

PARENT/STUDENT HANDBOOK



*"Educated in East Aurora today,
to better serve the community tomorrow."*

EAST AURORA MIDDLE SCHOOL

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Dear Parents and Guardians,

This handbook of practices is a readily available resource summary to increase your knowledge and understanding of how East Aurora Middle School operates and of the basic educational philosophies which serve as our guide.

The rules, regulations and information in this book are drawn from the East Aurora Union Free School District Policy Manual compiled by the Board of Education. The purpose of this book is to bring the policies to you in a user-friendly format as to help build a cooperative team approach between school and home. It has been found that only when schools and families work together to educate children that the maximum results can be achieved.

Please take the time to sit down as a family to review and familiarize yourself and your child(ren) with what is contained in this handbook.

On behalf of the entire staff of East Aurora Middle School, we would like to thank you for your continued support. We welcome the responsibility with which you have entrusted us and promise to provide your child(ren) with a meaningful and quality education experience.

Your Partner in Education,

Mark D. Mambretti

District Mission Statement

The East Aurora School District will provide environments, experiences, materials and professional talents to help each student prepare to live in society as a contributing, self-fulfilling and caring citizen. The school will endeavor to develop, in each student, a lifelong desire for knowledge and the skills to acquire it. The school will promote learning in the context of common sense, hope for a better future and a deep respect for humanity.

Middle School Philosophy

East Aurora Middle School is committed to being among the best Middle Schools in Western New York. While the main focus of school is academic, the development of the whole person can not be ignored. We are here to help students grow in knowledge, wisdom, and maturity. We guide them to a better knowledge of themselves and the world around them. We work to enkindle in them their passion, give them the tools to achieve their goals, and help polish the skills and talents that they possess.

East Aurora Middle School is a place where many of our students work through the problems of growing from childhood into young adulthood. Students learn how to relate to and to communicate with other children, to work with adults, to form friendships and to resolve conflicts. They learn to work as members of groups and teams. Perhaps one of the most important experiences students have in our school is sharing common academic learning with others of varying backgrounds.

Our school is not just a link between the elementary school and the high school. It has a purpose all its own. The Middle School provides an environment that:

- acts as a stabilizing force in the lives of early adolescents,
- equips students with the necessary academic and social knowledge skills and attitudes to succeed in the middle-level grades, high school and beyond,
- serves as a special place for students - a refuge and a support during a time of dramatic change,
- establishes in students a connection with school and with its purpose,
- instills in students a sense of positive self-worth, self-respect and self-confidence and a belief that each can succeed,
- provides opportunities for self-exploration, self-definitions and self-development in the cognitive, affective and physical domains, and
- provides opportunities and experiences for students to develop and practice responsible personal behavior, individual accountability and initiative and a respect for others.

We expect our students to:

1. Listen and follow directions without continually asking to have them repeated
2. Study subjects each night even if there is no written assignment.
3. Complete homework, projects and long range assignments on time.
4. Make up all work which was missed due to absence.
5. Develop good work skills:
 - Write legibly and in complete sentences.
 - Use correct writing, spelling, etc. in all classes.
 - Maintain orderly notes, notebooks, lockers, so books and information can be located easily.
6. Follow specific classroom rules established by the office and teachers.

A Safe Learning Environment

The number one priority of East Aurora Middle School is to be a safe learning environment for everybody who comes into the building. To this end, the school makes rules that:

- 1) ensure the safety of children, faculty, and staff (physically, mentally, and emotionally)
- and
- 2) ensure that East Aurora Middle School remains a learning environment (free from any and all distraction).

To this end, we have developed five core principles to guide all student behavior

East Aurora Middle School students have the responsibility to:

- 1) Show respect for their teachers and peers by being polite and friendly
- 2) Show respect for their school by cleaning up after oneself and not damaging school property
- 3) Report to all scheduled classes and activities prepared and ready to learn
- 4) Make appropriate language and clothing choices
- 5) Follow all reasonable requests that any adult makes

As part of a larger learning community, students should realize that every administrator, teacher, aide, staff member, substitute, secretary, coach, nurse, bus driver, and maintenance worker at East Aurora Middle School is entrusted with every child's safety, health, and education. In turn, any adult can guide, teach or discipline a student. All of these adults are to be respected at all times, including anywhere in the building or on the grounds, at off-campus school sponsored events, field trips, and sporting events. Any student who is disrespectful or disobedient towards any of the above mentioned persons, who violates any safety rule, or threatens another individual's basic rights will receive disciplinary action.

Furthermore, as active and involved members of the community all students also have a responsibility to help others make good, safe choices and report to school personnel when they have knowledge of others having not made or planning not to make good choices. Students also have an obligation to seek out help to deal with their problems or anger.

Absences

School attendance is mandatory in New York State from the age of seven (7) until the age of sixteen (16). By law, parents are held responsible for their child's unexcused absences.

Excused Absences, Tardies and Early Departures

- Personal illness
- Illness or death in family
- Unsafe travel condition (may not be used when busses are running)
- Religious observance
- Medical appointment
- Quarantine
- Required court appearance
- Late bus

Unexcused Absences, Tardies and Early Departures

Any absence not included as excused is considered unexcused, including:

- Family vacation
- Hunting
- Babysitting
- Haircut
- Oversleeping
- Missed bus
- Private instruction

If your child is ill or unable to attend school, parents are to call the school office at 687-2453 *before 8:00am*. If we have not received a phone call, the school attendance secretary will call home and/or the parent's place of employment to determine the reason for absence. Working with the Erie County Health Department, we may ask if your child shows signs of a particular illness that the DOH may be tracking.

Within 48 hours of returning to school, state law requires parents to provide a written note excusing your child for the days they missed. The note must include child's name, reason for absence, date and signature of legal responsible person (parent or guardian). Any absence without a note is considered illegal. Parents will be notified each time a student receives a cumulative total of five (5) absences.

Studies show that regular attendance is one of the most essential elements to academic success and every effort should be made to schedule appointments outside of the school day.

Academic Honors

Honor Roll is reserved for students with a 90.00+ average
Merit Roll is reserved for students with an 85.00+ average

Academic Intervention Services (AIS)

Specialist helps students become successful in the classroom by providing academic intervention primarily in the area of English Language Arts (ELA) and Math. Instruction may occur within the classroom or in small, pull-out groups. By collaborating with the classroom teachers, a variety of teaching strategies and parallel tasks are used to help prepare students for success on all NYS assessments. Students usually remain in the program throughout the school year and are reevaluated each year. Students scoring 1 or 2 on the state assessments are required to participate in academic intervention services.

Advanced Placement

Students who show exemplary progress in Science, Math, or Instrumental Music (Band) will be notified that they are eligible for placement in advanced classes. In making this determination, faculty follow a rubric which gauges student progress in a number of areas including academic success in the particular subject, overall academic success, behavior, maturity, and potential for success. Each of these classes comes with its own requirements and responsibilities. If you are interested in your child's placement in these classes, it is the parent's responsibility to begin a dialogue with the particular teacher about what it would entail. Note that due to class size limitations, classes may be closed. Late summer parental requests will not be honored.

Bell Schedule:

It is essential for the smooth running of the school that students familiarize themselves with the bell schedule. Students are expected to be at their assigned location and in their seat ready to learn when the bell rings. *For times of the current bell schedule, see Appendix III*

Bicycles, Rollerblades, Skateboards and Scooters

For safety's sake, bicycles must be walked on school grounds. Bicycles must be left in the bike rack and it is the rider's responsibility to make sure they are secured. Rollerblades, scooters, and skateboards must not be used on school grounds. Students should use the building's sidewalks and are never allowed to walk or ride through the school parking lot.

