

Newfield Middle School



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Newfield, New York 14867
(607) 564-9955 X2126

Mr. Pat Mahunik, Director of Secondary Education
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Together we can; together we will

Middle School Handbook

Accidents

Every accident in the school building and on school grounds must be reported immediately to the staff member supervising the class and to the Health Office. If this is not possible, it should then be reported to the middle school office.

Announcements

The announcements for the day will be made during homebase. All announcements should be given to the middle school office in written form by noon of the previous day. **The principal and/or superintendent must approve posters and printed announcements, which are to be displayed throughout the buildings, before being displayed.**

Attendance

1. Compulsory Education Law

All students are required to attend school according to the adopted school calendar for the district. Under New York State Law, every individual between the ages of six (6) and seventeen (17) must be in regular attendance. Every effort should be made to see that absences from school are limited. Protracted absences or irregular attendance are often the first cause of student failure. A good attendance record will benefit the student, school and parents. It is part of your permanent school record and is often investigated by schools and employers.

2. Attendance Policy

The Newfield School District requires students to attend 85% of the scheduled classes of a course of study in order to be eligible for course credit.

- 85% of the regularly scheduled class periods is defined as no more than 28 absences for a full year course; no more than 14 absences for a half-year course; and no more than 7 absences for a course that meets for one semester or all year every other day.
- Three tardies per class is equivalent to one absence for that specific class
- This policy will be reviewed as needed.
- Extenuating circumstances may be reviewed by the Principal on a case-by-case basis. His or her decision may be appealed to the Superintendent, whose decision will be final.

Attendance will be reviewed each 6 weeks. Students with 15% absenteeism will be notified. If attendance problems continue, a meeting with the family will be requested. Severe cases will result in Probation and/or Child Protective Service referral.

3. Minimum Attendance

Students are required to attend all regularly scheduled classes. On each day of absence, parents/guardians are asked to notify the middle school office (564-9955) by 9:00 a.m, X2126.

Students must be present in school by 11:11 am in order to participate in extracurricular activities that day.

4. Written Excuses

The school is required to have a written excuse on file for each time a student is absent. The written excuse should be presented to the homebase advisor during homebase on the day the student returns.

5. Make-up Work

Assignments may be found on teacher's google classroom website. This is especially important if your child is out for more than one day. If a student's absence in physical education is the result of an extended period of legal

absence, make-up classes in lieu of homework may be scheduled.

6. Recording Absences

Absences are recorded in three ways:

- Excused: personal illness, religious observance, court appearance, for example with written excuse from parent/guardian
- Unexcused: absence for reasons other than items in (a), such as vacation or oversleeping
- Truant: absence without consent of parent/guardian or school

7. Tardiness

You are considered late to school if you are not in homebase by **8:45am**. **After 8:45am**, report to the middle school office and sign in. Explain your reason for being late with a written excuse from your parent/guardian.

8. School Closing and Delays

Should it be necessary to close school or delay opening because of inclement weather or other emergency circumstances, an announcement will be made via School Messenger and posted on the schools website. Occasionally, the weather may be predicted to clear or the roads may be improving and a delay of one, two, or three hours may be announced. In that case, parents should drop off their child either one or two hours later than normal depending on the announcement. Buses will arrive at their stops either one, two, or three hours later than normal as well.

9. Family Vacation

Vacation is not a legal reason for absence from school. Planning a family vacation during the school year is discouraged. Please notify the principal and teachers prior to leaving. All work must be made up within a period of time specified by the teacher. It is the student's responsibility to approach each teacher upon returning to school to determine work to be made up.

Assemblies

From time to time, there will be assembly programs in the auditorium or gymnasium. Each teacher will direct the class where to sit. We take pride in the courteous behavior of our student body at assemblies and concerts.

Whenever someone steps before the audience, talking stops immediately and all attention is focused on the speaker and the program. Your enjoyment and appreciation of a performance is reflected in your applause. Clap in an appropriate manner. **Any other noise is discourteous and unacceptable.**

Bicycles

Riding bicycles to school is a privilege but there are many risks involved. In order to ride your bike to school, you must park your bicycle and lock it up. **Remember**, the school is **NOT** responsible for damage or theft. Skateboards are not allowed on school grounds.

Books/Chromebooks

Textbooks, chromebooks, workbooks and library books are very expensive. Students are responsible for the proper care of all books/chromebooks and materials loaned to them by the school. Textbooks and Chromebooks are to be kept clean and handled carefully. Students are required to pay for lost or damaged books, Chromebooks and supplies and will be held to the standards of the obligation policy.

Bullying/Cyberbullying

Bullying (including cyberbullying) at Newfield Central School is strictly prohibited on school property, in school buildings, on school buses, off-property where doing so impacts the education process in school, and at school sponsored events and/or activities whether occurring on or off campus. "Bullying" among children is

defined, in general, as negative acts carried out repeatedly over time, targeted at another person. It involves a real or perceived imbalance of power. Bullying can take many forms which may include, but are not limited to, physical, verbal, and/or psychological.

Newfield Central School will take a preventative approach to bullying and cyberbullying by providing training to raise awareness of the issue of bullying and cyberbullying and to facilitate a safe and respectful atmosphere. Within buildings, students will learn how to identify and interrupt bullying and cyberbullying. In the instance in which bullying is suspected, the following procedure will be followed.

