ways that do not disrupt the use of the network by other users.
• Do no harm or destroy data of another user including the uploading or creation of computer viruses to the Marcellus Central School District computers/networks, or to other computers/networks that are connected to any part of the Internet.
• Report immediately to an adult any access to inappropriate websites.

It is understood that if an Internet user gains access to a site which is inappropriate the user must, without delay, back out of the site and report it to the teacher. A violation of this rule could result in a suspension from either Internet use or computer access.

Password Protection
Internet passwords are provided for each user’s personal use only and are, therefore, confidential. Never share your password, steal or use another person’s password. If you suspect that someone has discovered your password, you should change it immediately and notify your teacher or administrator who in turn will notify the network administrator or the technology director. As words are easily hacked, when establishing a password one should keep in mind that strong passwords consist of a combination of upper and lowercase letters, numbers and symbols.

Privacy
E-mail is no more private than a postcard. Students and staff need to know that files stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only. The District has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access including transmitted and received information. All information files are the property of the District and no user shall have any expectation of privacy regarding such files. Federal Law requires that all email sent and received be stored for a period of ‘seven years’.

Online Etiquette
Follow the guidelines of accepted behaviors within the school/student handbook. Use appropriate language and graphics. Swearing, vulgarians, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use school online access to make, distribute, or redistribute jokes, stories, cyber bullying, obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
Cyber Bullying: What is it?
Cyber Bullying is verbal harassment that occurs during online activities. Cyber Bullying can take many forms. These are a few:
- A threatening e-mail
- Nasty instant messaging session
- Repeated notes sent to the cell phone
- A website set up to mock others
- “Borrowing” someone’s screen name and pretending to be them while posting a message.
- Forwarding supposedly private messages, pictures, or video to others.

Any electronic transmission deemed to be bullying/harassment/intimidation that occurs outside of school that causes material disruption to the learning environment is subject to the provisions of the Student Code of Conduct.

Google Accounts
Students of the Marcellus Central School district are issued a Google account within the marcellusschools.org domain for the time they are a student at Marcellus Central School District. When activating their account, students must accept the Terms of Service which can be found along with our complete Acceptable Use Policy on our website. You may also use the QR Code to the right.

Chromebooks
Students in grades 4-8 will be issued a Chromebook at the start of the school year. The Chromebook is labelled with the student name and specific identification number. Students are responsible for their Chromebook and are required to take necessary precautions to protect and secure their Chromebook at all times. If a Chromebook is damaged or lost, it is the responsibility of the student to report this immediately to their teacher or the office. Chromebooks should be used for school purposes only. Students are not to use a Chromebook that belongs to another student.

If a student is using the Chromebook inappropriately, damages a Chromebook or loses a Chromebook the student may serve a consequence or be responsible for the repair/replacement.

When students took possession of the Chromebook for the first time, they signed an agreement. The agreement states the following:

I agree to use this computer/equipment for school related tasks. I accept full responsibility for any damage, loss or theft until the computer is returned to the school district and has been inspected by the Technology Department. I will notify my teacher of any damage, loss or theft. Negligence on my part resulting in damage, theft or loss could be my personal financial responsibility. Personal liability will be determined by the Superintendent of Schools.

I hereby acknowledge the following:
1. I have received the above equipment. It is a loan only; no rights are transferred from District to me.
2. I will not loan or otherwise allow anyone else to use this equipment.
3. I will take reasonable measures to keep the equipment secure at all times.
4. I will properly care for the equipment, as per expectations for care, shared with me by my teacher.
5. I will report any loss/damage of equipment to my teacher immediately.
6. I will return all equipment at the end of the school year or if I leave Marcellus.
7. I agree to follow all Acceptable Use Policies as outlined in my Student Handbook.

In as much as the District has provided me this equipment on loan to perform my duties, I acknowledge and accept the responsibilities that are inherent upon its use, care and security.
STUDENT AUTHORIZED INTERNET /NETWORK USE AGREEMENT FORM

Please read this document carefully before signing

All Marcellus Central School District Internet /Network users are required to sign the Student Handbook and/or Authorized Internet /Network Use Agreement Form and to abide by the terms and conditions of this Regulation and the corresponding regulations. The District does not authorize any use of the Internet /Network that is not conducted strictly in compliance with this Policy and/or Regulation. Your signature on your Student Handbook indicates that you have read the terms and conditions carefully and understand their significance.