Birthday Celebrations

We recognize that each child's birthday is a special occasion. How these days are celebrated can vary from teacher to teacher. If you wish to send a treat in with your child or send in balloons, please contact the teacher first to check on possible food sensitivities or latex allergies. They will work with you on how they would like the treat to be distributed. Often other students will come in before school to decorate a child's locker on the day of his/her birthday celebration. These decorations of wrapping paper and bows/ribbons are permitted and will be left up for two days and then must be removed. Please note that the school cannot accept flower or balloon deliveries for your child.

The administration would prefer that birthday party invitations be mailed or given to students outside of school so that no child feels left out. If a birthday party is planned for after school, please make arrangements to get the children to your house or the party location without disrupting the normal flow of dismissal traffic. In order to ensure a safe environment in the parking lot, limousines are not permitted to pick up students at the end of the day.

Bullying and School Violence

At EAMS, we believe that everybody has a right to a safe and enjoyable day. The prevention of any and all bullying behavior (including cyber) and all acts of violence is a priority. This can include pushing, shoving, hitting, name calling, picking on, making fun of, laughing at, verbal threats and/or excluding someone. Bullying causes pain and stress to victims and cannot be justified or excusable as “just teasing” or by any other rationalization. School administration and the counseling staff will take all reports of bullying and violence (including threats of violence or bullying) seriously. Depending on the nature and severity of the bullying or violence, the School Resource Officer may be involved.

Bus Behavior

Conduct on the school bus is an extension of the courteous behavior expected of our students everywhere. The student’s responsibility for behavior begins at the point of pickup and continues until one returns home, to the school or school sponsored event, and leaves the bus. Students have duties and obligations, which contribute to their safe and orderly transport. They are under the supervision of the bus driver while riding the bus.

When on the bus, children are to remain in their seats. Throwing items, littering and being noisy are forbidden on the bus. Children may not bring onto the bus items such as glass containers, pets, large class projects, hockey sticks, skateboards, skis and/or poles, kites, baseball bats, etc. These are potential sources of distraction or danger. No student is permitted to leave the bus except at his/her regular stops unless written permission has been given by the parents and/or guardian and the principal.

The bus driver is responsible for the safe operation of the bus. A child who persists in misbehaving and violating the code of conduct for riding the bus shall be denied the privilege of bus transportation until such time as school authorities have received assurance of good conduct from the child and the parents.

Cafeteria

A hot entrée, soup, salad, sandwiches, a la carte snacks and beverages are available for purchase for students on a daily basis for students. A monthly calendar is sent home with the menu.

EAMS participates in the Federal Free and Reduced Breakfast and Lunch program. Information and eligibility forms are sent home at the beginning of each school year.

No student is to go hungry: Should a student forget their lunch money, they are to report to the school office, where they will be given an IOU to be repaid the following day. IOU's are not given for snacks.

Cafeteria Rules

Students must make choices to maintain a safe, clean eating environment. Students are to remain seated, keep their eating area clean, dispose of their trash, refrain from excessive noise, and not throw or play with food. In short, they should follow all basic kitchen/restaurant rules. No glass bottles are permitted. *Only 8 students are allowed per table.*

Students should find their seat for the day and stay in that seat except when buying food or throwing away garbage. Students must ask permission to use the rest room. Students are responsible to pick up after themselves, making sure the cafeteria is clean and ready for the next group.

Cheating/Plagiarism

It is expected that all students will perform their academic endeavors with honesty and integrity. Giving or receiving unauthorized assistance, including plagiarism, is considered cheating. Students who copy other student's work or cheat on a test, assignment or other class related work will be penalized. Teachers may give a 'zero' for the assignment. If cheating is determined on a Regent's exam, it is at the principal's discretion to determine if the student automatically fails the exam.

Classroom Placement Preference

East Aurora Middle School is a high performing school with a strong and caring faculty. Our teachers and counselors work diligently to make class placement decisions based on the academic, social, and behavioral needs of every student in addition to required support services, and gender balance. We ask that you trust our judgment in this process by not requesting a particular teacher. Parent requests for teachers offset our careful planning process and, therefore, will not be accepted. If, however, there are legitimate, documented, extenuating circumstances that may alter our decisions, please describe these circumstances in writing and send them to your child's counselor. Do **not** request a specific teacher. We encourage parents to help your child understand that they need to get along with everyone and learn how to make new friends in all situations.

Classroom Telephones

Teachers are not able to receive phone calls during the day unless a pre-arranged appointment has been made. Parents calling for teachers will be put into the teacher's voice mailbox.

Computer Acceptable Use Policy

All members of East Aurora Middle School (faculty, staff, and students) are required to have on file with the computer teacher a signed copy of the "Acceptable Use" policy

which outlines an understanding of appropriate/inappropriate use of computers and the internet.

Student passwords are unique and will follow a student throughout their career at East Aurora. These passwords are never to be shared as students are responsible for all computer activity done while signed in under their name.

Cooperation with Law Enforcement

EAMS will cooperate fully with law enforcement and any other appropriate legal or governmental authority.

Counselors

The Middle School counselors work closely with students, parents, teachers and the administration to help promote a positive atmosphere in the Middle School. School counselors help students with: Making good decisions, developing friendships, adjusting to school, high school planning, family situations and relationships. Parents can schedule an appointment with a counselor at any point of the year. Students are encouraged to connect with their school counselor during the school day if they are experiencing any social, academic, or emotional difficulties.

Detention

At times, student behavior merits detention. At the principal's discretion, detentions are served either during a student's lunch time or after school. During detention, students are to sit quietly in their seats. They may work individually on assigned projects/class work but may not talk to others.

Parents will be notified when students receive detention for disciplinary actions and each time a student receives a cumulative total of five (5) days of detention. If a student skips an assigned detention, they receive the original day plus an additional day's detention.

The rules of detention are as follows:

- 1. Students will remain seated.**
- 2. Students will remain quiet.**
- 3. Students must bring pen or pencil.**
- 4. Students will work the entire period.**
- 5. Students will not eat, chew gum, drink or sleep in detention.**
- 6. All regular school rules are in effect during detention.**

Dress Code:

All students are expected to give proper attention to their appearance and personal hygiene. Students should dress appropriately for school and school functions. Teachers and all other district personnel will reinforce acceptable student dress as to help students develop an understanding of appropriate appearance.

Student dress should be safe, appropriate, and not a distraction to the learning environment:

1. Extremely brief garments, such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front or back), short shorts, and see-through garments are not appropriate.
2. Underwear must be completely covered with outer clothing.
3. Footwear must be safe and appropriate.
4. Sleepwear and pajamas are not appropriate for school.
5. Hats, hoods, and headgear are not permitted.
6. Clothing may not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability. Nor may clothing promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

A basic rule of thumb is that if there is any doubt if an item is appropriate for school, chances are that it is not. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item.

Early Arrival

Students who do not participate in the breakfast program are not allowed in the building before 7:50am. Students must wait in the cafeteria until 8:00 (when the busses arrive) before they are allowed into the main building.

Early Dismissal

Except in cases of emergency, written notice of early dismissal should be sent in the morning of the dismissal. All students must be signed out of the main office by a parent or legal guardian.

Emergencies at School

If there is an emergency at school, it is very important that students remain with their teacher while quickly and quietly following all direction without question or hesitation.

District personnel will follow the District Safety Plan in assessing and dealing with the situation.

It is essential that the school have updated parental contact names and numbers. Any change in this information must be reported immediately to the office.

Extended Learning Time (ELT)

When it may benefit a student to spend additional time working with a teacher, a teacher may assign ELT to a student. ELT runs from 2:35 – 3:15 Tuesday through Friday. At 3:15 students may take the late bus, walk home or to the Boys and Girls Club or be picked up. No students are allowed in the building after 3:15pm.

ELT may be assigned for remediation or to make up missed work. ELT is not disciplinary. ELT happens with the teacher in their classroom. Due to it involving arranging of schedules, if a student who is assigned to ELT does not attend without prior notification, it will be treated as if they skipped a class.