Procedure:

1. Any student who believes that he/she is being subjected to bullying/cyberbullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying/cyberbullying, shall report the behavior to any staff member or the Building Principal.
2. The Building Principal shall investigate the complaint and take appropriate action based on the findings.
3. Action will be based on the parameters of the Code of Conduct addressed for Verbal/Physical Intimidation, Physical Fighting or Causing Physical Harm to Another, or Sexual Harassment. In addition, guidance will be given to the victim in how to respond, and to the bully in an effort to correct and prevent a repeat of the behavior.
4. Allegations of bullying/cyberbullying will be treated as confidential and private to the extent possible.
5. There is a bullying reporting button on the district website.

Bus To and Away from School Activities

Students who ride the bus to an away athletic contest, musical program, or any other school-sponsored event, must return on the same bus. The only exception to this will be to release the student to a parent or guardian. The parent/guardian must personally see the teacher/coach supervising the student and take the responsibility for transporting the student home. Failure to do so may result in dismissal from the team or group.

Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Good manners, courtesy and cooperation are expected from all students.

1. Wait your turn in an orderly fashion.
2. Deposit lunch litter in the designated areas.
3. Return trays, dishes and silverware to the dishwashing area.
4. Leave the table, seat and floor around you in clean condition for others.
5. Stay in designated areas (seat, gym, and cafeteria).
6. Handle and consume food in an appropriate manner.

Food is not to be consumed in other parts of the building or outside the building unless a supervising adult gives permission. Students should NOT bring plastic soda bottles to school. Lunch will be served during the regular lunch period. Students who do not use the dining area properly will lose access to it during lunch periods.

The Newfield Central School cafeteria currently offers free breakfast for all students. In addition, your student may qualify for a "free" or "reduced" lunch dependent upon family income. Free and reduced lunch applications are processed all year. You may find applications on our website (www.newfieldschools.org), in each of the cafeterias, and in the principal offices.

The cafeteria operates on a pre-payment or cash basis only. Students eligible for free lunches may receive a New York State approved free breakfast and lunch each day. Students eligible for reduced rate lunches may receive a New York State approved free breakfast and a reduced cost New York State approved lunch. Students paying the full price may receive a New York State

approved free breakfast each day. They must pay for lunches at the district's established meal rate. Parents or guardians are responsible for paying any balances on student accounts. If a parent does not want his/her child to purchase meals or other food items in the cafeteria due to low funds or for any other reason, s/he must send in a written note. A la carte items may be purchased only if there is money on the student's account or if the student has cash. Further information may be found on the District's website.

Low cash notices (balances \$0.01 to \$10.00 inclusive) will be sent to your primary telephone on record each Tuesday and Thursday during the school year. **Negative balances will result in being called Monday thru Friday until paid.** Please communicate with any other family members who may need to know this information.

Student with Food Allergies Alert

If your child has a food allergy of any kind, we require updated doctor information annually (even if there is no change from the prior year). The cafeteria manager needs a doctor's note letting her know which foods the child cannot eat and if there is something specific the child must have. The cafeteria keeps this information on file (confidentially) to ensure your child does not purchase anything which may cause an allergic reaction. These records must be current.

Each cafeteria has a dedicated "peanut" free table. If your child has severe reactions to nuts or milk or other foods, he or she must sit at these tables unless we receive a note from the parents allowing him/her to sit elsewhere. This is required whether your child buys meals in the cafeteria or brings food from home.

If you have any questions please contact the Food Service manager Robin Wood at 607-564-9955 ext. 4024 or email her at rwood@newfieldschools.org.

Care of Buildings, Grounds & School Property

Your help and cooperation are needed to maintain the appearance of our buildings and grounds. Let's keep a clean and orderly building so that we may all enjoy pleasant surroundings. Students who damage school property or equipment may be required to pay for the damage or to replace the item. Additionally, discipline may be imposed or law enforcement may be contacted, dependent upon the extent and nature of the damage.

Change of Address/Phone Number

Please inform the middle school office (564-9955, ext. 2126) if you move or change your phone number. Please provide proof of your new address.

Counseling Services

The Counseling Department provides a number of services for students in grades 6 - 8. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study skills, help with home, school and/or social concerns, or any concerns the student would like to discuss with the counselor. Students wishing to visit the counselor should contact the secretary or counselor in the middle school office to arrange an appointment. Parents who wish to meet with the counselor should call or email for an appointment so that a mutually acceptable time can be arranged.

* For working papers, please see the high school secretary.

The school psychologist is also available by appointment. The counselor, teacher or principal can make appointments with the psychologist through referral. The psychologist is available for individual testing and referrals to other agencies. In an emergency, students should not hesitate to contact the school nurse, counselor, social workers, any teacher or the principal for assistance.

If you plan to transfer to a different district, contact the middle school secretary. She will assist you in completing the necessary paperwork.

Eligibility Standards

Extracurricular activities and interscholastic sports are considered by the Board of Education to be valuable opportunities for students to explore interests and develop skills outside of the classroom. However, the Board of Education believes that the primary focus of the schools is academic and students must be held responsible for completing their academic work in order to earn the privilege to participate in extracurricular activities and/or interscholastic sports.

Extra-curricular activities include all non-credit bearing activities including, but not limited to, clubs, dances, plays, athletic events, etc.

Students who participate in extracurricular and/or interscholastic sports do so as representatives of the Newfield Central School District. As such, their conduct is expected to be exemplary. Participation in extracurricular and/or interscholastic sports is elective and a privilege. It is not an entitlement.

