

EDWARD TOWN MIDDLE SCHOOL

PARENT/STUDENT HANDBOOK

2017-2018



*Where Falcons earn
their Wings!*

www.nwcsd.k12.ny.us

WELCOME TO THE 2017-2018 YEAR AT ETMS!

MISSION STATEMENT

The Niagara Wheatfield School District will serve its diverse community to enable its learners to attain the necessary knowledge, skills, and attitudes within a supportive environment so that students become responsible and productive individuals.

VISION STATEMENTS

Niagara Wheatfield Central School District will graduate successful students who are sought after by both post-secondary institutions and the work force due to their commitment to produce high quality work in both independent and collaborative settings.

As facilitators of learning, teachers will utilize a broad set of instructional strategies, including technology, to actively engage all segments of our diverse student population.

Our schools will be community-oriented and model a team approach to education in which all members play an important role in the educational process. Parents feel welcome to share their knowledge and are actively involved.

Our schools will be student-centered offering an environment that is clean, safe and inviting where people feel self-worth and a sense of purpose and achievement.

Because of inspired staff, involved parents and motivated students, the level of achievement will rank Niagara Wheatfield among the nation's best schools.

BELIEF STATEMENTS

- Learning is dynamic; therefore, instruction should be flexible.
- Each individual student is uniquely capable and talented and can learn under the right conditions.
- The school environment needs to be safe, nurturing, and inspiring so that the learner can be confident to take risks to reach high expectations.
- Learning is connecting with the real world.
- Learning should build confident and competent individuals.
- Learning is ungraded, differentiated, active, collaborative, interactive, and not predictable.
- Learning happens when people's heritage, culture, and beliefs are respected.
- Children are capable of meeting high expectations.
- Children learn best when actively engaged in meaningful work.
- Children differ in the way they learn, the rate at which they learn, and the knowledge/experience they bring with them.
- Children learn best when the community has a vested interest in their schools' success.

School Directory

Main Office: 716-215-3150

Attendance: 716-215-3151

Fax: 716-215-3160

Interim Principal: Jordan Schmidt, jschmidt@nwcsd.org

Assistant Principal:

Office Staff:

Ms. Best	Principal's Office	215-3159
Mrs. Knaebe	Data & Grades	215-3158
Mrs. Kroening	Main Office	215-3150
Mrs. Siegmann	Student Life Center	215-3152
Mrs. Simmington	Attendance	215-3151
Mrs. Szarejko	Health Office	215-3163
Mrs. Destino	Health Office	215-3163



Period	Start Time	End Time
Homeroom	7:40	7:44
1st	7:48	8:28
2nd	8:32	9:12
3rd	9:16	9:56
4th (8th Grade Lunch)	10:00	10:40
5th (7th Grade Lunch)	10:44	11:24
6th (6th Grade Lunch)	11:28	12:08
7th	12:12	12:52
8th	12:56	1:36
9th	1:40	2:20
After School Activities	2:30	3:45

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SUPPORT

All members of the school including teachers, counselors, staff, and administrators are committed to helping you succeed, both academically and socially. Please utilize the following information to help you be as successful as you can be.

ADMINISTRATORS

Our administrators will work closely with you and your family as well as teachers and counselors to ensure your success. The principal is responsible for the entire school and enjoys working with all students.

SCHOOL COUNSELING SERVICES

6th Grade	Mrs. Yeates	dyeates@nwcsd.org
7th Grade	Mr. Gaume	kgaume@nwcsd.org
8th Grade	Mrs. Lombardo	jlombardo@nwcsd.org

Marking Periods 2017 – 2018

	Begins	Ends
5wk Progress Report	9/5/2017	10/6/2017
10wk Report Card	9/5/2017	11/9/2017
15wk Progress Report	11/13/2017	12/15/2017
20wk Report Card	11/13/2017	1/19/2018
25wk Progress Report	1/22/2018	3/2/2018
30wk Report Card	1/22/2018	3/29/2018
35wk Progress Report	4/9/2018	5/11/2018
40wk Report Card	4/9/2018	6/15/2018