If a student believes that they would benefit from extra time with a teacher, they may request and schedule it at a mutually agreeable time.

Extra Help

If a student does not understand his/her class work/homework or project:

1. Ask a homework buddy or friend.
2. Ask the teacher for extra help.
3. Schedule a parent/student/teacher conference by contacting the teacher through the Main Office

Extracurricular Activities

Students are given the opportunity (and encouraged) to participate in the life of East Aurora Middle School outside of their academic schedule. Sports, clubs, and special events are each governed by their own set of rules and each comes with a responsibility of good behavior. In all cases, academic priorities comes first, disciplinary action comes second and participation in these activities then follow.

Family Educational Rights and Privacy Act of 1974

(See Appendix IX)

Field Trips

The use of field trips to supplement the educational process is encouraged. If parents are asked by the classroom teacher(s) to serve as chaperones, other siblings will not be allowed on the trip. A signed permission slip must be provided to the teacher prior to any child being allowed to go on a field trip. Without a signed permission slip, the child will remain at school where they will work on school work. *No verbal permission will be allowed.* All students are expected to demonstrate correct and proper behavior while representing East Aurora Middle School on a field trip.

Final Exams

Each June, students participate in cumulative final exams. These exams are given the final week of school and are designed to summarize the knowledge taught throughout the year. Students should work hard to ensure their best performance on these exams.

Fire Drills

During fire drills, students are expected to walk quickly and quietly with their class. The fire drill does not end until all students have returned to their classrooms and an announcement has been made.

Food and Drink

Students should refrain from eating food and/or drinking beverages outside of the cafeteria. In warm weather, student may be allowed to bring water in a closed, plastic container to class. Food and drink should not be stored in a locker for any length of time.

Foreign Language

Students entering 7th grade will begin studying a foreign language. Students will be polled for their preference of French, Latin, and Spanish. Effort will be made to give students their first choice.

Gum and Candy

Gum and candy are not permitted in East Aurora Middle School.

Health Services

A health professional is always available to students. Students needing to see the nurse should ask their teacher and report directly to the health office.

For the safety of your child, any piece of relevant health information should be kept on file with the nurse. This information is kept in the strictest of confidences.

Any request for an elevator key, short term physical education excuse, or any questions regarding health policies and procedures should be referred to the health office. If a student is to be excused from Physical Education for more than two weeks, a physician's note is needed.

In the hopes of controlling the spread of illness, please keep your child at home if they exhibit any of the following symptoms:

- Temperature in excess of 100 degrees
- Acute sore throat
- Stiff neck or swollen glands
- Rash on the skin
- Earache or drainage from the ears
- Nausea, vomiting, diarrhea
- Inflammation of the eyes or crusting of the eyelids
- Lice, chickenpox or other communicable diseases

All accidents and injuries occurring in the school building, on school grounds, on the bus, or during a school-sponsored activity are to be reported to the school official in charge and the school nurse, as soon as possible. An accident report will be completed.

Home Instruction

The East Aurora Union Free School District makes available home instruction for students who are ill and must be confined to their homes or a hospital for a period of more than three weeks from the date Home Instruction is requested.

Home Instruction requests must be made by the parents of the child, in writing to the Director of Pupil Services. The parent request must be accompanied by a written statement from the attending physician requesting Home Instruction. The attending physician's statement must include:

- 1) The nature of the illness
- 2) Whether the illness presents any health risks to a visiting teacher
- 3) The approximate date of the student's expected return to school. (Note that the child must be expected to be absent for ten days after the request is received.)

All information furnished to the school will be held in strict confidence. Requests for Home Instruction are subject to approval by the Director of Pupil Services and the School Physician. Students receiving Home Instruction will be given as complete a program as is practicable. Emphasis will be placed on basic academic subjects. Home Instruction will not be offered in subjects requiring specialized equipment or spaces. Students in grades K-6 receive instruction five hours per week. Students in grades 7 – 12 receive instruction ten hours per week.

Homework

Homework is assigned to help reinforce a skill or concept that was taught that day, review a previously learned concept, or introduce new information. The amount of homework assigned will grow incrementally each year and will vary with each subject area. If your child struggles with a particular assignment at home and cannot complete it, we advise that you write a note to the teacher to explain the difficulty your child experienced. Teachers need to be aware that your child made a sincere attempt to complete the assignment, but was confused and could not go on. If your child has worked an exorbitant amount of time on one task, tell him to stop and get some rest. Call the teacher the next day and describe your child's struggle.

Ill at School

Should your child become ill at school, the school nurse will contact you at the contact numbers provided. No student will be allowed to leave the building without an authorized adult.

Inclement Weather / School Closing

When school is cancelled due to inclement weather, families will be notified via local television and radio stations (WBEN 930, WGRZ Channel 2, WIVB Channel 4 and WKBW Channel 7). Closing will also be posted on the District website, which also has a subscription feature for immediate notification. *Do not call the school to see if school is open.*

Please remember that we live in a large district with varied weather patterns. The primary factor in making these determinations is pupil safety.

Inappropriate Material

At no time may anyone bring materials of a suggestive or pornographic nature, material that promotes the use of alcohol or drugs or material that endorses or encourages any illegal activity to East Aurora Middle School. A violation of this will result in stern disciplinary action. This includes access via the computer/internet.

Late Bus

The late bus runs for eligible students at 3:15 Tuesday through Friday. Students who are riding the late bus must have a pass from their teacher. Understand that there are only two late buses in the District and so the time the route takes may vary from day-to-day.

Late to Class

If a student is detained by an adult and late for the next class, she/he must request a signed pass from that adult. It is the student's responsibility to submit the late pass to the next teacher. A student late to class without a pass from a guidance counselor, administrator or the teacher of the previous class, will be considered tardy. As it is essential that students whereabouts are accounted for and to teach responsibility, each time a student is late to class three (3) times, they will receive a detention.

Library

Students at East Aurora Middle School will have access to the Library during regularly scheduled classes (5th and 6th grade), with their class for an assignment (all grades) or before/after school by agreement with the librarian. Students are to treat all library media with care. They will be responsible for lost, stolen, or damaged material.

Lockdown (Drill)

During a lockdown and/or drill, students are expected to move quietly to an internal wall of the classroom and sit quietly until the drill has ended. No activity should take place during a lock down.

Lockers

Each student is assigned a locker. It is the student's responsibility to keep their locker orderly, clean (both inside and out), and locked. As each combination is unique, students should never share their locker combination with anyone.

Loitering

Both during and outside of the school day, students are not to congregate unsupervised in hallways, stairwells, restrooms or on school property.

Lost and Found

Students are responsible for their own personal property. A lost-and-found is kept in the main office where located items will be held until the end of the school year.

Medication in School

Oral medications, including non-prescription drugs, may be administered by the school health office if a parent submits a written request for administration of medication to the school nurse.

The following procedure MUST be followed:

- The child's physician must request, in writing, that a specific medication be
- given, prescribe the dose to be given, the time and duration of the
- treatment, and the reason for the medication being given.
- The parent is to sign and date a note requesting that school personnel give the
- medication. The medication is to be delivered directly to school personnel in the office by the parent or guardian in its original container. Do not send the medicine to school with your child. Under no conditions is medication for a child to be given to a classroom teacher.
- The medication must be clearly labeled with adequate instructions and child's name.
- The medication will be kept in a secure place in the health office.
- Most antibiotics can be taken before and after school, at dinner, and at
- bedtime. Ask your doctor to establish times that a medication can be taken at home instead of during school hours.
- Items such as cough drops may be necessary during school hours. In such cases, a written note, signed and dated by the parent must be submitted to the Office with said item. The note must contain the following information:
 1. Name of health item
 2. Reason for having said item
 3. Permission from parent for child to have and take said item

*School personnel cannot distribute any medication that is not labeled with the name and accompanied with a parent note. Students are **never** to carry medications with them during the day.*

Missing Class

If students are absent due to illness, they will be expected to complete all work that was missed. The student will be responsible for meeting with teachers upon his/her return to identify and gather necessary assignments. Parents may contact their child's counselor and request assignments in cases of prolonged absence. If a student misses a class due to a music lesson, field trip, special activity, etc., he/she is responsible for checking with his/her teacher(s) PRIOR to this absence to obtain work that will be covered that day. Each student will be expected to complete all work that was missed.