At a minimum, students who are failing one or more subjects at the end of each grading period in middle or high school will be put on an ineligibility list and will be unable to participate in any interscholastic athletic competition (game), social activity, or extracurricular activity until his/her grades improve to passing (high school students) or s/he makes satisfactory effort to improve his/her grades as determined by an administrator (middle school students). Additional steps may be taken by principals and the Athletic Director before the end of the grading periods to promote student academic success (ex. warnings, probation, etc.)

If a student is able to pull up his/her grades to passing after the first week of ineligibility, the penalty for ineligibility will be held in abeyance and the student will be able to resume all extra-curricular activities and participation in interscholastic sports. The procedure for documenting this shall be determined by each building in accordance with the age and maturity of the students (ex. high school students on an ineligibility list may be required to have a form signed by their teachers each week).

Since some students may need multiple reminders, interventions, and encouragement in order to succeed, each building principal should set up a practice which monitors student progress and communicates such progress to parents/guardians and students.

Fall eligibility will be determined at the discretion of the administrator based on the student's most recent grades (ex. June or August) and fall enrollment (ex. repeating a course or not). Students who are ineligible based on their final quarter grades may participate in all practices and games prior to the start of the new school year at the administrator's discretion if a plan is in place that shows satisfactory effort to improve his/her grades in the appropriate subject areas in the fall.

Ineligible students will be allowed, but not required by this policy, to participate in athletic, drama, and music group practices.

A student who is ineligible to participate in sports may not wear his/her uniform to an athletic competition, but may be present to support his/her team.

Students whose behavior is inappropriate or violates the Code of Conduct may be ineligible for participation in extracurricular and/or interscholastic activities until such behavior warrants reinstatement. Students on suspension are not allowed to

participate in extracurricular and/or interscholastic activities during their period of suspension (see Code of Conduct).

In addition, students will be ineligible for participation in athletics or extracurricular activities, including practices, if:
A. they do not participate in physical education class.
B. they are placed on in-school or out-of-school suspension.

Please refer to Policy 5205.

Evacuation Drills

A drill is practice for a real event. We hope that it will never be necessary to have anything other than a practice drill. Yet the possibility is always present that it could be real rather than practice. Because of this; good order, an ability to follow directions and consideration for other people are all very important.

WHEN THE EMERGENCY BELL RINGS, EVERYONE MUST LEAVE THE BUILDING. Exit should be quiet and orderly so that special instructions and re-entry directions can be heard by everyone.

In the Room: Line up quickly and quietly. Full directions will be given by your teacher.

In the Corridor: Move along as quickly and calmly as possible WITH NO RUNNING OR PUSHING.

Outside: When outside, line up in an orderly manner away from the school, in the designated area, outside the lanes used by the fire fighting equipment. Entrances must be clear for the fire department.

Field Trips

Written permission from a parent or guardian is required for students to go on a school-sponsored field trip. Teachers will communicate specific details to parents, prior to any trip. Students are expected to attend educational field trips. If a student doesn't attend a field trip, he/she will be provided appropriate work under supervision at school. Any student who is illegally absent will be coded as such.

Grades

- 1. Grading**
Grades 6 - 8: Report cards will be issued every six weeks. Middle school averages are calculated by averaging the core and encore subjects. Classes that students attend daily are weighted equally. Classes that do not meet everyday are given one-half credit. Overall averages for the year are calculated using the 6 marking periods and the final exam.
- 2. Honor Roll**
The academic honor roll is published at the end of each marking period. The High Honor Roll is a list of all students who have earned an academic average of 90% GPA (Grade Point Average) or higher. The Honor Roll is a list of all students who have achieved an 85% to 89% GPA.
- 3. Incomplete**
An incomplete must be made up no later than two weeks after the termination of any given marking period. If any incomplete is not made up within the required time, the teacher has the option to give a grade with a zero averaged in, a minimum grade or no credit. Final marking period incompletes (assignments, projects, reports, etc.) will be turned in to the Middle School office and will be graded at the convenience of the teacher. No incomplete can be made up in September of the following school year. No credit will be given for the course in which a student receives an incomplete.
- 4. Homework**
SET REGULAR TIME FOR HOMEWORK
A good way to help build your child's self-esteem is to set a regular time for studying every day. Helping your child develop a regular study habit can lead to success in school – and a positive feeling about themselves.

Students should expect homework in any course in which they are enrolled. Although the amount of homework will vary from one teacher to another, one fact remains constant: A teacher giving homework expects the work on time. *Expect to be penalized for handing work in late.* If a student is absent from school, he/she is expected to be aware of the assignments he/she is missing and have them ready to hand in on their return. If a student is in school but not in class, (i.e., instrument lesson) he/she is still responsible for handing in assignments due and completing homework assigned on time.

5. **Parent Conferences**

Parent conferences with grade level teams, the middle school counselor or principal are encouraged. Teachers will contact parents for conferences when there is a need. Parents should feel free to contact Grade Level Teams to schedule a conference at any point during the school year.

Health Office

When a student becomes ill in school, he/she should inform the classroom teacher and then ask permission to go to the nurse's office, where the nurse will decide whether the student should be sent home. No student should leave the building without permission from either the principal or the nurse. Students may report to the Health Office only with a pass signed by a teacher except in the case of an emergency. Students may not go to the Health Office between classes. They should first report to the next class to get a signed pass.

Students on medication must first have a form from their doctor prescribing the drug and giving the school nurse instructions regarding the administration of the medication. This form, along with an additional permission slip signed by the student's parent, must be on file in the Health Office before medication may be administered in school.