The District believes that the Internet/Network offers vast, diverse, and unique resources for students, teachers, and other users. The District’s goal is providing this service to staff and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The District may not be able to technologically limit access to services through the District’s Internet /Network connection to only those who have been authorized for the purpose of instruction, study, and research related to the curriculum. Parents/guardians are advised that a determined user may be able to gain access to services on the Internet/Network which the District has not authorized for educational purposes. Parents/guardians are also advised that communications on the Internet/Network are not censored by the District. By participating in the use of the Internet /Network, students may gain access to information and communications which they or their parents/guardians may find inappropriate, offensive, or controversial. Parents/guardians assume this risk by consenting to allow their students to participate in the use of the Internet/Network.

Users who disregard the District’s Authorized Internet /Network Use Policy and Regulations may have their use of privileges suspended or revoked. Users granted access to the Internet /Network through the Marcellus Central School District assume personal responsibility and liability, both civil and criminal, for uses of the Internet /Network not authorized by District Policy and/or Regulation.

STUDENT AUTHORIZED INTERNET /NETWORK USE AGREEMENT FORM

Please read this document carefully before signing

Acknowledgement of Responsibilities

Student:

When I sign my Student Handbook I understand that I am agreeing to use the computers/Internet/Network in my school appropriately. This means I will:

- Only use the computers for work related to school
- Protect my password by not sharing it with others
- Tell an adult if I think someone else has my password
- Use only my account and password
- Treat the computer equipment with respect (not damage it)
- Visit only appropriate Internet sites
- Tell an adult if something inappropriate comes up on my screen
- Tell an adult if there is something wrong with my computer
- Abide by the other expectations set forth in this policy

I understand I may not sign the handbook every year. By signing the Student Handbook, I am agreeing to the terms of this policy for all the years I am in Marcellus Schools. I also understand that if I do not use the computers appropriately, my access privileges may be revoked, and school disciplinary/legal action may be taken.
STEPS TO SUCCESS AT DRIVER MIDDLE SCHOOL
BE PROMPT, BE PREPARED, BE RESPECTFUL, AND BE RESPONSIBLE

BE PROMPT
Students will:
✓ attend school regularly
✓ arrive to school on time
✓ arrive to class on time
✓ pass quickly and quietly in the halls

BE PREPARED
Students will:
✓ report to school and class with all needed materials
✓ participate in class lessons and discussions
✓ plan their day so trips to their lockers will be few and brief in duration
✓ wear clothing appropriate for weather and school environment
✓ leave all dangerous weapons, objects, illegal items and other distractions to learning at home
✓ have a completed pass at all times in the hallway unless accompanied by an adult

BE RESPECTFUL
Students will:
➢ obey directions or reasonable requests made by adults in authority
➢ respect the rights, property, and feelings of others
➢ listen courteously to others
➢ use appropriate language … not vulgar, obscene, demeaning, or hurtful
➢ avoid fighting, provoking anger, or encouraging others to fight. Physical contact will not be tolerated and could result in suspension
➢ respect school property and assist in keeping our school buildings and grounds neat and orderly

BE RESPONSIBLE
Students will:
• consider their behavior at all times and how it will influence and/or effect others
• listen to and follow directions
• take responsibility for their own actions
• report any concerns, problems or information contrary to expectations to an adult
• remain on school property during the school day unless excused by a written note and be signed out in the office before leaving
• not possess, consume, or be under the influence of alcohol, tobacco products or illegal drugs on school property or buses at any time
STUDENT EXPECTATIONS AND BEHAVIOR CODE

It is our belief that students come to school to learn and for the most part have little difficulty in meeting school expectations. It is everyone's responsibility to provide a safe, harmonious, and orderly learning climate.

All Marcellus Central School students have the responsibility to:

- Contribute to maintaining a climate of respect and dignity for persons and property, a safe and orderly environment that is conducive to learning.
- Be familiar with and abide by all Marcellus Central School policies, rules and regulations dealing with student conduct.
- To respect one another and to treat others in the manner that one would want to be treated.
- React to direction given by teachers, administrators and other Marcellus Central School personnel in a respectful, positive manner.
- To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict, the rights and privileges of others.
- Conduct themselves as representatives of Marcellus Central School when participating in or attending Marcellus Central School sponsored extracurricular events and to hold themselves to the highest standards of conduct.
- To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination.
- To report and encourage others, to report any incidents of intimidation, harassment or discrimination.