Major Assessments 2017-2018

Exam	Date	Make-up Dates
Grades 6, 7, 8 ELA	April 11, 12	April 13, 16, 17, 18
Grades 6, 7, 8 Math	May 1, 2	May 3, 4, 7, 8
Grade 8 Intermediate Level – Science Performance Test	May 23 – June 1	Within Test Window
LOTE Grade 8	June 11	
Earth Science Regents	TBA	
Grade 8 Intermediate Level – Science Written Test	June 4	June 5, 6
Algebra Regents	TBA	

Falcon Fundamentals

BE RESPECTFUL, RESPONSIBLE, AND SAFE!



What are Falcon Wings?

Falcon Wings are given to a student who is following the Falcon Fundamentals or the specific character trait identified for that month. Students will record their name on the wing and turn them into Student Life.

How does a student earn a wing?

Student earns a wing for any type of positive behavior that is viewed by a staff member.

What is the interval for the reward or prize given?

We will pick winners on a biweekly schedule. The names of those students not chosen will go into a larger bin for the mid-year and end of the year drawing. Three names at each grade level will be chosen for the drawings. There will be a mid-year, and end of the year drawings as well. The biweekly drawings will be smaller prizes, while the mid-year and end of the year drawings will be larger prizes.

What are the prizes? These are just a few examples:

- Snack from the snack line
- iTunes Gift Card or Gift Card (student(s) choice!) (Larger prizes)
- Lunch provided by Administration (student(s) choice!)
- Subs, pizza, wings, etc.
- Admission to the Falcon Nest
- Dance Admission
- Book Fair Bucks

SCHOOL DAY

Main office hours are 7:00 am – 3:45 pm. School is in session from 7:40 am – 2:20 pm. Faculty and staff hours are 7:30 am – 2:30 pm. **Students should not arrive before 7:30 am and students should be picked up by 2:30 pm. Students are not to remain after school unless they are participating in an extracurricular activity sponsored by a school employee or by the school.**

The school day is broken down into **9** periods. Homeroom is from **7:40 am – 7:44 am**. Each period lasts 40 minutes with a four-minute transition period to get to the next class. Students who are in the hall after the late bell rings will require a hall pass with a valid excuse.

MORNING ANNOUNCEMENTS

Announcements are made in the morning during homeroom. Each student is personally responsible to pay attention to the information that is presented over the public address system. Therefore, this should be a period of SILENCE. **NO STUDENT SHOULD BE IN THE HALLWAYS DURING ANNOUNCEMENTS.** If you are unable to hear the announcements, please let your homeroom teacher know so that adjustments can be made.

ARRIVAL/DISMISSAL

Students must be in their homeroom class when the bell rings at 7:40 am. Students who are brought to school by their parents may not be dropped off any earlier than 7:30 am. Late arrivals require a note to be given to the office staff. End of the day announcements begin at 2:20 pm and the students are dismissed when announcements are over.

EARLY DISMISSAL – LEAVING EARLY

All students shall remain on the school premises until the appointed hour of school closing except in the case of illness or emergency or at the express and verified request of the parent or guardian. Students shall not be permitted to leave school early in the company of anyone other than a school employee, parent, guardian, or verified representative of the parent or guardian. A written request to have a student excused from school early should be sent to the Main Office with the student the morning of the requested early release. The date, time, and reason for leaving should be stated. The student will remain in the classroom until the teacher is notified by the Main Office to release him/her. You or someone you authorize **MUST SIGN THE CHILD OUT IN THE MAIN OFFICE.** No child will be released from their classroom without proper notification

VISITORS TO SCHOOL

No persons shall be in the school building or on the school premises during or after school hours unless he/she is on official school business, is participating in a supervised school activity, is authorized by the administration, or is a spectator at an activity open to the public. Unauthorized persons loitering upon school property shall be treated as trespassers.

