



MIDDLE SCHOOL STUDENT HANDBOOK 2019-20

Middle School Team:

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To contact the School Principal, Superintendent, School Nurse, Transportation Supervisor, Main Office, Business Office, or to report Attendance, dial the main number for the school: (845) 424-3689.

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September 3, 2019

Dear Members of the Garrison School Community,

I hope all of you enjoyed a wonderful summer with friends and family. I am happy to begin another school year with all of you and your children. It was a productive summer, but awfully quiet without the sounds of our kids in the hallways!

In Garrison, the best interests of our children always comes first in every decision we make. The dedication of staff members to the interests of our students is evident every day. We are all committed to building trusting relationships, positive school culture, and supporting each child from both an academic as well as social-emotional perspectives. We understand the importance of educating the “whole child” and this idea coupled with our district priorities in Curriculum Development, Social Emotional Learning, Communication, and Facilities are what make Garrison a great district.

Over the course of the past school year, I have sent weekly updates via the “Cougar Corner”. I will continue to share the Cougar Corner with all of you in the spirit of celebrating the exceptional work our students and staff do each and every day. If you prefer, you may also find highlights of our day via social media on Twitter ([@SchoolGarrison](#)), Facebook ([Garrison UFSD](#) or search “@garrisonufs”), or Instagram ([@schoolgarrison](#)).

As always, I thank you for your continued support, time, and care. I look forward to another spectacular school year together!

Sincerely,
Alex Levine
Principal





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PRIDE



BE

Safe

BE

Responsible

BE

Respectful

The arrison School

WELCOME !

Upon arrival, students should proceed to their lockers to get materials for their first set of classes. If students arrive late to school, they should report directly to the main office to receive a pass to class.

Students may return to their lockers six times each day (see Lockers, page 22):

- Upon arrival
- Before and after 3rd period
- Before and after gym
- Before and after lunch
- After 8th period
- At the end of the day

It is recommended that personal appointments be scheduled after school hours. If for any reason a student needs to leave school early, the parent or guardian must sign the student out in the main office. Students must bring in a parent's/caregiver's note if they will be leaving school prior to the regular dismissal time. ***Parents/Caregivers are reminded to obtain a visitor's pass when entering the school.***



PLEASE NOTE: *To maximize instructional time, any items which parents leave for their child such as work, instruments or lunch should be delivered to the main office.*

Middle School Philosophy

The Garrison Union Free School District is dedicated to creating a caring and stimulating environment which will foster self-esteem and a love of learning by empowering our children to excel academically, socially, creatively and physically.

“Middle-level education is not just a link between the elementary school and the high school; it has a purpose all its own. Middle-level educational programs that are most successful capitalize on the unique characteristics and needs of middle-level students and serve two purposes: academic excellence and personal/social development,” *from Regents Policy Statement On Middle-Level Education & Schools with Middle-Level Grades*, University of the State of New York State Education Department.

We believe our educational goals will best be accomplished when the school staff, parents, students and community are committed in partnership to provide enriching educational experiences. Our ultimate objective is to challenge all students to become self-motivated, lifelong learners and contributing members of society.

Success in Middle School

Many students achieve success when they....

1. have a regularly scheduled time for completing homework.
2. have a quiet place for completing homework free of distractions.
3. review notes, read ahead, study appropriate material.
4. take part in non-academic activities.
5. develop a system of organized skills.
6. have positive interaction with their peers and adults.

Show Pride

P - *Perseverance*

R - *Responsibility*

I - *Impulse Control*

D - *Do What's Right*

E - *Excellence*

ACADEMIC POLICIES

SUBJECT OF INSTRUCTION:

The Garrison Union Free School offers courses in a variety of subject areas based on New York State Common Core and Garrison School District requirements. All sixth, seventh and eighth graders must receive a minimum grade of 65 percent in order to receive credit for the completion of the following courses:

- Math or Accelerated Math (Integrated Algebra)
- Science or Accelerated Science (Living Environments)
- English/Reading
- Physical Education
- Social Studies
- Spanish

Students will receive a Pass/Fail in the following subject areas:

- Theater
- Art
- Health
- Music
- Technology

ACCELERATED PROGRAMS - HIGH SCHOOL CREDIT:

Foreign Language

All students in the sixth, seventh and eighth grade will take a foreign language (Spanish). Credited will be awarded based upon success on the FLACS. (Foreign Language Association of Chairpersons and Supervisors) Exam administered to all 8th graders.