When class is missed for a legal reason (*see: Absences*) students cannot be penalized for missing class but may be required to make up missed work. It is at a teacher's discretion to offer opportunities to make up school work missed during an illegal absence.

Music Lessons

Students are excused from their assigned class when necessary for instrumental instruction. Students are responsible for adhering to their lesson schedule, informing the teacher and making up all missed work.

National Junior Honor Society

Each year, seventh grade students who excel in the areas of Academics, Leadership, Service, Character and Citizenship are invited to be a member of the National Junior Society. The NJHS moderator informs students of the criteria necessary to be considered for entry.

Non-Discrimination Policy

The East Aurora Union Free School District does not discriminate on the basis of sex, race, color, national origin, handicap in any educational program, service or activity operated by the District or supported directly or through contractual arrangements by the District.

This policy of non-discrimination includes the following areas: recruitment and appointment of employees, employee pay and benefits, counseling services for students, student access to programs, and methods of instruction and evaluation.

The Board of Education also realizes that, as a recipient of federal financial assistance, the District must comply with federal and state regulations governing vocational education. If you have questions or concerns, please contact the Director of Pupil Services.

Outdoor Safety Rules

Students should:

1. Not use the parking lot to enter or exit the building when entering or leaving school
2. Refrain from running on school grounds
3. Remove rollerblades when entering school property and walk bikes
4. Not use skateboards and rollerblades on school property
5. Park bicycles at appropriate racks and secure them with a lock
6. Not throw snowballs, apples or rocks on school grounds

Parent Conferences

Parent conferences to discuss student's progress during the first quarter will be scheduled during the month of November. Outside of this time, parents are always encouraged to reach out to their child's teacher directly to discuss their child's progress. Appointments are mandatory to meet/speak with teachers.

Parent-Teacher Organization (PTO)

Recognizing that the most effective learning environment is created when parents and teachers work together, the Middle School has a PTO. The PTO works towards improving the school experience by performing fund-raising so that it can implement educational initiatives, faculty appreciation and special events for students. *All parents are encouraged to become involved in the PTO.*

Personal Electronics (including cell phones)

As they often serve a distraction to the learning environment, students are not permitted to use personal electronics (cell phones, i-pods, mp3 players, gameboys, etc) in school. Students must leave all personal electronics turned off and in their locker. Due to the value of some of these items, it is highly recommended that students do not bring them to school at all. Students found using personal electronics will have them confiscated to be returned to the student or parent. Students will always be permitted to use the office phone to contact parents.

Problem Resolution

Most conflicts can be solved by dealing with the individuals most directly involved. Parents are urged to bring any issues or concerns that they have directly to the teacher in question by e-mail, phone or by setting up an appointment. If resolution cannot be found by this procedure, parents should next contact their child's counselor in the hopes of finding mediation. Only after this step should issues be brought to the administration's attention. Any and all information shared with the principal can and will be shared with the teacher in question in the hopes of bringing about a more effective school.

Progress Reports

Any student facing a serious academic problem following the end of the first five weeks of each quarter, will receive a progress report. These reports will be sent home with the child and are to be signed and returned. Teachers are encouraged to report to parents any significant changes (positive or negative) in behavior or academics.

In addition, parents are kept informed of progress during each quarter by a variety of methods by the teacher. Corrected test papers and class work requesting a parent's signature may be sent home from time to time. Telephone calls or e-mails can also be made to inform parents of a child's difficulties. It is expected and encouraged that parents will respond appropriately and work with the teacher in helping their child succeed.

Psychologist

EAMS is fortunate to provide students and parents the additional support of a full time school psychologist whose primary role is to tailor their services to the particular needs of each child and situation. Consultation, assessment, intervention, prevention, education, research and planning along with health care provision are available to help parents, educators and the community understand and solve many of the challenges faced by children today.

Registration

Registration for incoming 5-8 grade students (who are not coming directly from Parkdale Elementary) is done by the Middle School counselor. Please contact the school's main office and ask to speak to a counselor.

Report Cards

Quarterly Report Cards are delivered at approximately ten week intervals to students during school, with the exception of the final report of the year, which is mailed home to parents. Marking period dates are listed on the District calendar. Achievement is reported in numerical grades. Effort and attitude are reported in written comments printed under the course title. School attendance is reported for each marking period. These report cards contain information on academic achievement, school citizenship and effort. Parents are urged to discuss the report card with their child and to contact the teacher for answers to any questions.

Request for Homework

If your child will be absent for more than two consecutive days, you may request homework by calling the school office. It is suggested you call early in the day you are planning to pick up homework. Homework will be available in the main office after 2:30pm.

Sale of Items

As it can be a distraction to the learning environment and often involves carrying amounts of cash inappropriate for school, students are discouraged from bringing in fundraising items to school to sell. Furthermore, due to the number of requests they receive and a desire not to cause hurt feelings, students are not allowed to solicit from teachers/staff.

School Hours

The regularly scheduled school day for students is 7:53am – 2:30pm. Breakfast is served for those who participate in the breakfast program from 7:35 – 7:53am each day. Student may remain in school for a pre-approved, supervised reason (ELT, detention, and/or intramurals) until 3:15 each day. Following ELT, detention and/or Intramurals, the late bus leaves the school at 3:15pm Tuesday through Friday. There is no late bus on Monday. All students should leave the building immediately following their final scheduled activity for the day.

Students are expected to be in school each day during regular school hours. East Aurora Middle School does not have an 'open campus' and students are expected to be here unless signed out by a parent/guardian. Students are not allowed in the building during unsupervised times nor are they allowed to be in the building outside of the posted hours without a valid reason. Waiting for a sport practice to begin is not a valid reason.

Moreover, students have a responsibility to be in their assigned class when the period begins.

School Property

Our school buildings and equipment cost the taxpayers to construct, purchase and maintain. As such, students are to take care with all equipment, furniture, decorations and other items owned by the East Aurora Union Free School District. This includes the buildings (indoors and out), property, busses, and the cafeteria. Students found intentionally breaking, misusing, damaging or defacing school property will be subject to disciplinary and/or restitution for damage done.

School Records

Consistent with the provisions of the Family Education Rights and Privacy Act of 1974, official records, files and data directly related to their child(ren) are available to parents upon request to the principal and must be reviewed in his/her presence in the school office. (For additional information, see Appendix IX)

If parents change their address or telephone number, the school office must be notified *as soon as possible*. If a family has an unlisted number, be sure that the school has this number in case of emergency. It is important that parents can be reached where they are working.

School Effectiveness Committee (S.E.C)

East Aurora Middle School supports a decision-making process that involves students, staff and members of the community (stakeholders). This plan is based on the belief that expertise from each segment of the school community can result in more effective and efficient recommendations for the operation of the Middle School.

This committee empowers its members (principal, civil service, faculty, and PTO representatives) to make recommendations for the improvement of the educational experience for our students. The committee sets its goal(s) for the year and devises a strategy to achieve them. Meetings are open to the public and time is set aside for public input at each meeting.

School Resource Officer (SRO)

East Aurora is proud to have a member of the EAPD assigned to the district. This officer creates a solid link between the school and the community and helps build trust and relationships between students and the police. The SRO is also responsible for teaching the D.A.R.E curriculum. The administration works closely with the SRO in cases when there may be legal implications for actions.

Searches

School administrators are free to enter a child's desk, back-pack or locker at any time to search for questionable items. The following materials may not be brought to school:

- Alcoholic beverages of any type
- Drugs
- Weapons of any type
- Fireworks
- Immoral or pornographic materials
- Other items inappropriate for school.