For the safety of the children, school personnel must know at all times who is in the building. All visitors must first report to the Main Office to state the purpose of their visit and obtain a

visitor pass before going to any part of the building. Parents are requested NOT to visit their child's classroom before, during, or at the end of the school day unless the teacher is notified ahead of time; unannounced visits cause disruption in the classroom and a loss of valuable instruction time. The building is locked at all times for the safety of the children.

PARKING LOT SAFETY

In order to ensure the safety of pedestrians and control vehicle congestion, we are asking all individuals to follow these procedures when dropping off or picking up students in the front parking lot:

- Enter and leave the parking lot at a maximum safe speed of 15 mph.
- Drive carefully to exit the lot.
- If you plan to leave your vehicle for any period of time, you must park in an appropriate space.
- DO NOT BLOCK the designated walkway.

PLEASE BE AWARE OF STUDENTS AND ADULTS CROSSING THE PARKING LOT.

SCHOOL CLOSINGS

Please be sure to have an updated phone number on file with the school. In case of school closings or emergency weather related issues, an All Call will be sent out to everyone. All local news stations will also broadcast any school closings that may occur.

ATTENDANCE GUIDELINES

Good attendance is the cornerstone to academic success. According to state law, every student is required to be in school when he or she is physically able to do so. The school believes that being present and on time for school and classes should develop into a lifelong habit. Therefore, illegal absences, truancy and tardiness will not be tolerated and will be reported to administration to be reviewed for disciplinary action. Interventions can and will be taken including detention, In-School Suspension, Superintendent's Hearing, and police involvement.

STATEMENT OF OVERALL OBJECTIVES

School attendance is both a right and a responsibility. The School District is an active partner with students and parents in the task on ensuring that all students meet or exceed the New York State Learning Standards. Because the School District recognizes that consistent school attendance, academic success, and school completion have a positive correlation, the School District has developed and, if necessary will revise a Comprehensive Student Attendance Policy to meet the following objectives:

- To increase school completion for all students.
- To raise student achievement and close gaps in student performance.
- To identify attendance patterns in order to design attendance improvement efforts.

- To know the whereabouts of every student for safety and other reasons.
- To verify individual students are complying with education laws relating to compulsory attendance.

AUTOMATED ATTENDANCE CALLING SYSTEM will be used this school year. If your child is absent without a written excuse or a call from a parent/guardian, an automated call will be made to your home and e-mail (if available) at approximately 10:00 a.m. with a message notifying you that your child is absent on that day. It is important that you notify

Mrs. Simmington in the Attendance Office at 215-3151 as early as possible if your child is going to be absent for any reason. Written excuses are needed for all absences, tardies, and early dismissals.

IMPORTANT REMINDERS

- Call the *Attendance Office at 215-3151* to report your child absent as early as possible.
- Written excuses are needed for all absences, tardiness, and early dismissals.
- Request homework through the student’s counselor for absences of three (3) or more days.
- Perfect Attendance for the entire school year is 0 absences.
- Check PARENT PORTAL and your child’s REPORT CARD – report any errors as soon as possible.

ATTENDANCE

Regular attendance is important for a student’s academic success in school. Parents should make every effort to have their child on time for school, rested, and ready for work every day! Unless there is a serious reason, students are expected to attend school daily and punctually. If a student must be absent, please call the school and notify the office. In addition, please send in a signed, written note from a parent/guardian explaining the absence when the student returns to school. New York State Attendance Policy requires that a student bring a note for each absence.

TARDY

A student is considered tardy when they enter their classroom after the 7:40 a.m. bell.

- When a student is tardy, he/she must report to the office for a late pass before going to class.
- A written note explaining the reason for the tardiness must be sent to school.

ABSENT

A student is considered absent when he/she is not present in school for the entire day.

- An absence without a written note from a parent/guardian is considered an illegal absence.
- If your child has been absent (or tardy) for 10 or 20 days within a four-month period, you will receive a warning letter.
- If your child has been absent (or tardy) for 20 or more days (without a valid medical reason), we must consider the absences as “educational neglect” and we will contact the appropriate agencies to bring the matter to their attention. You will receive a letter regarding our actions and notices thereafter for every increment of 5 additional absences. The following should help clarify what constitutes as a legal vs. illegal absence.