PARENT/STUDENT/SCHOOL

It is important for students to understand that making unwise choices that are contrary to expectations will lead to negative consequences just as wise choices that follow expectations will have positive consequences. The administration of Driver Middle School anticipates that parents will be concerned and cooperative in dealing with any behavior problems that may arise and expect that this cooperation will be made apparent to the student. A cooperative effort between home and school will help to support and maintain appropriate student behavior. When a student has committed an infraction of the school rules, an appropriate disciplinary action will be taken by teachers, administrators, or other adults in authority. These actions may include but are not limited to:
RANGE OF CONSEQUENCES

1. Discussion and/or verbal warning
2. Written and/or verbal apology(s)
3. Time-Out
4. Parent Contact
5. Loss of cafeteria privilege
6. Detention
7. Activities suspension
8. Parent conference
9. In-school suspension
10. Out-of-school suspension
11. Superintendent hearing
12. Homebound instruction

Social Probation
A student may be placed on social probation as a result of disciplinary action. If a student is placed on social probation, he/she shall:

- Not be allowed in the school or on school grounds outside of school hours except for seeking extra help from a teacher or as a participant in a school activity or sport under the direct supervision of a staff member and with permission of the building principal.
- Not be allowed to attend any school sponsored event after school hours or on weekends, as a spectator or as a participant. Such events include but are not limited to: athletic events, dances, concerts (unless as a member of the performing arts), fundraisers, or other social activities.
- Be denied the opportunity to hold “officer” or “captain” status in any or all athletic programs or other school activities.

Such disciplinary measures will be appropriate to the seriousness of the offense, and where applicable, to the previous disciplinary record of the student.

POSITIVE CHOICES BRING POSITIVE CONSEQUENCES
THE PRIVILEGE TO PARTICIPATE

It is important to emphasize that positive decisions and choices earn positive consequences such as privileges to attend special events, dances, extra-curricular events, field trips, etc. Attendance at these events will be based on behavioral choices. Periodic reminders such as letters, classroom visitations, and conferences will be used to communicate expectations. Students with an excessive amount of behavioral intervention between events will lose the privilege of attendance at any upcoming events. With improved decision making, privileges will be restored.

FOLLOWING ARE SPECIAL AREAS OF EMPHASIS
FOR STUDENT BEHAVIOR.

FOR A MORE COMPLETE DETAIL OF THESE AND ALL EXPECTATIONS AT MARCELLUS SCHOOLS, PLEASE REFER TO THE DISTRICT CODE OF CONDUCT WHICH MAY BE ACCESSED AT OUR SCHOOL WEBSITE OR IN THE MAIN OFFICES OF ANY BUILDING
Appropriate Clothing/Hats:
Students are expected to dress appropriately and maintain a manner of dress that is not distracting to other students and complies with the District-wide dress code. Students should wear clothing that: covers the midriff area, is of appropriate length (a gauge might be: skirts and shorts that reach at least the end of fingertips when placed to the side), does not expose underwear, does not display inappropriate words/symbols/pictures, etc. Spaghetti strap and low cut shirts are not appropriate. Students wearing inappropriate clothing will be asked to change. Failure to respond to this request will result in office referral. Repeated attention brought to students’ inappropriate clothing will result in detention. Hats are not allowed during the school day. Hats will be sent to the office to be picked up at the end of the day. “Flip Flops” (and other open-toed shoes) are not to be worn during technology classes, FACS, science labs and other classes where this footwear may be deemed unsafe. Repeat violations of the dress code may result in detention.

Appropriate Clothing for Recess during the Winter:
In winter weather students in grades 4-6 should come prepared to go outside on days that weather permits. If the temperature is 20 or above, we will attempt to go outside for recess. Students should wear pants, jacket, hat, and boots. If you wear a skirt to school, bring along a pair of leggings/snowpants/sweatpants to put on. Students who come with appropriate clothing will be allowed to go outside for recess.

Appropriate Language:
Students are expected to be courteous and respectful to staff and fellow students. Obscene, vulgar, demeaning, or hurtful comments or gestures are inappropriate. Students who violate the above will provide apologies, serve detention, or serve suspension, depending on the circumstance.

Book bags:
Students are encouraged to utilize book bags/large hand bags to transport materials to and from home, but will not be allowed to carry them during the school day. Students in grades 7 and 8 will be allowed to carry a “string backpack” or similar bag that can be stored under their desks. Students should organize and plan their day to accommodate this provision by appropriately timed locker visitation.

Cafeteria:
Specific guidelines are covered in the cafeteria rules. It is extremely important that all students cooperate with supervising adults in maintaining a safe, orderly, and healthy atmosphere. Students who have difficulty with cafeteria expectations will lose cafeteria privileges. Additionally, cafeteria clean-up is required when students do not clean their area properly.