Medical Problems

The school nurse should be notified regarding any condition such as allergies to drugs, foods or insects, epilepsy, diabetes or any other medical problem that might arise. This information is kept strictly confidential and is available only to faculty. Staff being aware of this information will be better able to handle problems should they arise in a classroom.

Homebase

A short period of time at the beginning of each day is designated as a homebase period. This time is to be used to take attendance, conduct business, pass out forms, and listen to announcements. This time is also important for students to make concrete connections with an adult mentor. Students are encouraged to consult their homebase teacher when questions or problems arise.

All students in the building are to report to their homebase. If the student reports to homebase late without a pass, they will be marked tardy and will be required to sign in at the office.

All students begin their day in the cafeteria immediately upon arriving at school. If they are participating in the breakfast program, they can get their breakfast and report to their homebase classroom. All other students should report immediately to homebase.

Library Media Center

The Library Media Centers are places for pleasurable and profitable learning experiences via both print and non-print materials, and are open each day from 8:30 am to 3:19 pm. The librarian is available for individual guidance or group assistance.

Access to the library, in grades 6, 7, and 8, is through academic labs or with a pre-signed pass from the librarian or teacher. Occasionally, the teacher may reserve the library for his/her class. You may come to the library to: read, sign out a book, do research, study, do homework, use a computer, or use AV equipment. All of these activities **MUST** be school related.

Students who come to the libraries for other reasons will be asked to leave.

All books, other than references and reserve books may circulate for a period of two weeks and may be renewed if no one else is waiting for the book. The library uses an automated system to account for student records relating to the borrowing of books.

Current magazines are to be used only in the libraries. This rule is necessary because periodicals will not survive the wear and tear of circulation. Particular back issues needed for research projects will be kept readily available for circulation. The Library Media Centers belong to everyone. Please feel free to make use of the facilities and to ask for help any time you need it. Please respect the materials.

Lines of Communication

If you have a problem, concern or question, please let any trusted adult know and we will work to resolve it.

Lockers

Metal lockers for books and clothing are provided, based on availability. Each student is assigned one locker. In grades 6-8, defective lockers must be reported to the middle school office.

KEEP LOCKERS LOCKED. (This applies to PE lockers as well.) DO NOT GIVE YOUR COMBINATION TO ANY OTHER STUDENT AND DO NOT LEAVE MONEY OR VALUABLES IN YOUR LOCKER.

School officials have the right to search lockers or interrogate students regarding any incident that happens in school. Student lockers remain the exclusive property of the school. The condition of a locker is a student's responsibility. Damage to a locker must be paid for. If a locker is defaced with writing or markings, the student should report this to the office and, after inspection, remove the writing, etc. Students who misuse lockers will be denied access to this privilege. Students must keep lockers clean, safe, and free from damage.

Lost & Found

All articles found in the middle school building should be taken to the middle school office. Classroom textbooks are returned to the teacher, clothing remains in the office for a short period of time and then given to the nurse. Students are expected to keep track of their items. **Hallway and PE lockers are expected to be locked with your items inside.**

Middle School Day

The middle school day begins at 8:30 am and ends at 3:19 pm. Students should not be on school grounds prior to 8:30 am unless they are in a supervised program. Students must leave the school buildings at 3:19 pm unless participating in a school sponsored supervised activity.

Newfield Honors Program

The Newfield Honors Program is open to membership for students in grades seven and eight. In order to be eligible, students must meet specific criteria. Students must have been a student at Newfield Middle School for a minimum of one year and must have attained a scholastic average of 85 or greater in each marking period of the prior academic year as well as having less than three (3) minor discipline referrals. Students who meet the eligibility requirements are invited to apply for membership. Members of the Newfield Honors Program contribute to the service of the school and the community at large and focus on leadership activities.

Obligations

Throughout the year, the middle school office will compile a list of fines and/or missing items. Students may lose certain privileges if obligations are not taken care of in a timely fashion.

Personal Belongings

Only items that are necessary or appropriate for a school function should be brought to school. If items are brought to school that are a distraction, they will be held until the end of the day. It is extremely important that you safeguard your personal property at

all times while in any public building. It is a good practice never to leave personal belongings unattended or in sight. It should not be necessary for you to bring to school more than the usual amount of money needed for lunch. You are reminded to put your name on all items such as outdoor clothing, books, musical instruments, eyeglass cases, PE clothing and shoes, and any other personal school items.

Passes

There are two types of passes at Newfield Middle School:

- a. A temporary admission slip issued for students who have been tardy to school.
- b. Pre-signed pass. If a pupil wishes to confer with a member of the faculty during a study period, they must first obtain a pass from the person they wish to see and present this pass to the academic lab teacher at the beginning of the period or a late pass signed by a teacher or supervising adult.

Physical Education

Attendance: Physical Education is required for all students according to New York State Law.

Excuse: All students must participate in class unless they are medically excused under any of the following policies:

- a. A medical excuse from a doctor excusing the student for a certain amount of time. The excuse must be kept on file in the health office.
- b. A note from parents excusing a student must be approved by the school nurse, who will then excuse the student from class.
- c. An excuse from the school nurse, which must be given to the PE teacher, will then excuse the student from class.

****All excuses just excuse the student from physical participation in class. The student will remain in class unless the teacher decides otherwise. Students will be given alternative assignments.**

Injury: Any injury, no matter how minor, must be reported to the teacher *immediately*. The school's insurance will cover costs after a deductible for any injuries that may occur during school time after your own insurance coverage. (Glasses are not covered by the school.)