Legal Absence

Sickness/Illness
 Sickness or death in the family
 Quarantine
 Appointments at a health clinic, etc.
 Court Appointment

Illegal Absences

Visiting relatives
 Vacation
 Baby-sitting
 Oversleeping or “Personal reasons”, etc.

EXCUSED

A student is considered excused when he/she is absent from the school building for a prescribed amount of time with a written note explaining the reason for the absence.

- If a medical appointment is necessary during the school day where a student will report to school when finished, please send in a written note the day before the appointment, so that the student will not be charged with an absence or tardiness.
- Parents should come into the office to sign out a student who is being excused.
- Parents/guardians must provide a written note for early dismissal.

Written excuses must be sent to the Attendance Office for **ALL** absences, tardiness (being late to school) and early dismissals. At the end of this booklet, you will find examples you may copy and use throughout the school year.

RELIGIOUS OBSERVANCE

Certain days each year are established by the Commissioner of Education as days for religious observance. If you are absent from school for religious observance, you must bring a written excuse from your parent or guardian the day that you are to return to school.

LOST AND FOUND

Lost and found articles are kept in the Main Lobby. More valuable items are kept in the Main Office. At the end of the school year, many articles that have been lost are turned over to various organizations. If you have lost something, be sure to check in the 1st Floor K Stairway or Main Office.

EXTRACURRICULAR CLUBS, ATHLETIC PRACTICE, GAME PARTICIPATION AND SCHOOL ATTENDANCE POLICY

Extracurricular participants must have exceptional attendance. They must be IN school to play, practice or participate. IF ABSENT-the student may not participate or practice unless the reason is excused. Written excuse from a parent must be turned into the Attendance Office upon arrival to school. If LATE-the student must be here by **9:00am** to participate that day unless a written excuse is turned into the Attendance Office.

Early Dismissals

1. If the early dismissal is for an excused reason, (with the exception of #2 below), the student may return to practice or play with his/her sport team or participate in club activities.
2. If the student goes home ill, is suspended, etc. then he/she may NOT return to activities or games.

Students who come into school late after an evening event WILL NOT be allowed to participate unless a verifiable excused reason is submitted in WRITING.

If a student displays chronic tardiness and/or absenteeism, the administration will take further action to resolve the problem.

ELECTRONIC DEVICES

Cell phones and electronic devices should not be used during the school day to make calls or send text messages. All phones must be off and stored in the students' lockers for the duration of the school day. The following are discipline actions for inappropriate cell phone use:

Violation 1:

- Confiscation of cell phone
- Documented in e-School
- Parent is called and notified
- Student is assigned after school detention
- Phone will be returned to the student at the end of the school day

Violation 2:

- Confiscation of cell phone
- Documented in e-School
- Parent is called and notified
- Student is assigned 3 after school detentions
- Parent must pick up phone

Violation 3:

- Administrative consequence for insubordination.
 - Consequence at this level will be at the discretion of the administration.

*****Parents should call the Middle School Office (215- 3150) if they need to speak to their child. Please do not call their cell phone. If a student needs to call a parent, a phone is available in the Middle School Main Office and is dedicated for student use. Students will not need to use their cell phones for any reason during the school day.**

LATE TO CLASS

Level 1 Consequence:

- 1st through 4th offense equals teacher consequences

Level 2 Consequences:

- 5th and beyond equals after school detention

Level 3 Consequences:

- Continuous violations can result in administrative insubordination

LAVATORY PROCEDURES

For the safety of the students, students **MUST** sign in and out of their classrooms indicating "time left and time returned." **NO EXCEPTIONS!**

BACKPACKS/STUDENT BAGS

Students should store backpacks and student bags in their lockers except when coming and going to the buses. Students are not to bring backpacks to class.