If items found are illegal (e.g. drugs, weapons, fireworks), they will be turned over to law enforcement authorities. Other items will be given to the child's parents.

Section 504 of the Rehabilitation Act of 1973

Section 504 is an Act which prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as walking, hearing, speaking, breathing, learning and working).
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the East Aurora School district recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact the 504 coordinator for the school district at 687-2312.

Sexual Harassment:

Any act of sexual harassment on school property or at a school related event is strictly prohibited. Sexual harassment includes, but is not limited to, unwelcome flirtation, sexual advances, propositions, continual or repeated verbal abuse of a sexual nature, using sexually derogatory or suggestive words and/or the display of sexually suggestive or pornographic pictures

Special Education

Special education staff are assigned at each grade level. The student's Individualized Education Plan is implemented collaboratively by the special education teacher with the classroom teachers. Student needs are met within the classroom environment as well as in the special education classroom.

Parents of students who suspect that their child may have a learning disability are encouraged to contact the Pupil Services Offices at: 716.687-2312

Student Behavior

The purpose of all school discipline is to change student behavior and to instill the value of thoughtful decision making. While progressive discipline the preferred method of behavior management, depending on the nature, severity, and frequency of the offense, each incident will be treated both individually and in light of the student's larger behavioral history. Progressive discipline can include, but is not limited to, verbal warnings, written warnings, detention (during lunch and/or after school), in-school and out of school suspension. Further discipline can be commenced by the Superintendent and/or the Board of Education. Warnings and detentions can be given both by teachers and the principal. Suspension can only be given by the principal. Parents can be notified at any point in the disciplinary process and may be required to meet with the principal in the hopes of creating lasting change.

A further explanation of progressive discipline and guidelines for minimum consequences follows the District Code of Conduct in this book.

Student Organizational Support (S.O.S)

Students who are struggling with organization or need a temporary supportive place while dealing with social/emotional issues can be referred to the S.O.S. The S.O.S. is not for academic remediation – that is the responsibility of the core area teacher. For information on the S.O.S. referral process, contact your child's counselor.

Tardies

Students who are not present in homeroom will be marked absent. Students who arrive after first period begins will be marked as tardy. If a student is marked tardy five times, a referral will be made to the school counselor. A child is not marked tardy if the bus is running late.

Telephone

The school telephone is a business telephone. Students will be allowed to use school telephones for emergencies or other approved purposes. In an attempt to help build a sense of responsibility, students should not use the phone to call for forgotten items.

Testing (NYS)

In an attempt to avoid conflicts, each year, we publish the district and NYS Education Department Testing Schedule, in advance, so families can avoid scheduling vacations, doctors' appointments, etc., at these times. Students are required to take these assessments. Assessment dates and times can not be changed to meet family requests. If you child is gravely on the day of an assessment and cannot report to school, a parent must call school before 8:30am.

Text Books

1. Books are to be covered at all times to protect them (with a non-adhesive cover).
2. Teachers should be notified upon receipt of a book if there are marks, rips, pages missing, etc. to avoid being held responsible for replacing that text.
3. Repair tears on your own should one occur. Books will last much longer.
4. A lost/damaged book is the student's responsibility. Students will be required to pay for lost or damaged books.

Book checks will be held throughout the year. Students will be expected to have all books available for teacher inspection. If a book is lost, it must be reported to the student's teacher immediately. The lost book must be paid for within five (5) days. A replacement book will be issued upon payment. While they do not need to be covered the same policies apply to classroom novels, library books and other school media.

Tobacco Policy

Our campus is tobacco free and this policy remains in effect at all times. Smoking or chew/spit and possession of tobacco products will not be tolerated under any condition at East Aurora Middle School and will result in disciplinary action for all students and faculty. We also require that parents refrain from smoking or using any types of tobacco products on campus or school sponsored activities.

Our school prohibits the use of tobacco as well as the sale and advertising of tobacco on school property or at school functions. It is prohibited by the faculty, students and parents from wearing or displaying tobacco related clothing, gear or other paraphernalia. Our school prohibits tobacco industry sponsorship and marketing (no gifts, funding or parent/classroom educational materials from the tobacco industry).

Visitors

All visitors must sign in with the greeter upon entrance to the building and then report to the school's Main Office. Students are not permitted to have visitors during the school day. Parents will not be allowed to visit classrooms without prior arrangements of the teacher nor will they be able speak to teachers without a pre-schedule appointment.

***Disclaimer**

All policies contained in this handbook serve as a guide and are subject to revision by school administration at any time and depending on the nature or severity of the situation. Every effort has been made to align this handbook with District Policy. Should a conflict be found, District Policy supersedes this handbook.

Appendix I Faculty List

Parents are urged to contact the person most directly involved in the situation first.
This can be done by reaching a teacher's voice mail by calling the Main Office (716-687-2453)
Or e-mailing the teacher by using this formula: (FirstInitial)(LastName)@eastauroraschools.org

Principal

Mark D. Mambretti

Office Staff

Donna Almeter
Beverly Lenahan
Cheri Mincel

Counselors

Carrie Cole
Janet Lopez

School Psychologist

Cathy Warda-Bender

5th Grade

Karen Cashmore
Kathleen Krull
Julie Steinbrenner
Kristine Scrimshaw
Sharon Zakroczemski

6th Grade

Nina Arendt
Heidi Arts
Amber Baker
Lisa Barron
Bridget Converse
Robin Johnson
Christine Pohle

ELA

Tanya Flynt
Gary Terhune
Joanne Miller

Science

Tammy Furman-Schwab
Stephanie Martindale
Aneal Padmanabha

Mathematics

Carolyn Bieler
Karen Dusel
Kimberly Hanavan

Social Studies

Anthony Ambrose
Kelly Hopcia
Kelly Seibold

Art

David Walleshauser
Michelle White

Music

Paul Blackwell
Meghen Cierlicki
Benjamin Davis
Melissa Denny
Alex Hughes
Alissa Nanna
Liza Schaffer

Physical Education

Michael Battel
Christopher Koselny
Lori Meharian

Academic Intervention Services (AIS)

Mary Kay Guerra
Judith Malys

Library

Kim Kruse
Karen DeSantis

Speech

Amy Bilson

ESL

Lisa Eppolito

Special Education

Jacqueline Hanavan
Brian Hill
Bradley Hornung
Stacey Koch

Business Education

Jennifer Desiderio
Kevin Kot

Consumer Life Skills

JoeAnn Willson

Health Education

Leslie Jones

Technology

Natalie Dutton

Foreign Language

Maria Hoen (Spanish)
Julie Rizzo (Spanish)
Lynn Pastrick (French)
Brian Serwicki (Latin)

Nurse

Babette Aungst, RN
Amy Hassett, Aide

Aides

Becky Bailey
Angela Butler
Joyce Chudoba-Buddell
Stephanie DiPiano
Jackie Gallagher
Dawn Grieco
Mary Gunning
Sandy Keyser
Linda Lamanna
Deborah Suttell

Appendix II
2009-2010 School Calendar

All dates are tentative and subject to change. Check district calendar, school website and Tuesday envelopes for changes or additional information.