PE Clothes: All students in grades 6 - 8 must have a change of clothing for class. This change of clothing should include loose-fitting, athletic attire such as a tee shirt, shorts, socks and sneakers. Sweats may be worn instead of shorts and tee shirts. Any student with clothing that could be considered a safety hazard will not be allowed to participate.

Grading: Physical Education is an academic course and the grading policy that all classes have applies in PE. The students must be in attendance, must be prepared for class with a proper change of clothing, must change, must demonstrate effort, and must demonstrate acceptable attitude and sportsmanship. Students will also be assessed using written examinations.

Clothing may be provided by the teacher in circumstances where the student is not prepared for class. Students will be expected to change their clothes as a result.

Students who do not participate in physical education due to a lack of preparation will be given three warnings. Upon the 3rd warning, students will be referred to the office for disciplinary action. At the 3rd warning, the student will receive detention. Any future incident of non-participation during a given semester, will be considered insubordination and be treated as such. Students who do not participate in class will not receive credit for that class.

Students who do not participate in physical education class for reasons of being unprepared or removed for disciplinary reasons, will not be eligible to participate in school-sponsored, organized athletics.

Locks & Lockers: Every student will be issued a lock and locker, which will be their responsibility. Any loss or damage to the lock or locker will be the responsibility of the student. A new lock costs \$6.00. **Lockers should be kept locked at all times.**

Retention/Promotion

Students who pass all subjects will be promoted. Students who do not make satisfactory progress in two or more basic subjects (English/ELA, Math, Science, Social Studies) shall have their cases considered according to the "Model for Academic Success" on an individual basis and may be considered for retention.

Retention: A decision to retain shall be arrived at by consensus from a case conference approach involving the grade level team, building principal, school counselor and parent/guardian. Factors to be considered include teacher recommendation; classroom achievement and attitude; standardized test scores; social, emotional and physical development; results of the family conference; and for identified students, recommendations by the Committee on Special Education. If a consensus cannot be reached, the decision of the Building Principal shall be final.

We will continue to offer a hybrid virtual/in person 6 week summer school program to avoid retention, if students have worked diligently all year and need some additional support.

Sales in School

The Board of Education permits the sale of products by school organizations if the profits are to be used for education and cultural enrichment activities. However, these sales will be limited and controlled by the school. To maintain control over the sale of products by school organizations and school affiliated organizations, each organization must submit a written request form. Individuals may not sell on their own in school. All sales must be cleared through and have prior written authorization from the building principal in advance of sales.

School Events

1. School Events

All students should be attired in a neat, clean manner suitable to the school events. In the event a person is dressed in extremely poor taste, he or she will be asked to leave, or not be admitted. Students are expected to conduct themselves in a proper and responsible manner at all times. Anyone who fails to comply with this regulation will be asked to leave.

2. Dances

School dances are for Newfield Middle School students only. All students must submit a permission form, provided by the Middle School office, to the homebase teacher at least **ONE** day prior to the dance (i.e. Dance is on Friday, permission forms are due on Thursday at 3:00 PM.) No student will be allowed into any school dance without a pre-signed permission form secured in advance by the homebase teacher. (Students will NOT be allowed to present permission forms at the dance.) Students will abide by all rules as outlined in this handbook. The school rules apply while on school property: before, during, and after the dance. Students who leave the building during a dance or activity may not return and must leave school grounds promptly.

The hours of each dance are from 7:00 – 9:00 PM. No student will be admitted into the dance after 7:30 PM. Students will not be permitted to leave the building during the course of the dance. If this choice is made, parents will be contacted by a school authority. Students will NOT be allowed to re-enter the building. Students exhibiting conduct unbecoming a student of Newfield Middle School will be asked to leave the dance via parent notification. Students who exhibit inappropriate conduct may be banned from attending future dances within the academic school year.

3. **Extracurricular Participation**
 Student participation in any extracurricular sport, club, band, chorus, drama production or any other activity offered by the school is considered a privilege available to all students. A student may lose his/her privilege if he/she breaks training rules, is academically ineligible, owes an obligation, or becomes involved in a disciplinary problem that warrants such action. Athletic involvement is encouraged at all levels whether it is on the Intramural, Modified, Junior Varsity or Varsity level. Coaches will advise all team members of training rules at the beginning of each sports season. Once a team has been picked, athletes may not quit to join another team within the same season. Some of our clubs and activities include MS Drama Club, Yearbook, Robotics, Student Council, and Newfield Honors Program.

All students are encouraged to stay for any of the various school-sponsored activities. A 4:20 bus run is provided Monday through Thursday for those students staying in a **supervised activity**.

School rules apply to all school activities whether held at school or elsewhere.

Students may NOT attend school activities if they:

- Are suspended from school,
- Owe school or teacher detention,
- Have not been in attendance for at least 1/2 day.

School Visitors

All visitors to the building are required to report to the middle school office and obtain a visitor's pass from the principal. *Students may not bring visitors to school.*

School Visitor Policy

School is in session from 8:30 am - 3:19 pm. During these hours, teachers and students are focused on teaching and learning. If a parent or guardian needs to see, pick up, or speak with a student during those hours, they must stop at the middle school office. The office staff may arrange for the student to come to the office and meet with the parent.