FIRE DRILLS

Fire drills at regular intervals throughout the school year are required by law and are an important safety precaution. Students are familiarized with the routine at the start of the school year. Students are requested to leave the building promptly and in a **SILENT**, orderly manner. All visitors to the building must exit the building during any/all emergency evacuation drills.

PETS

Students are not permitted to bring their pets to school. Many students have pet related allergies and there is always the risk of injuries due to bites. For this reason, we ask that you **do not** bring pet visitors into the building.

AFTER SCHOOL DETENTION

Students who are assigned an after school detention must report to the In-School Suspension Room (Room J103) immediately following announcements. After school detention begins promptly at 2:30 and ends at 3:40. **NO** students should leave the building at any time. Students will need to be picked up or get on the late bus at 3:45.

LUNCH DETENTION

A lunch detention is assigned to any student who cannot follow the rules and expectations of the cafeteria (see Falcon Fundamentals). Students must report directly to the lunch detention room. If the student is buying a lunch, the lunch will be ordered and then delivered to the lunch detention room. Students who are assigned a lunch detention are expected to remain there the entire period.

LOCKERS – PHYSICAL EDUCATION

Similar to hallway lockers, each student will be issued a small physical education locker for the purpose of storage of his/her physical education attire. Students will provide their own lock and have the sole responsibility for the contents of the locker. Physical education lockers are also subject to administrative search. Students should remove the contents from their lockers after each class. Lockers should be locked during class. Valuables should not be left in lockers. The school is not responsible for lost and/or stolen property. Students are advised to leave valuables at home.

LOCKS/LOCKERS

The school will provide each student with a locker in the hallway. This locker is for the purpose of storage of books, clothing, and other miscellaneous personal belongings. **STUDENT LOCKERS ARE THE PROPERTY OF THE SCHOOL DISTRICT. SCHOOL OFFICIALS RESERVE THE RIGHT TO SEARCH LOCKERS AT ANYTIME WHENEVER THERE IS REASONABLE SUSPICION.** Students ARE NOT to share lockers, nor to move from their assigned locker unless permission is granted by the administration. If your locker needs repairs, please report it to the Middle School Office as soon as possible. Students are not to allow the accumulation of old lunches, waste paper, or other items, which are not needed at school. Gym clothes and towels should be laundered regularly at home, and not left in student lockers for long periods of time. Hallway lockers have built-in locks.

TIPS ON LOCKERS

- Keep your locker locked at ALL times.
- Do not give your combination to anyone.
- DO NOT share your locker with anyone.
- Do not leave valuables in your lockers.
- Do not pre-set your combination or jam it so it will not lock.
- Always check your lock before leaving it.
- Spin the dial several times upon locking the lock.
- Report any vandalism or locker in need of repair to the Middle School Office.
- Do not buy school supplies that are too large for the locker, causing the locker door to not close properly.

STUDY HALLS

- All study halls are considered instructional periods.
- Students are expected to report to their study hall on time.
- Students should bring something to work on in study hall. This may include homework, appropriate reading material, or a school-related project.
- There will be NO card playing, music playing, or non-constructive use of time permitted.
- Students wishing to work together on homework or a project may do so at the supervising teacher's discretion.
- Materials needed from a locker should be secured BEFORE reporting to study hall.
- Students reporting late to study hall must bring a pass.
- Students are expected to remain in their assigned study hall during the entire period unless excused by the teacher.

Edward Town Middle School Dress Code

Dress for Success!