September

03 First Day of School
 07 Labor Day – NO SCHOOL
 08 Grade 5/6 Open House - 6:30pm
 10 MS Band Chiavetta’s BBQ Fundraiser
 Grade 7/8 Open House - 6:30pm
 15 PTO Meeting 7pm
 16 Picture Day
 29 Coffee with the Principal 9am

October

02 End of 5 weeks
 04 Marching Band in Salamanca Parade
 12 Columbus Day – NO SCHOOL
 17 Marching Band Spaghetti Dinner – 5pm
 18 Marching Band in W. Seneca Parade

November

06 *End of 1st Quarter*
 11 Veteran’s Day – NO SCHOOL
 16 Report Cards sent home
 17 PTO Meeting 7pm
 19 5th Grade Activity Night – 7pm
 20 Parent/Teacher Conferences
 ½ day for students
 23 Parent/Teacher Conferences
 ½ for students
 26,27 Thanksgiving Recess – NO SCHOOL
 30 Parent/Teacher Conferences
 ½ day for students

December

04 PTO Holiday Cheer
 10 5th Grade Winter Concert 9:30am /7pm
 11 End of 15 weeks
 17 MS Winter Concert 7pm
 24-31 Winter Recess – NO SCHOOL

January

01 New Years – NO SCHOOL
 12 PTO Meeting – 7pm
 18 MLK Jr. Day – NO SCHOOL

21 8th Gr. Parent Open House @ HS 7pm
 26-27 Book Fair
 28 6th Grade Bingo Night – 7pm
 29 *End of 2nd Quarter*

February

01 Supt Conf Day – NO SCHOOL
 08 Report Cards sent home
 15-19 Mid-Winter Recess NO SCHOOL

March

03 8th Grade HS Registration
 05 End of 25 weeks
 06 Marching Band Garage Sale – 9am
 09 PTO Meeting – 7pm
 14 Marching Band in St. Patrick’s Parade
 22 Supt Conf Day – NO SCHOOL
 23 Pops Concert – 7pm
 25 Talent Show – 7pm

April

02 Good Friday – NO SCHOOL
 09 *End of 3rd Quarter*
 15 7th Grade Survivor Night – 7pm
 19-23 Spring Recess – NO SCHOOL
 Marching Band at Disney World
 26 Report Cards sent home

May

12 Nat. Junior Honor Society – 7pm
 14 End of 35 weeks
 18 **BUDGET VOTE**
 26 District Art and Tech Show
 31 Memorial Day – NO SCHOOL

June

01 Spring Concert 7pm
 08 5th Grade Concert 9:30am /7pm
 11 Eighth Grade Banquet
 18-24 Exam Week ½ days for students
 24 Last Day for Students-*End of 4th Quarter*
 29 Report Cards mailed home

Appendix III

Bell Schedule

Breakfast	7:35	-	7:53am		
Arrival	7:53	-	8:00		
Homeroom	8:00	-	8:08		
Period 1	8:08	-	8:48		
Period 2	8:52	-	9:32		
Period 3	9:36	-	10:16		
Period 4	10:20	-	11:00		
Period 5A	11:04	-	11:44	Lunch 5/7	11:04 – 11:34
Period 5B	11:38	-	12:18pm	Lunch 6/8	11:48 – 12:18
Period 6	12:22	-	1:02		
Period 7	1:06	-	1:46		
Period 8	1:50	-	2:30	2:30	

Regular Dismissal 2:30

ELT 2:35 - 3:15pm

ELT/Clubs/Intramural Dismissal 3:15

Appendix IV

ACADEMIC ACHIEVEMENT GOALS AND EXPECTATIONS FOR STUDENTS

Middle school is a time of growing responsibility and developing the maturity to achieve goals. The school is structured to introduce increasing expectations and hold students to higher standards than at the elementary level.

East Aurora Middle School expects that student will:

1. Come to school well-rested and alert every day.
2. Listen to the teacher and to the learning going on among fellow students in the classroom.
3. Participate in classroom discussions by sharing your experiences, observations, opinions, and ideas.
4. Ask questions when you do not understand what is being taught.
5. Ask the teacher for extra help when you need it.
6. Work continually to the best of your ability. If you are not satisfied with your grades, talk to your teacher about what you can do to improve them.
7. Work productively in study hall. If you have completed your homework for the next day, you can work on a long-term project, read a book, review for an upcoming test, go to the library, or work with another teacher.
8. Make up all of the work you have missed when you are absent from a class, regardless of the reason for the absence. You are responsible for finding out what material was covered in each class you missed.
9. Complete your homework assignments neatly and on time. Do work of which you can be proud.
10. If you do not have homework that is due the next day, spend about an hour in the evening reviewing material covered in class, preparing long-term assignments, or reading.
11. Budget your time for a long-term project. Work on the project a little every day or every other day.
12. Limit the amount of time that you watch television and/or "surf or chat" on the internet each day.
13. Take time each day to share with your parents what you are working on at school.

Appendix V
**Abridged Version of the
DISTRICT CODE OF CONDUCT**

Introduction

An entire copy of the Code of Conduct is available for parent/student review by contacting the Middle School office or at www.eastauroraschools.org

The East Aurora 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, other District personnel, parents and other visitors is essential to achieving this goal.

The District expectations for conduct on school property and at school functions are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. The Board recognizes the need to:

- clearly define acceptable conduct;
- identify the possible consequences of unacceptable conduct and,
- ensure that discipline is administered promptly and fairly.

To this end, the Board adopts this Code of Conduct.

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

REQUIREMENTS OF THE CODE OF CONDUCT

- Provisions regarding conduct, dress and language deemed appropriate and acceptable on school property and at school functions.
- Provisions regarding acceptable civil and respectful treatment of teachers, school administrators, other school personnel, students and visitors on school property and at school functions, including the appropriate range of disciplinary measures which may be imposed for violation of the code.
- The roles of teachers, administrators, other school personnel, the Board of Education and parents.
- Standards and procedures to assure security and safety of students and school personnel.
- Provisions for the removal from the classroom and from school property, including a school function, of students and other persons who violate the code.
- Provisions prescribing the period for which a disruptive pupil may be removed from the classroom for each incident provided that no pupil shall return to the classroom until the principal makes a final determination or the period of removal expires, which ever is less.
- Disciplinary measures to be taken in incidents involving the possession or use of illegal substances or weapons, the use of physical force, vandalism, violation of another student's civil rights and threats of violence.
- Provisions for detention, suspension or removal from the classroom of students, consistent with federal, state and local laws, including provisions for school authorities to ensure continued educational programming and activities for students removed from the classroom, placed in detention or suspended from school, which shall include alternative educational programs appropriate to individual student needs.
- Procedures for how violations are reported, determined, discipline measures imposed and discipline measures carried out.

- Provisions to ensure that the code is in compliance with state and federal law relating to students with disabilities.
- Procedures for notifying local law enforcement agencies of code violations which constitute a crime.
- Procedures for notifying parents of students who violate the code.
- Procedures by which a complaint in criminal court, a juvenile delinquency petition or person in need of supervisions petition (PINS), will be filed.

Student Rights and Responsibilities

Student Rights

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

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

Student Responsibilities

All District students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all District policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and interscholastic athletic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. Respond to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the District when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

Student Dress Code

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

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments, such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front or back) and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include appropriate footwear at all times. Footwear that is a safety hazard will not be allowed.

5. Not include the wearing of hats or head gear, unless approved by the building principal.
6. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

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

Prohibited Student Conduct

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, District personnel and other members of the school community, and for the care of school facilities and equipment.

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

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

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

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

1. Running in hallways.
2. Make unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar, or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act that disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the District's acceptable use policy.

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving class or school without permission.
3. Skipping detention.

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

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.

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

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon any other person on school property or attempting to do so.
2. Processing a weapon.
3. Displaying what appears to be a weapon.
4. Threatening to use any weapon.

5. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee or any person lawfully on school property, including graffiti or arson.
6. Intentionally damaging or destroying District property.

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

1. Lying to school personnel.
2. Forgery.
3. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
4. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
5. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
6. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
7. Intimidation/extortion, which includes engaging in actions or statements that, put an individual in fear.
8. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
9. Selling, using or possessing any obscene material.
10. Using vulgar or abusive language, cursing or swearing.
11. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
12. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-a-like drugs, and any substances commonly referred to as "designer drugs".
13. Inappropriately using or sharing prescription and/or over-the-counter drugs.
14. Gambling.
15. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
16. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on the District buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to remain seated and conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

G. Engage in any form of academic misconduct. Examples of academic misconduct include:

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of the above actions.