This program allows for acceleration, in that the student may become fluent in Spanish in Middle School and then have the opportunity to begin a second language in High School.

Mathematics

Middle school students currently have the opportunity to study high school math in their 8th grade year. Data is collected for the accelerated math program prior to the sixth grade year. This is based on the New York State Assessment Tests, 5th Grade Placement Exam, student's average on classroom and unit tests, student effort and attendance, and teacher recommendation.

The accelerated math program is a three-year course of study. Sixth and Seventh grade accelerated math is a preparatory course for the eighth grade student entering a high school Regents' program. A student's performance in sixth and seventh grade will determine placement in the accelerated eighth grade math program for Algebra. Students must achieve an 85 or above on the Regents' exam at the end of grade 8 in order to remain in advanced math placement at the high school level. One of the goals of this program is for mathematically-skilled students to advance to college-level courses in grade 12.

In order to be placed in the accelerated math program all students must meet or exceed the following criteria:

- "Exceed Expectations" in all areas of 5th grade Mathematics
- Excellent teacher recommendation
- Performance on Writing Rubrics
- Excellent attendance/homework

Science

Middle school students also have the opportunity to study high school science in their 8th grade year. Student data is collected for the accelerated science program prior to the seventh grade.

The accelerated science program is a three-year course of study. The accelerated Science sequence is:

- Grade 6 – Earth Science
- Grade 7 – Physical Science
- Grade 8 – Regents Living Environments (Biology)

This course of study will challenge serious science students. One of the goals of this program is for students to advance to college-level science courses while in high school. This accelerated class is designed to align with courses offered at middle school level in both designated high school districts.

In order to be placed in the accelerated science program all students must meet or exceed the following criteria:

- Excellent grades in 6th grade science
- Reading at or above an 8th year 5th month level (8.5)
- Performance on Writing Rubrics

- Excellent attendance & homework
- High Level of Achievement on NYS ELA & Math Assessments
- Teacher recommendation

The accelerated class will provide flexibility in high school scheduling and give students an opportunity to schedule AP (advanced placement) courses without having to take two science courses in the same year.

TESTING:

Students will encounter a variety of different tests (both local school exams and state standardized examinations) during their years in middle school. Test scores are important indicators of academic achievement. They are best utilized when considered as a component of the overall experience along with an evaluation of student performance in the classroom. State tests help students, their parents and caregivers gauge a student's progress in comparison with others his/her own age. Test scores are also used to determine placement in honors programs at the high school.

Testing in Gr6

NYS Assessments in Language Arts and Math.

Local assessments in Language Arts and Math (STAR 360, Fountas & Pinnell)

Testing in Gr7

NYS Assessments in Language Arts and Math.

Local assessments in Language Arts and Math (Renaissance STAR 360)

Testing in Gr8

NYS Assessments in Language Arts, Math and Science

NYS Regents (Algebra)

NYS Regents (Living Environment/Biology)

Spanish FLACS Exam

Local assessments in Language Arts and Math (Renaissance STAR 360)

James I. O'Neill High School *requires a writing sample and a reading comprehension test for honors program admission.*

PARENT CONFERENCES:

Please Note: Parent/Teacher conferences may be initiated by either party and scheduled at their mutual convenience. Teachers will request a conference when necessary. Parents are encouraged to call or e-mail teachers for conferences since they are not regularly scheduled at this level. Parents are encouraged to contact teachers via e-mail or by phone to discuss their child's progress and or set up a meeting with the teachers.

MIDTERM AND FINAL EXAMS:

Midterms exams and final exams may be given in the seventh and eighth grade. Mid-terms will be averaged into the second quarter grade. Final exam scores will be averaged into the student's fourth quarter grade.

REPORT CARDS:

Report cards are issued four times a year. Academic as well as effort grades are indicated. Report cards offer an important means of communication between school and home in order for students and parents to be apprised of the student's progress. Report cards are available online and can be mailed upon request made to the Main Office.

INTERIM REPORTS/PROGRESS REPORTS:

Interim reports will be sent electronically to parents/guardians midway through each quarter. Class pages are another vehicle for communication. Parents may log on to the Garrison website to view class pages, login to Google Classroom pages, or email teachers.