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 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:

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Recognize that extremely brief garments such as tight tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate. Tank tops and muscle shirts are not to be worn by male students.
- Ensure that underwear is completely covered with outer clothing.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- Not include the wearing of headgear or sunglasses in the building, other than entering or exiting, except for a medical or religious purpose.
- Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, disability, or any other basis protected by law.
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

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

ETMS Dress Code Violation Protocol

Violation 1:

- Student changes clothes (clothes provided if necessary)
- Documented in e-School
- Parent is called and notified

Violation 2:

- Student changes clothes (clothes provided if necessary)
- Documented in e-School
- Parent is called and notified
- Student is assigned after school detention

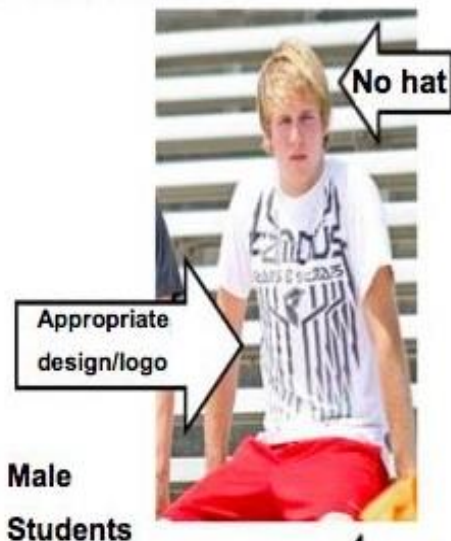
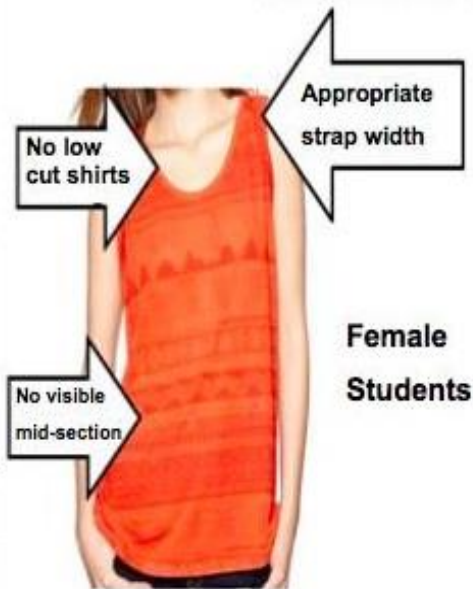
Violation 3:

- Student changes clothes (clothes provided if necessary)
- Documented in e-School
- Parent is called and notified
- Student is assigned 3 after school detentions

Violation 4:

- Administrative consequence for insubordination:
 - Based on frequency and severity of infraction.
 - At the discretion of the administration (ISS/OSS).

SCHOOL DRESS CODE DO's!



CUSTODIAL AND NON-CUSTODIAL PARENTS' RIGHTS AND RESPONSIBILITIES

ETMS abides by the provision of the Buckley Amendment (Family Educational Rights and Privacy Act, 1974). When parents of a student are separated, involved in divorce proceedings, or are divorced, the administration will respect the rights of both the custodial and non-custodial parents. Court orders concerning special restriction will also be respected and followed by the school administration. In the absence of a court order to the contrary, ETMS will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student; ETMS is not required to inform the custodial/legal guardian(s) if such information has been requested or given to a non-custodial parent/guardian. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

For the school's purposes, the parent with whom the child resides is known as the custodial parent. If both parents claim to be the custodial parent, enrollment records will be examined; the parent who enrolled the child is considered the custodial parent until a legal document naming the custodial parent can be provided to the school.

Parent rights include access to student records and school mailings, attendance at parent/teacher conferences, and authority to request that a student be released early or be absent from school for a legitimate reason. Only the custodial parent has the right to remove the student from school property.

It is the responsibility of the non-custodial parent to inform the school office of his/her name, address, and telephone number if he/she wishes to be consulted regarding his/her child or wishes to be placed on the school's mailing list.



ABSENT

Date: _____

My child (first, last name): _____

was **ABSENT** from school on _____

Reason: _____

Signature (Parent/Guardian): _____

LATE TO SCHOOL

Date: _____

My child (first, last name): _____

was LATE TO SCHOOL on _____

Reason: _____

Signature (Parent/Guardian): _____

EARLY DISMISSAL

Date: _____

My child (first, last name): _____

will be **DISMISSED EARLY** on: _____

Reason: _____

Signature (Parent/Guardian): _____