Penalties

Students who are found to have violated the District's Code of Conduct may be subject to one or more of the following penalties. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral and written warnings – any member of the District staff.
2. Written notification to parent – counseling staff, teachers, principal, Superintendent, or any other member of the District staff, in consultation with the building principal or his/her designee.
3. Suspension from transportation – principal or his/her designee.

4. Suspension from social or extracurricular activities – principal or his/her designee.
5. Suspension from or loss of other privileges – principal or his/her designee.
6. In-school suspension – principal or his/her designee.
7. Removal from classroom – teachers (under circumstances defined in the Code), principal or his/her designee.
8. Short-term (five days or less) suspension from school – principal or his/her designee.
9. Long-term (more than five days) suspension from school – Superintendent.
10. Permanent suspension from school – Superintendent.

Minimum Periods of Suspension - Students who bring a weapon to school

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the following:

1. The student's age.
2. The student's grade in school.
3. The student's prior disciplinary record.
4. The superintendent's belief that other forms of discipline may be more effective.
5. Input from parents, teachers and/or others.
6. Other extenuating circumstances.

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

NOTE: An object resembling a dangerous weapon on school property is strictly prohibited and subject to disciplinary action.

Student's Lockers, Desks and other School Storage Places

Student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

Visitors to the Schools

The Board encourages parents and other District citizens to visit the District's schools and classrooms to observe the work of the students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal or his/her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the school:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school, during regular school hours, must sign a visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in school or on school grounds. The visitor must return the identification badge before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the principal or his/her designee, so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

Public Conduct on School Property

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the Code, "public" shall mean all persons when on school property or attending a school function including students, teachers and District personnel.

The restrictions on public conduct on school property and at school functions contained in this Code are not intended to limit freedom of speech or peaceful assembly. The District recognizes that free inquiry and free expression are indispensable to the objectives of the District. The purpose of this Code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy District property or the personal property of a teacher, administrator, other District employee or any other person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct free movement of any person in any place to which this Code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute or exchange, alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function
10. Use tobacco or tobacco products on school property or at a school function.
11. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the District.
12. Loiter on or about school property.
13. Gamble on school property or at school functions.
14. Refuse to comply with any reasonable order of identifiable District officials performing their duties.
15. Willfully incite others to commit any of the acts prohibited by this Code.
16. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

Penalties

Persons who violate this Code shall be subject to the following penalties in addition to those prescribed by law as enforced by law enforcement officials:

1. Visitors - Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection or arrest by law enforcement personnel.
2. Students - They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements and the appropriate Building Code of Conduct.

Explanation of Progressive Discipline and Minimum Consequences Guidelines:

While the school embraces a theory of Progressive Discipline (initial offenses are dealt with less severely than subsequent offences) the principal reserves the right to make any allowable disciplinary decision depending on the nature, severity, and frequency of the offense. Each incident will be treated both individually and in light of the student's larger behavioral history.

Progressive discipline can include, but is not limited to:

- Verbal warnings
- Written warnings
- Parental notification
- Loss of credit (for acts of academic dishonesty)
- Counselor referral
- Behavior contracts
- Removal of privileges and/or suspension from extra-curricular/social activities
- Detention (during lunch and/or after school)
- Restitution
- In-school suspension
- Suspension from district transportation (bus)
- Out of School Suspension (1-5 days)
- Contact with School Resource Officer (whenever there is a possible violation of law)

Further discipline can be commenced by the Superintendent and/or the Board of Education. Students retain their rights as defined by the District Code of Conduct. Students with disabilities will be disciplined with accord to Special Education Law and in consultation with the Director of Pupil Services.

While progressive discipline allows for some latitude in decision making, what follows below are minimum consequence guidelines:

- Any student activity which is **disorderly, insubordinate, or disruptive** (including but not limited to anything which disturbs the normal activity of the school or involves not following a reasonable request made by an adult) shall be dealt with on an individual basis and can involve the entire range of possible disciplinary consequences.
- Any student activity which is intentionally **violent** (including but not limited to fighting, committing a violent act, possessing a weapon, or threatening to use a weapon or commit a violent act) begins with a minimum consequence of one day of in-school suspension.
- Any student activity which **endangers the safety, morals, health, or welfare of others** (including but not limited to bullying, harassment, hazing, discrimination, possession or use of illegal substances, or immoral behavior) shall be dealt with on an individual basis and can involve the entire range of possible disciplinary consequences. Due to the nature of these offenses impacting more than just another's educational experience, they will be handled with an increased level of severity including possible suspension for first-time offenses.

- Any student activity which involves **misconduct on a school bus** (which includes, but is not limited to creating an unsafe experience for the driver or other riders) can merit the entire range of consequences including suspension from district transportations.
- Any act of **academic misconduct** (including but not limited to cheating, plagiarism, or copying) begins with a minimum consequence of no credit for the assignment.

Appendix IV

Extracurricular Eligibility Rules

INTRODUCTION

Your son/daughter is a candidate for the privilege of participating in an extracurricular activity or sport. These activities are important components of our total educational program. Successful participation in activities outside of the regular school day requires an extra measure of time, energy and commitment.

Students must be able to meet the additional time and energy demands of club and sport participation. Students must evidence appropriate maturity in terms of being in control of themselves at all times. As role models, and as representatives of our school community, school club and/or sports participants have an extra level of responsibility.

We urge parents and students to very seriously discuss the impact of the extra time and energy required to participate in extracurricular activities - and the very strict eligibility rules a student must follow to remain qualified for these activities.

PHILOSOPHY

The East Aurora Union Free School District recognizes the misuse of tobacco, drugs and/or alcohol is a serious problem with legal, physical, emotional and social implications for the entire community. This is particularly important with regard to extracurricular program participants where the physical and mental exertion required by the activity could magnify the detrimental effect of substance use.

RULES

In order to participate in any extracurricular activity, a student shall not:

1. use tobacco (which includes chewing tobacco and smokeless tobacco),
2. use, possess, or be under the influence of alcohol,
3. use, possess, consume, be under the influence of, buy, sell, or give away any marijuana or any controlled substance, nor any substance represented as a controlled substance (a look-alike).

It is not a violation for a student to use a legally defined drug prescribed for the student's own use by his/her doctor. School policy requires that the prescribed medication be in the possession of the school nurse while in school.

REPORTING OF VIOLATIONS

A) Reports of alleged violations coming from the individuals listed 1-4 below, having personally witness the alleged violation, must be investigated. The witness must submit to the Principal a signed report outlining the alleged violations within three business days of the incident in question.

1. Any district employee of School Board member,
2. any adult acting as a chaperone or assisting with a school activity at the request of a district employee,
3. any law enforcement officer or agency, or
4. a parent / legal guardian of the student involved.

B) Reports of alleged violations from persons other than those mentioned in (A) above must be made by the person witnessing the incident. Those reports must be considered by the Principal. If the Principal determines that the alleged violation is valid, the witness must submit a signed report to the Principal within three business days of that determination of validity.

C) If the district obtains knowledge of the conviction of a student in a court of law for an offense covered under Rules 1, 2 or 3, the investigation procedure will apply with this conviction constituting a violation of these eligibility rules.

PROCEDURES

Upon report of an alleged violation of Rules 1, 2 or 3, the Principal shall immediately provide verbal notice, followed by written notice, to the student and his/her parents/guardian that an investigation of the alleged violation is taking place. The reasons for the investigation and the possibility of suspension or removal from extracurricular activities will be included in the notice. The activity advisor and/or coach and Director of Physical Education, as well as the student's guidance counselor, shall also be informed immediately. The counselor will meet with the student as soon as possible to determine if further intervention is necessary.