GRADING:

A pass/fail grade is given in Home and Careers, Health, Guidance and Technology. Numerical grades are given in Art, Music and Physical Education.

The grading system at the Garrison School is based on a top score of one hundred percent. A grade of sixty-five percent indicates the student has achieved a passing score, but has not achieved a satisfactory level.

Excellent.....	90-100%
Good.....	80-89%
Satisfactory.....	70-79%
Poor.....	65-69%
Failing.....	64% and below

ACADEMIC ASSISTANCE:

AFTER-SCHOOL HELP/LATE BUS:

Based on student performance throughout the school year, students who are not achieving satisfactory grades may be recommended to attend After School Help or Homework Class until improvement is demonstrated. All students are eligible for academic assistance. Students must make prior arrangements with teachers for a mutually agreed upon time. Late buses are provided on Mondays and Thursdays and leave the school at 4:00 p.m. A note should be submitted 24 hours before a student plans to stay for after school assistance. If a child is required to stay, the teacher will notify the parents through letter and if necessary a conference.

PROMOTION/RETENTION POLICY:

A student who fails 2 out of 5 major subject areas may be retained (major subject areas include: English, Math, Science, Social Studies and Foreign Language). Excessive absenteeism may also result in retention. If a student fails 2 or more subjects, he/she must attend a summer school program or other approved student program at the parent's expense.

HONOR ROLL STATUS:

Students' grade standings are used in determining honor roll at the end of each marking period.

ACADEMIC EXCELLENCE ELIGIBILITY:

An overall average of 95% or higher is necessary for a student to be placed on the Principal's List. In addition to the overall average, the student must achieve an 80 or above in all subject areas.

HIGH HONOR ROLL ELIGIBILITY:

An overall average of 92.5% is necessary for a student to achieve high honor roll standing. In addition to the overall average, the student must achieve an 80 or above in all subject areas.

HONOR ROLL ELIGIBILITY:

An overall average of 84.5% is necessary for a student to achieve honor roll standing. In addition to the overall average, the student must achieve an 80 or above in all subject areas.

PRINCIPAL'S LIST ELIGIBILITY:

The Principal's List is published after the 2nd, 3rd, and 4th Quarters and acknowledges all students not on the above lists whose scores have increased by .5 points or more from the previous quarter.

HOMEWORK POLICY:

Homework serves the purpose of reinforcing skills already taught (not introducing new skills), teaching student responsibility and teaching organizational skills. Each middle school student is supplied with a planner to help organize his/her classroom work and homework and should be checked by parents on a daily basis.

- Homework is assigned on a regular basis.
- Homework assignments include reading, studying, writing, research and projects.
- Students are responsible for completing and bringing in required work on time.
- Homework is checked and appropriate feedback and follow up to students is provided.
- Selected homework is graded and averaged in with quiz, test, class work, reports and projects.
- Students may be provided the opportunity to make up assignments within a reasonable amount of time as specified by the teacher.
- Points are deducted from students' homework averages for each missing or late assignment.

- Homework will count between 20% and 30% of students' quarterly grades.
- The complete heading should be used on all papers, unless otherwise instructed:

First and Last Name	Date
Grade/Subject	Assignment
- All homework assigned the week of midterm/final exams will be in preparation for the exams.
- Homework will not be assigned the night of a drama club performance, holiday, religious observance or the evening of a Band/Chorus Concert. Other conflicts will be at the teacher's discretion.

Students and their parents should select an appropriate area of the home for this work. Whenever possible, the designated homework area should provide sufficient space and be free of potential distractions. **If a student has little or no assigned homework**, the allotted time should still be utilized on a daily basis to review, read ahead, organize or study previous materials.

If a student has an excused absence, the parent is expected to call the main office to report the absence and provide a reason.

If a student is absent, he/she may check the school website for homework assignments which are posted daily.

Homework will not be supplied to the student prior to an unexcused absence. When the child returns, the student will be given the opportunity to complete the missed assignment in a timely fashion or the child may review the Middle School homework link to complete assignments while he/she is not in school.