Corridor Conduct:
In order to have a smooth and orderly transfer of classes during the school day, it is essential that students maintain good corridor conduct. Good corridor conduct means that students proceed to their classes with a minimum of noise, and social mingling, walking on the right side, and at a pace that enables them to arrive to class on time. Running in the halls, wrestling, blocking passage or general “fooling around” is not indicative of good corridor conduct. Students will be reminded as needed. Repeat violations will result in office referral and/or detention.
Cyberbullying:
Students who engage in cyberbullying will be subject to disciplinary action. Cyberbullying includes, but is not limited to, the use of technology (cell phone, email, computer, camera, etc) to: harass, tease, intimidate, threaten or terrorize another student or staff member.

Dangerous Objects/Weapons:
Due to the potential danger of any object that could cause physical harm to others, district policy requires that a student in possession of an object of this nature be suspended and a Superintendent’s hearing be held. Parental contact is required on all situations of this nature. Items include but are not limited to: guns, knives, shell casings, bullets, arrows. Please note that imitation, fake or toy weapons or weapon “look-a-likes” should not be brought to school and could be treated as a dangerous object as per our code of conduct, even if, no harm was intended.

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

Endangering/Fighting:
Any act that endangers the health, safety, and welfare of any student and jeopardizes the expected safe environment in our school will not be tolerated. Violations could result in detention, suspension and/or be subject to a Superintendent’s hearing.

Harassment/Bullying:
Harassment or bullying of any type is unacceptable and will not be tolerated. Students are encouraged to report any alleged complaints of harassment or bullying to any teacher or school official. Verbal or physical harassment will result in detention, suspension or other consequence depending on the circumstance. Below are definitions of harassment/bullying which should serve as a guide for unacceptable behavior.

Harassment is the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance and/or a person’s mental, emotional or physical wellbeing. Such harassment could be based on, but is not limited to, a person’s actual or perceived race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, sexual orientation, gender or sex.

Bullying and intimidation, includes engaging in actions or statements that put an individual in fear of bodily harm and/or emotional discomfort; for example, "play" fighting, threats, extortion of money, overt teasing, name calling, etc.

"Internet bullying" (also referred to as "cyberbullying") includes but is not limited to the use of instant messaging, email, websites, chat rooms, text messaging, or any other electronic means, to harass,
intimidate, and/or bully another person and interferes with the operation of the school; or infringes upon the general health, safety and welfare of students or employees.

Sexual harassment, includes unwelcome sexual advances, requests for sexual favors, taking, sending or receiving by way of any electronic device sexually explicit videos, pictures or auditory recordings or other verbal or physical conduct or communication of a sexual nature.

Insubordination:
Students are expected to comply with any reasonable request from any staff member. Failure to do so is considered insubordination and could result in detention or suspension depending on the circumstance.

Late to Class:
Students who will be arriving late to class must have a pass from the previous location. Students unable to produce a pass will be considered tardy. Three unexcused class tardies will result in an after-school detention.

Open Containers:
Generally, beverages should only be consumed during lunch periods and in the cafeteria only. In grades 7 and 8, students may be allowed to have water bottles in class if they are used appropriately. Some classes will prohibit water bottles due to safety and protection of materials (science lab, instrumental music, art classes, computer labs, etc.). Students are responsible to dispose of and/or recycle their bottles. Plastic containers are preferred, no glass containers. Students in grades 4-6 are allowed to possess water bottles within their classroom.

Physical Contact:
Students are expected to keep their hands to themselves at all times and refrain from any kind of physical contact (slapping, hitting, punching, pushing, poking, grabbing, etc.) with another person. Physical contact of any kind will not be tolerated. Violations could result in detention, suspension and/or be subject to a Superintendent’s hearing.

Possession of Drugs/Alcohol/Tobacco/Tobacco Products:
Possessing, consuming, selling, attempting to sell, distributing or exchanging alcoholic beverages, tobacco, tobacco products or illegal and/or controlled substances, counterfeit and designer drugs, or paraphernalia (including but not limited to, vaporizers and electronic cigarettes) for use of such drugs or being under the influence of any such substances on school property or at a school function is prohibited and is cause for an immediate 5-day suspension and a due process hearing. Students will be required to attend assessment sessions with a counselor as a follow-up intervention. Over the counter medications (including pain relievers, cold medications, supplements, vitamins, herbal supplements, etc.) are also included in this clause and should only be kept and administered in the nurse’s office. The Marcellus School District policy of maintaining a “Smoke-Free” campus, prohibits any individual from the use of tobacco products on school property.