For safety reasons and to maintain an academic atmosphere, we request that visitors, high school students, and volunteers sign in at the middle school office. You will be given a volunteer or visitor pass. If a parent or guardian would like to meet with a teacher, please schedule an appointment through the teacher.

Sexual Harassment

Sexual harassment in the work place is illegal, and all students are forbidden from engaging in such activity. The Newfield Central School District is committed to providing an environment for study free all forms of sexual harassment or intimidation. This policy applies with equal force to males and females, and to heterosexual and homosexual conduct.

Such harassment refers to behavior typified by objectionable advances that are unwelcome, personally offensive, and debilitating to morale. This behavior includes any job related or academic action based upon an individual's acceptance of, resistance to, or refusal of sexual overtures. Such behavior undermines the integrity of the District's academic relationships.

Complaint Procedure:

Any student who believes that he/she has been the subject of sexual harassment should report the alleged incident immediately in accordance with the following procedures. All complaints will be held in confidence and disclosed only to the extent necessary for investigation. Retaliation against any person making a sexual harassment charge is forbidden.

- A student may report the incident to any person with authority in the Newfield Central School

District. An interview will be held to discuss the allegations.

- To lodge a formal complaint, the students will complete a written form specifically detailing the complaint. These forms are available in Newfield Central School's District Office or on the school's website.
- The District Superintendent or his/her designee will immediately initiate and coordinate a thorough and impartial investigation of the incident. If investigation reveals that sexual harassment has occurred, immediate action will be taken to rectify the situation. Resolution of a formal complaint will occur within 60 days of the receipt of the complaint form.

Student Conduct found to violate this policy will result in immediate disciplinary action up to and including suspension from school.

Student Academic Labs

Students may be assigned to an academic lab, which will be used to help students reach the New York State Learning Standards. These sessions are a part of the instructional school day.

Student Movement

Because we must live as a community in our school, some controls must be enacted to govern the movement of students in the building. While we would like to have as open an attitude and policy as possible, some regulations of pupil movement are necessary.

- No running, pushing, shoving, horseplay, abusive language, or physical displays of affection will be tolerated.
- Voices should be kept at a conversational level.
- Class ends only at the indication of the teacher.
- Bathroom needs - except in rare cases, these needs should be taken care of during the time between classes.
- At no time should students leave school grounds without permission from the middle school office or health office.
- Students are expected to use designated middle school hallways, stairways, entrances and exits.

Student Rights and Responsibilities

It shall be the responsibility of each student in the Newfield School District:

- To be familiar with and abide by all district policies, rules and regulations pertaining to student conduct.
- To work to the best of his/her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible.
- To conduct himself/herself, when participating in or attending school-sponsored extracurricular events, as a representative of Newfield School District and as such, hold to the highest standards of conduct, demeanor, and sportsmanship.
- To be in regular attendance at school and in class.
- Each student will be responsible for contributing to the maintenance of an environment that is conducive to learning and will be expected to show due respect to other persons and property.
- It will be the responsibility of each student to make constructive contributions to the school and to report fairly the circumstances of school-related issues.

The Constitutional rights of individuals assure the protection of due process by law. Therefore, a system of constitutionally and legally sound procedures are used with regard to the

administration of discipline in the Newfield Central School District. A student search by school officials is legal, as long as there is reasonable suspicion of a violation of the Code of Conduct. In most cases, if the student's parent is not present, they will be informed of the search. Stolen items, which are specifically prohibited by law, Board policy or school regulations may be impounded. It should be noted that the general statements above are guidelines only. In the event of an emergency, such as a bomb threat or during a search for drugs, these guidelines may not be followed.

Technology Usage

The Newfield Central School District is pleased to offer students access to a computer network for Internet use and completion of assignments. To gain access to the Internet, all students must obtain parental permission. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing, local library research, and classroom projects.

1. **CAPABILITIES:** Access to the Internet will enable students to explore thousands of libraries and databases. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further appropriate educational goals and objectives, as well as having school installed safety filters, students may find ways to access banned materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. But ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, the Newfield Central School District supports and respects each family's right to decide whether or not to apply for access.
2. **EXPECTATIONS:** Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.
3. **ACCESS IS A PRIVILEGE – NOT A RIGHT** and may be revoked if abused. The network is provided for students to conduct research, access educational tools, sites, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access entails responsibility.

Individual users of the district computer networks are responsible for his/her actions in accessing and utilizing the school's computer resources. It is presumed that users will comply with district standards and will honor the agreements they have signed. The district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network. When individual users access files that may be considered inappropriate, the parent or guardian will be informed and access may be removed.

4. **GUIDELINES:** Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district computers will always be private. Students should not share phone numbers, addresses, or other personal information about themselves or others. During school, teachers of younger students will guide them toward appropriate materials.

5. **RULES:** The following are not permitted (this list is not all-inclusive): Downloading or installing any software, shareware, or freeware onto network drives, removing or altering any hardware, software or supplies, damaging computers, computer systems or computer networks, sending or displaying offensive or threatening messages or pictures, using obscene language, harassing, insulting, attacking or threatening others, violating copyright laws, using another person's password, trespassing in another's folders, work or files, intentionally wasting limiting resources, employing the network for commercial purposes. The changing, erasing, removing or otherwise manipulating computer data through unauthorized entry is not allowed.
6. **CONSEQUENCES:** Be prepared to be held accountable for your actions and for the loss of privileges if the guidelines or rules are violated.