STUDENT ACTIVITIES

CO-CURRICULAR ACTIVITIES:

The co-curricular program at the middle school is only one of the extensions of an all-around education at Garrison Union Free School. Our first and most important goal is to insure that our participants achieve in the classroom and gain the skills to prepare them for higher learning and later life. The co-curricular programs offered at Garrison provide an opportunity for our students to share experiences with their peers and to have experiences in an area of interest. For sports, winning is not our main goal. Our goals are cooperation, competitiveness, sportsmanship, dedication and team awareness.

Activities offered sometimes change, but as a rule the following are available:

- Team Sports
- Student Government
- Yearbook
- Jazz Band
- NYSSMA
- Drama Activities

Co-curricular activities are scheduled after school or occasionally during 9th period.

ELIGIBILITY POLICY FOR ALL CO-CURRICULAR ACTIVITIES:

Eligibility for participation in the co-curricular activity programs is determined by a student's academic progress and disciplinary record. Probation or ineligibility is the result of difficulties with a student's academic responsibilities or discipline. Probation means a student is permitted to continue participation in the activity, but must be working to raise his/her course grades to passing. During a period of ineligibility, a student cannot try out or participate in any co-curricular activity.

If a student is absent from school on the day of the activity or is disciplined by the Principal, he/she will not be permitted to participate in the activity.

ACADEMIC ELIGIBILITY

Any student failing two (2) or more subjects at mid-semester or at the semester's end is academically ineligible for participation. The student can be re-evaluated after 2 weeks. If the student is no longer failing 2 subjects, that student is eligible. If the student is still failing 2 or more subjects, ineligibility will remain until the next reevaluation or until work has been completed.

SPORTING EVENTS

Any student who receives two homework zeros in one subject or a total of five in all subjects will be deemed academically ineligible until all assignments are completed. **Before returning to the team, the student is responsible for submitting a signed release form that indicates all work has been completed. In order for a student to play on the day of a game, the release form must be submitted to the Athletic Director by 1 p.m.**

OTHER EXTRA CURRICULAR ACTIVITIES

Any student who receives two homework zeros in one subject or a total of five in all subjects will be deemed academically ineligible until all assignments are completed. **Before returning to the activity, the student is responsible for submitting a signed release form that indicates all work has been completed. In order for a student to participate in the activity on that day, the release form must be submitted to the Middle School Team Leader by 1 p.m.**

FIELD DAY

Participation in Field Day events is a privilege. All 6th and 7th graders are eligible to participate in Field Day activities if all of their assignments have been successfully completed. 8th graders do not participate in Field Day. They use this time to rehearse for graduation.

STUDENT GOVERNMENT

The Student Government empowers 3rd-8th graders to elect class representatives who will be their voice in enacting student-led change to The Garrison School. This legislative branch of the government meets biweekly during a lunch period.

An Executive Branch of the Student Government is comprised of elected 8th Grade officers. Elections are held for the offices of President, Vice President, Secretary and Treasurer of the student government each fall. All 6th, 7th and 8th grade students may vote for the Executive Branch.

Student Government:

- Allows all students a place to bring their creative vision for school improvement.
- Promotes civic learning through participation in a democratic process.
- Helps to create and foster an enthusiastic school spirit.
- Develops a sense of leadership and responsibility among students.
- Provides a working experience that relies on communication and collaboration.
- Helps to guide student activities.

MIDDLE SCHOOL DANCES

Rules and Regulations

1. School dances start at 7:00 p.m. and end at 9:30 p.m. Parents/caregivers must pick up their child promptly. Eighth graders will arrive at 6:00 p.m. to set up and stay later until 9:45 p.m. to clean up.
2. Students exhibiting inappropriate behavior will receive disciplinary action. If deemed necessary by chaperones, a parent may be called to pick up the student. This may result in the suspension of privileges to attend future dances.
3. If a student is absent from school on the day of the dance or is disciplined by the Principal, he/she will not be permitted to attend the dance.
4. Students may invite grades 6-8 students from other school districts as guests. The guest must have a note from their parent/caregiver giving permission to attend the dance. The note must contain a contact name and telephone number where that child's parent/caregiver may be reached during the evening hours. The Garrison student's parent/caregiver must also send a note indicating his/her approval. The notes must be given to the Eighth Grade Advisor by the end of homeroom one (1) day before the dance.
5. **Backpacks, coats, bags, etc. must be left in the hallway immediately outside the dance area.**
6. Students may use the school phone or cell phone for emergencies only with permission from a chaperone.