The student and the student's parents/guardian will meet with the Principal and other staff, as appropriate, within two school days following the initial notification of the alleged violation. Those attending the meeting will be given the opportunity to question the information upon which the alleged violation is based, and to submit additional information or explanations.

Once the Principal makes a final determination in the matter, verbal and written notice will be given promptly to both student and parents/guardian.

RESPONSES TO VIOLATIONS OF RULES 1, 2, AND 3

1. First Violation

Upon determination of a first violation of Rules 1, 2 or 3, the student shall be removed from participation in any and all extracurricular activities for the period of eight (8) weeks.

2. Second Violation

Upon determination of any subsequent violation of Rules 1, 2 or 3 during that school year, the student shall be removed from participation in all extracurricular activities for the remainder of the school year, or 20 school weeks, whichever is longer

APPEAL: The in-district appeal process (1 through 3 below) will be scheduled for completion within ten school days. Until the in-district appeal process is completed, a student's athletic suspension will be in effect.

1. The student and/or parents/guardian have the right to appeal any determination made by the Principal to an Appeals Committee. Any individual choosing to begin the appeal process will contact the Principal. The Principal will set up an Appeals Committee and designate a chairperson when requested by student or parent. This committee shall consist of a teacher, an activity advisor or coach, a guidance counselor or school psychologist, and the Director of Physical Education. All parties are entitled to be present and address the committee. The decision of the Appeals Committee shall be rendered promptly, and notice given to all parties.

2. The student and/or parents have the further right to appeal any determination made by the Appeals Committee to the Superintendent. During this and subsequent aspects of the appeal process, the student will not be allowed to continue participation in extracurricular activities.

3. Additionally, the Board of Education has the power to review the decisions of the Superintendent. Any party involved may contact the President of the Board of Education to arrange for such an appeal.

4. Finally, outside of the school district procedures, appeal may be made to the Commissioner of Education in Albany and/or the court system. Advice regarding these levels of appeal should be sought from a qualified individual.

REDUCTION OF SUSPENSION TIME

Students may request a reduction of first violation suspension time. A student may contact the Principal for more information about this option. A school/community service project, initiated and organized wholly by the suspended student, will be considered by a committee made up of the Principal, the activity advisor/coach, parent and a guidance counselor or school psychologist or school social worker. If the proposed project is approved by the committee, committee members will receive progress reports from the student, and will meet to determine the impact of the student's effort and the reduction of suspension time. (Board of Education Policy No. 7501)

Appendix VII

Tips for Building Good Study Habits

School is really a full time job. Students must schedule a specific time and place for their work and do it regularly if they are to gain the most benefit from their school attendance. Below are a list of tips that will help all students reach their potential:

1. Use the planner to record all school assignments and due dates. Students are also encouraged to list dates and times of club activities, school events and family plans.
2. Have a definite time and place to study and complete assignments.
3. Find a quiet, comfortable, well-ventilated place with suitable light.
4. Have only those items and materials at hand that are necessary to complete the work.
5. Secure adequate sleep, exercise and recreation, keeping everything in balance.
6. Study when you are fresh and alert. Avoid scheduling study time at the end of the day.
7. Review a little each day, in addition to completing current assignments. Don't try to learn everything at once. Shorter periods of study each day will help students retain the information.
8. Remember that all work missed during absence must be made up. Students should see their teachers as soon as they return to school and arrange to meet with them to discuss how to go about completing necessary "make-up" work.
9. Set aside a time each night for studying and homework. Make a study plan that allows time for all required work and review. Make certain that students keep up with all of their work every day.

Appendix VIII

What Parents Can Do To Help Their Children Reach Their Academic Potential

What parents do at home strongly affects their children's performance at school. Here are some things parents can do to help their children: *

1. Let your children know that working to achieve their fullest potential in school is their most important job.
2. Let your children know that what they do in school is important to you.
3. Set achievement goals with your children and review them each marking period.
4. Take time each day to talk to your children about what they are doing in school.
5. See that your children are well-rested, have eaten a good breakfast, and come to school on time. An average adolescent needs 8-10 hours of sleep each night.**
6. Be sure that your children complete their homework each day.
 - Make an effort to check your child's Student Agenda daily.
 - Provide a positive climate for doing homework. Consider setting up specific time and place for completing work.
 - Help your children budget their time on short and long-term projects.
 - If they do not have homework that is due the next day, encourage them to work on long-term assignments or to review material covered in class.
 - On school days, limit the amount of television viewing and "surfing and chatting" on the internet.
 - Make sure your children have a reasonable number of after-school activities that don't interfere with completing homework assignments.
7. Encourage your children to read each day.
8. A vacation not scheduled on the school calendar is an illegal absence. Illegal absences may put your child at academic risk. It is your responsibility as a parent to make sure your children make up all missed assignments for any absence.
9. Contact your children's teachers if there are any concerns regarding their progress. Attend parent-teacher conferences.

*This list was generated by a committee consisting of parents, teachers, school related personnel, and an administrator at Orchard Park Middle School. Information was taken from a recent publication by Richard P. Mills, NYS Commissioner of Education, Lawrence Steinberg, Dept. of Education, and Diana Townsend-Butterworth, Educational Consultant.

**This information was obtained from Dr. Kohrman, Sleep Specialist, Sleep Disorders Children's Hospital of Buffalo.

Appendix IX

Family Educational Rights and Privacy Act of 1974

Contained below are your rights under the Federal “Family Educational Rights and Privacy Act of 1974.” It is the District’s responsibility to notify you of these rights on an annual basis.

Any students eighteen (18) years or older and the parents of any student under eighteen (18) years of age have a right to inspect and review any and all official records, files and data directly related to pupils including all material that is incorporated into each student’s cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, observations, and verified reports of serious or recurrent behavior patterns.

Such parents and students are also entitled to an opportunity for a hearing to challenge the contents of such records, to insure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein. Any questions concerning the procedure to be followed in requesting such a hearing should be directed to the principal of the school which the pupil is attending or to the superintendent.

Under the law, there are restrictions which prohibit the release or use of student records or any material contained therein to persons other than parents or students or persons employed by the school district without the written consent of the parents or students. There are a number of exceptions to this rule, such as school district employees and officials and certain state and federal officials who have legitimate educational needs for access to the records. No personally identifiable information contained in the personal school records shall be furnished in any form to any persons other than those mentioned above unless:

- (a) The following directory information may be released without written consent provided that the student or parent does not inform the district of their objection to such release within 30 days of the mailing of this notice: student’s name, address and telephone listings; date of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates attendance; diplomas and awards received.
- (b) There is a written consent from the student’s parents specifying records to be released, the reason for such release, and to whom, and with a copy of the records to be released to the student’s parents and the student, if desired by the parents, or
- (c) Such information is furnished in compliance with judicial order or pursuant to any lawfully issued subpoena, in which event the parents and the students shall be notified of any such order to subpoena in advance of the compliance therewith by the District.

Appendix X

Clubs and Intramurals

Students are encouraged to become involved in clubs and intramural sports at the end of the school day. Most activities are scheduled from 2:35 to 3:15pm. A late bus is provided on Tuesday, Wednesday, Thursday and Friday for students approved for bussing services.

CLUBS

Builders Club
Craft Club
DECA
Destination Imagination
Drama Club
Explorers Club
Flag Corp
International Club
Latin Club
Marching Band
Jazz Band
Publications Club/Yearbook
SADD
Science Club
Spirit Club
Student Council

INTRAMURALS

Badminton
Basketball
Flag Football
Floor Hockey
Pickleball
Soccer
Softball
Swimming
Track & Field
Volleyball

MODIFIED SPORTS (Gr 7 & 8)

Cross Country - Fall (M&F)
Field Hockey – Fall (F)
Soccer – Fall (M&F)
Basketball - Winter (M&F)
Wrestling – Winter (M)
Track – Spring (M&F)

JV SPORTS

* See Athletic Handbook p. 10 for important information and dates for selection classification