Violation of the guidelines or rules will result in disciplinary action, which can range from a verbal warning, temporary or permanent loss of access privileges, up to and including suspension from school as determined by the principal. If you are in violation of other school policies, those consequences could be assigned also.

7. **Cell Phone Procedure:** The Middle School will be returning to cell phone procedure implemented in 2019-2020. Students' cell phones and handheld devices will not be allowed on their person from **8:30am to 3:19pm**. The safest and best way for this to occur would be for cell phones and handheld devices to remain at home. The school is not responsible for any lost or damaged devices. If you feel that a student needs a phone before or after school, the phone will need to be kept locked in their locker.

Telephone Usage

In an emergency a phone is available for student use in the middle school office. Students should be taking care of all dismissal and after school plans BEFORE they come to school in the morning. Students will not be called to the office phone during school hours unless the call is an emergency.

Theft

All suspected theft of property should be reported immediately to the teacher and middle school office. **IF YOU KEEP YOUR LOCKERS LOCKED, KEEP YOUR LOCKER COMBINATION A SECRET FROM EVERYONE AND DO NOT LEAVE MONEY OR VALUABLES IN YOUR LOCKER,** you will greatly reduce your chances of losing your personal property.



Newfield Middle School provides an environment to aid students in transitioning from elementary school to high school, while focusing on the following:

SUCCESS by focusing on social/emotional and academic success, which is achieved through personal connections and support for students to reach their maximum potential.

SELF-WORTH gives students the ability to be valued for the people they are and the people they will become in the future.
SCHOOL CONNECTION allows the value of home, school, and the community working together as a team in the best interest of our students.

Our goal is to work in an environment based on mutual respect and a common mission--**educating our children.**

*Through our decisions and our actions, the **people** at Newfield Middle School, our faculty, staff and students, **MAKE A DIFFERENCE!***

CODE OF CONDUCT

INTRODUCTION

The ultimate purpose of any discipline policy is to foster the ability of every student to discipline himself/herself. In order for education to take place, there must be order. If one student's misbehavior affected only that student, our policy would be simpler. But the reality is that many others have their right to an education disrupted when misbehavior occurs. Consequently, for the good of the district as a whole, disciplinary policies and procedures have been formulated. These rules shall apply on all school grounds, in all school vehicles, and/or while participating as a representative of Newfield Central School District. Disciplinary actions are listed in this document for the various violations of school district rules. It should be noted that repetition of severe offenses will result in escalating disciplinary responses. Furthermore, district administrators have the ability to determine if additional consequences are required. The following sections provide a summary and Middle School specifics of the Newfield Central School District Code of Conduct.

STUDENT DISCIPLINE POLICIES AND PROCEDURES

GLOSSARY OF TERMS

BOE: Board of Education

COLLUSION: Secret agreement or cooperation for a fraudulent or deceitful purpose.

DETENTION: A disciplinary action determined by an administrator or teacher that requires a student to report to a classroom or the office for a designated period of time.

DISRUPTIVE STUDENT: A student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

EDUCATIONAL NEGLECT: Any recurring practice by a parent/guardian that jeopardizes a student's educational performance. For example, a parent/guardian failing to correct a student's chronic lateness or absence from school.

EXTRA-CURRICULAR: Outside of the required credit-bearing curriculum, i.e., clubs and sports.

INHALANTS: Chemicals that easily evaporate and can cause an altered state when their vapors are inhaled.

MEDIATION: Intervention between conflicting parties to reach a solution or compromise.

PARAPHERNALIA: Any item that could be used to participate in any use of drugs, tobacco or alcohol.

PINS (Person In Need of Supervision): A program for students that provides case management through a law enforcement agency.

PLAGIARISM: Stealing and presenting as one's own, the work and/or words of another.

SCHOOL PROPERTY: In or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public school, or in a school bus.

SCHOOL REPRESENTATION: When a student represents Newfield Central School District during any school-approved activity (on or off school property).

STUDENT: An individual enrolled in Newfield Central School District.

SUPERINTENDENT'S HEARING: A due process hearing with the Superintendent of Schools for the purpose of determining disciplinary action.

SUSPENSION (In-school): Disciplinary action determined by an administrator, in which the student is removed from the regular classroom setting, to a supervised suspension area on school property, where he/she is responsible for completing all school assignments.

SUSPENSION (Out-of-School): Disciplinary action determined by an administrator, in which a student is not permitted to be on school property and is expected to remain at home where he/she completes all school assignments.

TRUANCY: Illegal absence from school without parent/guardian permission.

VANDALISM: Willful or malicious destruction or defacement of public or personal property.

CODE OF CONDUCT

Students' Rights and Responsibilities

All students have a right to attend a school where a positive learning environment exists; a school where student behavior is conducive to maximum performance in classes and extracurricular activities.

All students have a responsibility to do their best to achieve in class and school activities and to abide by the schools' rules and code of conduct. When this happens, the school atmosphere will truly be conducive to student achievement and happiness.

All students have a right to feel safe and be safe in this school. This means no students will be harassed, intimidated, or physically harmed in any way.

ALL STUDENTS HAVE A RESPONSIBILITY TO MAKE THE SCHOOL SAFE.

All students have a right to expect their property to be safe in this school.

This means that no one will steal, damage, or destroy personal or school property.

ALL STUDENTS HAVE A RESPONSIBILITY TO RESPECT PERSONAL AND SCHOOL PROPERTY.

All students have the right to be treated with respect in this school.

This means that no one will act or speak in a disrespectful manner.