7. Students must stay within the dance area and are not allowed to roam the building or outside premises.
8. Students, with chaperone permission, may use the bathroom **one at a time**. Bathroom passes may be obtained from the chaperones.
9. Students may only enter and exit the dance through the designated areas and are not permitted outside the building at any time without a chaperone.

10. Snack tables are operated only by the eighth grade students.

11. Students will not be admitted if they arrive one-half hour after the dance begins unless they have been at a school function prior to the dance.

12. This is a dance. There will be no sports played during this activity. Chasing others and running around will not be tolerated.

13. Students must dress appropriately as stipulated in the school dress code.

14. Music and dancing should be in accordance with Garrison School Code of Conduct. Appropriate dance moves will be established and students must adhere to these expectations.

ATTENDANCE, ABSENCES, CHANGES IN THE SCHOOL DAY

THE BEST WAY TO LEARN IS TO BE IN SCHOOL

Students who are in regular attendance at school have a more positive, successful learning experience. The Garrison School District encourages and expects excellent attendance from every student. Student attendance is monitored throughout the school day.

PARENTS HAVE THE GREATEST RESPONSIBILITY IN THIS PROCESS

Attendance is mandatory for children between the ages of 6 and 17. Punctuality and regular attendance are the legal responsibilities of parents and guardians.

INCENTIVES

In an effort to encourage attendance, the following incentives will be offered K-8:

- Certificates for perfect attendance at each grade level per marking period.
- An attendance honor roll shall be maintained and published each marking period identifying those students with perfect attendance.

DETERMINATION OF EXCUSED ABSENCES AND TARDINESS

Based upon our District's education and community needs, values and priorities, the School District has determined that absences and tardiness will be considered excused or unexcused according to the following standards:

- **Excused:** An absence or tardiness may be excused if due to student illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health services or other such reasons as may be approved by the Board of Education.
- **Unexcused:** An absence or tardiness is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, haircut, oversleeping).

When a student is absent, the parent is expected to call the nurse's office to report the absence and provide a reason.

Homework may be sent home after two consecutive days of excused absence. For shorter absences, students should phone classroom buddies for assignments.

ABSENCES + TARDINESS

The following procedures will be followed in order to notify parents of absences:

- Upon each absence a parent must call the Nurse's Office or enter the absence in School Dismissal Manager.
- At the tenth absence or lateness, a letter or email may be sent home by our school counselor with the goal of supporting the student's academic well being.
- At the fifteenth absence or lateness, a parent will be asked to meet with school personnel to discuss the situation. An improvement plan will be implemented and monitored by school officials.
- At the twentieth absence or lateness, a letter will be mailed home and a parent will meet with school administrators to discuss the implications of truancy laws mandating educators to notify authorities.
- At the twenty-fifth absence or lateness, child protective services will be notified.

BEFORE & AFTER SCHOOL

Supervision is available in the cafeteria from 8:00 a.m. until 8:15 a.m. Please be advised that children cannot be in the school hallways or classrooms before 8:15 a.m. School begins at 8:20 a.m. with a brief homeroom period to take attendance and make school-wide announcements. Students arriving after 8:25 a.m. will be considered "late" (except when the buses are late) and must sign in at the main office.

The student day ends at 3:04 p.m. All other students are dismissed to the buses.

Any change in student's dismissal plans must be placed in School Dismissal Manager by 2:00 PM. In an emergency, a change in dismissal can be called to the Main Office before 2:00 p.m. Arrangements will be made for the parent/guardian to sign the student out. Please follow this procedure - at all times the school must be able to locate every Garrison School student!