Technology:
Students are expected to follow the expectations of our acceptable use policy (included within this handbook). Our resources are for educational use. Students who access another student’s school accounts (Schooltool, Google, Network, etc.) or use our school technology resources inappropriately may lose access to technology while here in school and may also have their accounts disabled. Additional consequences may also be given.
CAFETERIA EXPECTATIONS

Students are expected to:
✓ follow directions and obey all reasonable requests given by an adult
✓ remain seated at tables unless given permission to do otherwise
✓ talk quietly and confine conversation to their table only
✓ use appropriate table manners
✓ cooperate with recycling procedures by placing all debris in proper containers
✓ leave their eating area (table and floor) clean
✓ eat food in the cafeteria only
✓ wait quietly and orderly in lunch lines
✓ 7/8 students may not go to lockers during the lunch period

STUDY HALL GUIDELINES FOR GRADES 7-8

EXPECTATIONS:
1. Come to class with work to do or a book to read.
2. Work silently and independently.
3. No food is allowed in study hall.
4. Water bottles are permitted if allowed by the specific teacher.

PASSES:
1. Locker passes will only be issued in case of emergencies.
2. You may ask for a 10 minute book pass if you need to get a book from the library.
3. If you need to do library research or use the computers, you must bring a pre-signed pass from your teacher.
4. If you are on the restricted list, then you will not be allowed to leave study hall without a pre-signed pass.

SIGNING OUT (AND IN):
1. You must sign out from study hall. This includes your name (written legibly), your destination and the time you left.
2. Before returning to study hall you must have your pass signed by the librarian or other library staff. If you go to the office, you must have your pass signed by office personnel. If you go to see a classroom teacher, you need to have that teacher sign your pass before returning to study hall.
3. When you return to study hall, you are to show your signed pass and sign in.
CHECKLIST FOR PARENTS TO ENSURE
THEIR CHILD’S ACADEMIC SUCCESS:

EACH DAY YOU CAN:

 ✓ Help your child set up a schedule of when homework will be completed nightly.
 ✓ Be sure your child has a quiet location free from distractions and a time set aside that you can monitor to complete homework.
 ✓ Encourage your child to read the section of the book assigned before completing homework.
 ✓ Make sure your child is filling out the agenda book completely and consistently.
 ✓ After your child has completed homework check it for quality and be sure to cross reference the work with the agenda book.
 ✓ Be sure that your child has completed work placed in a homework folder ready to hand in daily.
 ✓ Help your child with organization each night.
 ✓ Encourage your child to ask for additional help from teachers. This may include the CLICK program for grades 4-6th or after school with teachers for grades 7-8th.
 ✓ Utilize websites that teachers may use to communicate classroom information.

EACH WEEK YOU CAN:

 ✓ Log on with your child to check your child’s grades on Schooltools (grades 6-8th). Look for patterns of homework completion and test grade achievement.
 ✓ Help to ensure that your child attends school regularly and if they are sick check teacher Google classroom for assignments or call the office to ask for assignments to make the return to school easier.
 ✓ Have your child regularly clean out and organize their binder(s)/backpack so only current materials are there.

If you are consistently providing this structure for your child and little to no academic progress is being observed please e-mail or call the teacher with your concerns. If your child is struggling in multiple classes please contact Mr. Wing or Mrs. Reynolds to coordinate a plan that will work for multiple subjects.
Six Steps to Selecting Sources

Step 1 → Consult with your teacher to determine what types of resources will be most appropriate for the project at hand.

Step 2 → Consider whether you need primary or secondary works or a mixture of both. Examples of each kind of source can be found on pages six and seven of the research handbook.

Step 3 → With the assistance of a reference librarian, consider which search tools will direct you to the most relevant sources.

Step 4 → Try to vary your search tools.

Step 5 → Begin early in case interlibrary loan is needed to obtain research owned only by other libraries.

Step 6 → Remember that one quality source can, in its References, point to many other valuable and usable resources.

What to Avoid When Searching for Sources on the Internet

You have access to so much information on the Internet, but not all of the information can be found is appropriate for a research paper. Try to avoid the following:

- Blogs based solely on opinion
- Sites ending in “.com”
- Wikipedia.com or any site that allows for user modifications
- “Ask” sites

While researching on the Internet, aim for the following:

- Sources with facts and limited opinions
- Sites ending in “.edu” or “.org”
- Articles with a cited author and a list of resources that were used to create the document
- Databases and other reputable sources
- Diversity of sources

Remember—Sorting through all of the information on the Internet can be difficult. Take your time and evaluate the resources so that that information can help you revise your hypothesis and enhance your research paper. Don’t just use the first sources you find.