ALL STUDENTS HAVE A RESPONSIBILITY TO TREAT OTHERS WITH RESPECT.

All students have the right to be accepted and treated fairly in this school.

This means that no one will be treated unfairly.

ALL STUDENTS HAVE A RESPONSIBILITY TO ACCEPT AND TREAT OTHERS FAIRLY.

All students have a right to hear and be heard in this school.

This means that no one will interrupt or be disruptive.

ALL STUDENTS HAVE A RESPONSIBILITY TO LISTEN WHEN OTHERS ARE SPEAKING.

All students have a right to express thoughts and feelings in this school.

This means that all students will be free to express their feelings and opinions in an acceptable manner.

ALL STUDENTS HAVE A RESPONSIBILITY TO ALLOW OTHERS TO EXPRESS THEIR FEELINGS AND OPINIONS.

Newfield Middle School complies with New York's Dignity for All Students Act. The Dignity Act seeks to provide the State's public school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus, and/or at a school function.

Students may be subject to disciplinary action as described in 5300.35, up to and including suspension from school, when they:

A. Engage in conduct that is disruptive or disorderly. Examples of such conduct include but are not limited to:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which 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. Students are not permitted on school grounds from dusk to dawn, except for events authorized by the district.
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 but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Missing, leaving, or being late for school without permission.
3. Skipping detention

C. Engage in conduct that is violent. Examples of violent conduct include but are not limited to:

1. Committing an act of violence (such as hitting, kicking, biting, pulling hair, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
2. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
3. Displaying what appears to be a weapon in a threatening manner.
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 threatening graffiti or arson.
6. Intentionally damaging or destroying school district property.

D. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include but are not limited to:

1. Lying to school personnel.
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.

3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Discrimination, which includes the use of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, gender, sexual orientation or disability as a basis for treating another in a negative manner.
5. Bullying, as defined in policy 5020.1.
6. Harassment as defined in 5300.05, which includes a sufficiently severe action or 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, including any incidents of "cyberbullying" or "sexting" on campus or off campus which cause a substantial disruption in the school (See Policy 5020.1 and 5020.2). Harassment may include, among other things, the use, both on and off school property, of information technology, including, but not limited to, email, instant messaging, blogs, chat rooms, pagers, cell phones, gaming systems and social media websites, to deliberately harass or threaten others. This type of harassment is generally referred to as cyberbullying (See Policy 5020.1 and 5020.2).
7. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
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 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-alike drugs, and any substances commonly referred to as "designer drugs."
13. Inappropriately possessing, using or sharing prescription and over-the-counter drugs, synthetic cannabinoids, or other mind-altering substances.
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.

E. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses for safety reasons and to avoid distracting the driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Pushing, shoving, fighting and excessive noise will not be tolerated.

F. Engage in any form of academic misconduct.
Examples of academic misconduct include but are not limited to:

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

A. Gun-Free Schools Policy

No person shall bring onto school premises or have in their possession on school premises any "firearm" as defined in federal law. For purposes of this policy, the term "firearm" shall mean: any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such weapon; any firearm muffler, or silencer; or any destructive device.

In accordance with the Gun-Free Schools Act of 1994, any student found guilty of bringing a firearm onto school premises or having such has been provided pursuant to Section 3214 of the Education law, will be suspended from school for a period of not less than one year. However, after the imposition of the one-year

Penalty has been determined, the Superintendent of Schools may review and modify such suspension requirements for a student on a case-by-case basis. In reviewing the student's one-year suspension penalty, the Superintendent may modify the penalty based on factors as set forth in Section 100.2 of the Regulations of the Commissioner of Education and in Commissioner's Decisional Law.

B. Student Dress

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. Please refer to Policy 5300.20

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 are not appropriate in a public school setting. Ensure that underwear is completely covered with outer clothing.
3. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
4. Exclude the wearing of hats or head wraps in the building. Scarves covering the head are not appropriate unless they are used as a legitimate hair accessory or for religious reasons.
5. 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.
6. 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 of the student dress code at the beginning of 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.

C. Bus Discipline

Students are expected to display the same conduct on a bus as they do in a classroom. A bus driver is a professional. He or she deserves the same respect as a teacher or an administrator. School busses are considered school property. Therefore, all district discipline policies are in effect. Any discipline infraction that endangers the safety of others may result in the loss of transportation privileges.

BUS CONDUCT RULES

1. Obey the bus driver at all times. * Video cameras are installed on all buses and may be used as a recall of any reported incident.
2. Be on time to your bus stop.
3. Keep your hands to yourself. No pushing or fooling around.
4. Keep your body inside the bus. Do not throw anything out the window.
5. No eating, drinking, or littering on the bus.
6. Use appropriate and respectful language in a low volume.
7. Written notes are required for any student who wishes to ride a different bus. Notes must be signed by any office personnel.
8. Remain seated at all times.
9. Students must walk 10 feet in front of the bus and then await a signal from the driver to cross in front of the bus.
10. Sit in your assigned seat.
11. Do not play with emergency windows or doors.
12. All district policies are in effect at all times.

Violations of school bus rules may be subject to disciplinary action as described in 5300.35, up to and including suspension from school.

D. Student Suspension

Students that are suspended either in or out of school are to leave school grounds at dismissal and are not to return until the next school day.

Procedures Related to the Suspension of Students with Disabilities

A student identified by the Committee on Special Education as having educational disabilities who has been suspended for 10 cumulative days shall be referred immediately to the Committee on Special Education for consideration of change in placement.