The Emergency Notification System will notify you of closings or delays. When school is delayed or closed due to inclement weather or other emergency situations, radio stations WHUD (100.7 FM), WBNR (1260 AM), WLNA (1420 AM), or WSPK (104.7 FM) will broadcast announcements. In addition, the message board at 424-3689 ext. 530 and the school website (www.gufs.org) will have current information. If your emergency numbers change, you **must notify the school immediately so that we can insure the accuracy of our internal emergency notification system.**

Parents are urged to identify a friend or neighbor who can assume responsibility for their child in the event an emergency closing occurs, and the parent/caregiver cannot be contacted. Students should be aware of such emergency plans. Parents are asked to complete emergency information sheets and return them to homeroom teachers prior to the first week of school. **In the event that the Garrison School has to evacuate due to an Indian Point Radiological Emergency, students will be transported to the Kent Elementary School on Route 52 in Carmel, New York.**

GENERAL INFORMATION

STUDENT DRESS CODE

All students are expected to maintain personal cleanliness and dress appropriately for school and school-sponsored functions. Students and their parents have primary responsibility for ensuring acceptable student dress and appearance at school.

Student dress, grooming and appearance shall:

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Not include extremely brief garments and/or see-through garments, clothing that is excessively short, or too low-cut, such as short shorts/skirts, spaghetti strap shirts, backless shirts, bare midriff or halter-tops, or others that have extremely plunging necklines or waistlines.
- Include footwear at all times. Footwear that presents a safety hazard will not be allowed (i.e. roller sneakers, extremely high heels, flip flops, etc.).
- Preclude wearing hats in the classroom except for medical or religious purposes.
- Not include items that are vulgar, obscene, libelous or denigrate others due to actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, gender identity, sex, sexual orientation or disability.
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Students not following the above dress code will be required to change to school-appropriate attire. Repeat offenders to the dress code will be referred to administration for disciplinary action.

LOCKERS

Each student will be assigned a locker and **must have a lock on it at all times**. Combinations should not be shared so that the locker is a safe place to store property. **Students should not open other students' lockers or switch with other students**. Lockers are to be kept neat, clean and locked. Students may return to lockers six times each day.

Lockers will be assigned to students in the physical education area. The same expectations apply to gym lockers. Students who do not adhere to these rules may not use the lockers in the gym area.

Lockers are a privilege which may be revoked. All school lockers remain the property of the Garrison Union Free School. To preserve the integrity of the school and to protect the safety of students, the administration reserves the right to inspect lockers at anytime without prior notification to the students to whom lockers are assigned. **The School District or its administration is not responsible for the loss or theft of personal property.**

ELECTRONIC DEVICES

Unless in use for instructional purposes, all personal electronic devices create a distraction and are strongly discouraged. They are expected to be turned off and stored away in a safe place. Any personal electronic device used for instructional purposes must be approved by the classroom teacher and locked in the student's locker when not in use for that purpose. All students are required to follow the guidelines included in the Acceptable Use Policy (AUP). Students, however, may use electronic devices on the school bus on the way to and from school. If students are using any of these devices during the school day, they will be taken away and returned at the end of the school day. Students are responsible for any or all electronic devices. The school is not responsible for lost, stolen or damaged items.

BOOK CARE

Books are school district property and their care is the student's' responsibility. Students are required to pay for books that are lost or damaged. All books must be covered and correctly labeled with the students' names and subjects. Please take good care of them.

FIELD TRIPS

Field trips are an important component of the educational program. Students who have not returned a signed form will not be permitted to attend the trip. The school expects all children in attendance on the day of the trip to participate. Disciplinary offenses may render a student ineligible for participation in future field trips, including overnight trips.

During the school year, students are taken out of the building for various educational experiences. Teachers will send Field Trip Permission Slips home with students at least 1 week prior to each trip, which includes local trips (Garrison School Forest, Garrison Landing, etc.). Students must have a slip submitted in order to attend any field trip. **Students are not permitted to leave a class trip and travel home with a parent. Students must ride to and from the trip on the bus.** Chaperones are not permitted to transport their own children to or from the trip.

BICYCLES, SKATEBOARDS, SCOOTERS, ROLLER BLADES, ETC.

For safety reasons, students are strongly discouraged from riding bicycles to school. When a parent permits a child to ride a bicycle to school, the laws of the highway should be followed. The bicycle should be locked. **Remember, helmets are mandatory.** Parents must notify the school in writing that their child may ride to and from school on a bicycle. Students riding bicycles will be dismissed after the buses leave the school grounds. Students not abiding by these guidelines will not be permitted to ride bicycles to school. The school is not responsible for bicycles that are damaged or stolen on school property. Skateboards, scooters and roller blades are not permitted in school or on school property.