For more information on citation, check out the MLA Style Guide: http://owl.english.purdue.edu/owl/resource/747/01/
Citing Sources

1. As a district, we require students to cite using MLA (Modern Language Association) format, which requires the following:
   a. Clearly identify the “Works Cited Page” (A “Bibliography” is a list of all sources looked at throughout the research process. A “Works Cited Page” is a list of all resources referenced within the project.)
   b. Be sure to include all available information
   c. Alphabetize sources by the first letter of each citation
   d. Use hanging indentations
   e. When including dates in a citation, write it as “day month year” (example: 7 July 2011).
2. When citing sources, encourage students to use the MLA formulas below.

Common MLA Citation Formulas

Book
Author’s last name, first name. Title of book. City of publication: Publisher, Year of publication. Medium of publication.

Periodical (Print or Online)
Author’s last name, first name. “Title of article.” Title of periodical. Date of publication: Page/paragraph number(s). Medium of publication.

Database
Author’s last name, first name. "Article title." Journal title. Date of publication: Page/paragraph numbers used. Database title. Date of access.

Website (Entire Site)
Editor, author, or compiler last name, first name (if available). Title of site. Version number. Name of institution/organization affiliated with the site, Date of resource creation/last update (if available). Medium of publication. Date of access.

Website (Single Page Within a Site)
Editor, author, or compiler last name, first name (if available). “Title of web page.” Name of site. Version number. Name of institution/organization affiliated with the site, Date of resource creation/last update (if available). Medium of publication. Date of access.

Web Image
Artist’s last name, first name (if available). “Title of the work.” Medium of work. Name of site. Version number. Name of institution/organization affiliated with the site, Date of resource creation/last update (if available). Medium of publication. Date of access.

Encyclopedia Article or Reference Work

Works from an Anthology
Author’s last name, first name. "Title of the work." Title of Collection. Editor's name(s). City of publication: Publisher, Year. Page/paragraph number(s) used. Medium of publication.

Film
Title. Director. Lead actors. Studio distributor, Year of premier. Medium of publication.

Interview—Personal
Last name of interviewee, first name. Type of interview. Date.

Interview—Professional
Last name of interviewee, first name. Interview with name of interviewer. Publication/show in which the interview appeared. Date: Page/paragraph numbers (if applicable). Medium of publication.

Television or Radio Program
"Title of episode." Title of series. Name of network. Call letters of station, City in which viewing occurred. Date of broadcast. Medium of publication.
Plagiarism Protocol for All Curriculums

**Plagiarism** is defined as 1. (n) a piece of writing that has been copied from someone else and is presented as being your own 2: the act of plagiarizing: taking someone’s words or ideas as if they were your own.

**Our school’s Mission Statement**

The mission of the Marcellus Central School District is to provide an education which challenges, nurtures, and supports each child as a whole person. The responsibility for this mission lies with the entire community including students, staff, parents, and community members. It is our intent that each student will develop the responsibility, the confidence in his/her talents, and the knowledge necessary to function as a productive and contributing citizen in a diverse and changing world.

**Rationale**

We at Marcellus Central School District understand and value the concept of intellectual property. We strive to teach students the responsibility of documenting the ideas of others. To do so, we believe that we must not only teach the ethics and mechanics of documentation, but we must also hold students accountable for the ethical use of ideas and words of others.

**Responsibilities**

It is the **student**’s responsibility to:

- Read and keep a copy of outlines, directions, checkpoints, and deadlines
- Ask questions and to seek help from teachers and librarians
- Follow the MLA, APA or appropriate research guidelines for the discipline (for example, history- Kate Turabian, Chicago Manual of Style. The information is available to all students 7-12 in the libraries.
- Submit only his/her work

It is the **teacher**’s responsibility to provide when appropriate:

- Explicit requirements and directions
- Opportunities for students to seek extra help and guidance

**All of the following are examples of plagiarism:**

- Turning in someone else’s work as your own
- Giving or sharing your work with another student in any fashion, at any time.
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure without giving credit
- Copying so many words or ideas from a source that it makes up the majority of the work, whether you give credit or not
- Cheating, copying on an exam, test, quiz, homework, or any type of assignment.
- Inadvertent or unknowing plagiarism caused by sloppy research or writing technique
- Handing in work for one course that you or someone else handed in for credit in another course without the permission of both instructors
- Producing work in conjunction with other people (e.g. Another student, tutor, or parent) which should be your own independent work
- Documentation that does not check out or does not match work cited
- Work that suddenly appears on the final due date without a clear provenance (lacks evidence of process or does not meet requirements)
Be careful! Changing words of an original source is not sufficient to prevent plagiarism. If you have retained the essential idea of an original source, and have not cited it, then no matter how drastically you may have altered its context or presentation, you have still plagiarized.

Consequences for Plagiarism
- The student or students involved in the incident will receive a zero for the whole work or part of the work. This will be left up to the teacher’s discretion depending on the assignment in question
- No alternative assignment will be provided
- Teacher will notify the Main Office and write misconduct for the purpose of verification and accurate record keeping.
- Teacher will notify the parents or guardians

EXTRA-CURRICULAR ACTIVITIES
Expectations for Participation in Extra-Curricular Activities

There are many opportunities for students to be involved in extra-curricular activities and events at Marcellus. We encourage students to become involved in clubs, activities, events that match and/or expand a student’s interest, skills and talents as it creates connections to school. Listed below are some of the activities and events available to our students at DMS.

Along with participation comes expectations and responsibility. Participation in extra-curricular activities is a privilege that all students deserve as long as attendance, behavioral and academic expectations are met. Marcellus Central Schools has a long-standing set of expectations for conduct on school property and at its functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, integrity, and the belief in the educational goals of the organization.

As a participant in extra-curricular activities/events, students have the responsibility to:
- Contribute to maintaining a climate of respect and dignity for persons and property, as well as, a safe and orderly environment that is conducive to learning.
- Be familiar with and abide by all Marcellus Central School policies, rules and regulations dealing with student conduct, including building level Student Handbooks.
- Attend classes every scheduled day, on time, and prepared to learn.
- Put forth his/her best effort in all academic and extracurricular pursuits, striving toward their highest level of achievement possible.
- Accept responsibility for their actions.
- Conduct themselves as representatives of Marcellus Central School when participating in or attending Marcellus Central School sponsored extracurricular events, holding themselves to the highest standards of conduct.

Extra-Curricular activities which meet at least six (6) times a year require eligibility to participate. Such activities include but are not limited to: athletics, intramurals, ski club, student council, yearbook, honor society, drama club. Eligibility is not required for events or activities that are part of the school program or where students earn a grade for participation, for example, band and choir.

As part of the eligibility requirements, students participating in extra-curricular activities and athletics are expected to agree to and sign an Academic and Behavior Contract. A copy of this contract which includes the expectations for participation is show below.
Administrators may suspend a student’s participation in extracurricular/athletic activities, events and/or other privileges as a consequence for student misconduct or in situations where students are not meeting the eligibility requirements. A student subjected to a suspension from extracurricular activities or other privileges is not entitled to a full hearing pursuant to Education Law § 3214. However, the student and the student’s parent will be provided with a reasonable opportunity for an informal conference with the Marcellus Central School District official imposing the suspension to discuss the conduct and the penalty involved.

Expectations for Participation in Extra-Curricular Activities
Academics and Behavior Contract

This is a copy of our Participation Contract. If a student participates in a club or activity, he/she will be asked to sign this contract.

Extra-Curricular Activities are defined as any school activity meeting at least six (6) times a year, including athletics. It does not include activities that are part of the school program or are graded, i.e., concerts, HS select choir.

1. Students participating in any extra-curricular activity will abide by the District Code of Conduct.
2. Students must be academically eligible to participate in extra-curricular activities.
3. Students failing two or more classes at the end of each 5 week marking period must meet the following criteria to be academically eligible:
   - attend class
   - be on time for class
   - turn in all homework
   - stay after school with the teachers for extra help
   - turn in the Academic Probation Sheet to the coach or advisor weekly

The Athletic Director, Advisor, Administrator or Counselor will meet with each academically at-risk student to review the Academic Probation Sheet. The student is responsible to have the eligibility form signed by the teachers weekly and turn it into the coach or advisor each Friday.

Students who are not meeting the above expectations will be ineligible to participate until they meet with the building administrator or athletic director and demonstrate that they are passing or meeting the above criteria.

The use of drugs (illegal or prescription), alcohol, or tobacco is prohibited as per the District Code of Conduct. Violations of this policy will be addressed by the District Code of Conduct. A Superintendent’s Hearing may result in additional penalties related to athletic or extra-curricular activity participation.

Students are expected to follow all school rules and regulations. Misconduct reports and consequences will be addressed by the building administration.

Students are expected to be in school all day. If a student has a legal excuse for being tardy, they must be in school for at least ½ day to participate in extra-curricular activities.

Because of health and safety reasons, absences and tardiness due to illness will exclude students from activities, practices or games on that day. Students are to communicate with their coach or advisor if they are to be absent for any reason.
We offer a wide variety of athletic opportunities for students including: soccer, football, wrestling, volleyball, basketball, track, softball, baseball, tennis, lacrosse, cross-country, gymnastics, and golf. Students are encouraged to get involved and try a sport. All students must have a physical on file and complete the necessary paperwork to participate. Additionally, throughout the course of the season, students must be academically eligible to play. Please refer to the Expectations for Participation included in this handbook and the Athletic Code of Conduct posted on the district website.

Physical examinations are required for all students participating in interscholastic sports. These examinations are routinely provided by the school physician, or they may be completed by the child's personal physician. Proof of this physical examination must be on file in the health office before a student is allowed to participate in any practice or game. Physicals are valid for 12 consecutive months.

ATHLETIC CODE OF CONDUCT

Students who participate in athletics, and their parents, are required to familiarize themselves with the Interscholastic Athletic Plan. All expectations in this plan will be strictly enforced through the athletic department. In addition to policies and procedures for athletics, this plan describes behavioral and academic expectations for student athletes to be eligible to participate in sports. The Interscholastic Athletic Plan and a sign up card should be obtained when a student is interested in participating in a sport. All necessary paperwork needs to be completed for a student to begin athletic participating.

SPORTS STUDY HALL

Sports practices will generally start at 3:20 p.m. each day. Student athletes need to report to the Sports Study hall daily at 2:30 unless special arrangements have been made for that day.

GENERAL EXPECTATIONS:
1. Go to sports study hall with all your work and materials to complete assignments. If you have no homework you should have a book to read.
2. Work silently and independently. Students are not allowed to distract others from their work.
3. Food and drinks are allowed, but please take care of your trash and leave the area as you found it.

PASSES:
Prior to coming to sports study hall, students should use the 9 minutes to go to lockers, visit the restroom, fill water bottles, etc. Passes will be issued by study hall supervisors on a limited basis. If you need to see a teacher or to do work in the library, you must bring a pre-signed pass to sports study hall. Students can obtain pre-signed passes during the day when they are with their classroom teachers.

Students will sign a contract at the beginning of their sport season which outlines all expectations for sports study hall. Students unable to meet the expectations for appropriate behavior will be given a warning. If the student continues to misbehave he/she will lose the privilege of attending athletics that day. Students will be allowed to go to the office to call home to inform parents of this consequence. Students are encouraged to spend this time after school with a teacher to receive extra help instead of sports study hall.

EXPECTATIONS FOR BEHAVIOR AT ATHLETIC CONTESTS

Whether students attend home or away contests, all school expectations for behavior/conduct are to be followed. Students should represent themselves and Driver Middle School in a respectable manner. As a spectator students should remain in the seating/concession area and display positive spectatorship. This means, spectators will cheer on the team without rude, disrespectful or inappropriate language or actions and demonstrate respect for the players, officials and other spectators. Students in grades 4-8 should be accompanied by a parent at all athletic contests.
A LETTER TO PARENTS

This agenda will be a valuable tool for you and your child. The handbook at the beginning of the agenda has been created to provide students and parents with relevant information regarding school procedures and expectations. We hope that it will answer some of the questions you may have regarding logistics at DMS. We also hope it will help us work together to help our students be successful.

Students are asked to keep this agenda with them every school day. Not only does it contain the student handbook information but the remainder of the book will be a tool for students to keep track of their daily school work and homework.

Parents are encouraged to check their child’s agenda regularly to obtain an awareness of classroom plans and expectations. You may also find an occasional note from the teacher.

Please let us know that you have looked through this agenda and have read the student handbook. We would suggest you take some time to discuss the information with your child at the beginning of the school year and then maybe revisit the handbook again once or twice throughout the year.

By submitting this signed page you are agreeing that you have read, accept and agree to the information within this handbook, especially:

✓ The Internet Acceptable Use Policy
✓ The Expectations for Appropriate Behavior
✓ The Eligibility Policy for Participation in Extra-Curricular Activities including Athletics
✓ The emphasis on bullying and the Dignity for All Students Act

If you do not want your child to have access to the Internet or Network through any District computers/equipment, please contact the building principal.

Complete the information below and have your child return the bottom portion of this page to his/her homeroom teacher. Thank you for your cooperation and please contact us at any time you have questions, concerns or comments.

-------------------------------------------------------------------------------------------------

Student’s Name: ___________________________ Grade: ________ Date: ___________

Student Signature: _______________________________________________________________

Parent Signature: _______________________________________________________________

(Return this portion to your child’s homeroom teacher)