PLAYGROUND AREAS

To ensure a safe and happy play period for all students on the playground, it is expected that all students will:

- Wear clothing appropriate for the weather and footwear appropriate for play.
- Display socially appropriate behavior at all times.
- Appropriately seek adult intervention when necessary.
- Refrain from bringing food to the playground unless a staff member approves.
- Use good judgment in playing safely.

Consequences may result if these expectations are not met, according to the Code of Conduct and if disciplinary measures are necessary, a student may be required to fill out “The Garrison Way.”

Teachers and staff are encouraged to use the gardens and pavilion for instructional and social use.

LUNCH/RECESS

There are two lunch periods. Each is divided in half to provide students an opportunity to eat comfortably and share time with friends and peers.

Students must bring lunch each Monday, Tuesday, Wednesday, and Thursday. The PTA offers hot lunch on the third Thursday of each month for \$5.00, including dessert. Dessert purchased separately is \$.75. The PTA provides hot lunch as a service to the school and as a fundraiser for programs. The PTA hot lunch meets the guidelines of good nutrition as set forth by School Board Policy and the School Wellness Committee. No student will be denied hot lunch due to financial hardship. Families in financial need should contact the school principal on a confidential basis.

The eighth grade provides pizza hot lunch on Fridays as a service and as an 8th grade fundraiser. For \$5.00 students can purchase pizza, juice and dessert. Pizza without dessert is \$4.00. Dessert alone is \$.75.

PHYSICAL EXAMINATIONS / IMMUNIZATIONS

New York State Law requires that all children have a physical examination upon entrance to school (kindergarten and newly enrolled in all grades), and at grades 1, 3, 5 and 7. Forms can be obtained from the school nurse. Your child can also be examined by the school physician. Any student who wishes to participate in an interscholastic sport must have a physical examination on file and be approved by the school physician to participate in the sport.

NYS Law requires all children be properly immunized before they may enroll in school, a list of the required immunizations may be obtained from the school nurse.

MEDICATION

School nurses cannot routinely dispense medication in school unless medically necessary. For a student to be given medication during school hours the following is needed:

- The parent and physician must complete a two-part medication permission form which may be obtained from the school nurse. No medication can be given unless this form is on file in the school health office. This includes prescription drugs and over the counter medication. This form needs to be completely on a yearly basis.
- The parent must deliver the prescribed medication to the health office. It must be in the original, unopened container with attached label as received from the pharmacy. No student is to bring any medication into school. If a student's physician prescribes a "self-carry" order the medication permission form must be completed.

RIGHTS & RESPONSIBILITIES

STUDENT RIGHTS

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

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

STUDENT RESPONSIBILITIES

All District students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Leave unauthorized personal electronic devices/equipment at home; they are not permitted in school or on campus unless approved for instructional use by a classroom teacher. Cell phones must be turned off and locked in the student's locker when in school.
3. Be familiar with and abide by all District policies, rules and regulations dealing with student conduct.
4. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
5. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement.
6. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
7. Work to develop mechanisms to control their anger.
8. Ask questions when they do not understand.
9. Seek help in solving problems that might lead to disciplinary consequences.
10. Dress appropriately for school and school functions as per school dress code.
11. Accept responsibility for their actions.
12. Conduct themselves as representatives of the District when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor and sportsmanship.
13. Demonstrate respectful, courteous behavior during all assemblies. These behaviors include polite applause and attentive listening. Students should refrain from booing, calling out and any other rude, inappropriate behavior.
14. Respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act.
15. Conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination.
16. Report and encourage others to report any incidents of intimidation, harassment or discrimination.

PROHIBITED STUDENT CONDUCT & COMPUTER INTERNET SAFETY

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

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

The rules of conduct listed below are intended to reflect the expectations of the Board of Education and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the consequences for their conduct.

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

1. Engage in conduct that is disorderly, and/or engage in any willful act which disrupts the normal operation of the school community. Examples of disorderly conduct include, but are not limited to:
 - Running in hallways
 - Making unreasonable noise.
 - Using language or gestures that are profane, lewd, vulgar or abusive.
 - Obstructing vehicular or pedestrian traffic.
 - Engaging in any willful act which disrupts the normal operation of the school community.
 - Trespassing. Students are not permitted in any building other than the school they regularly attend, without permission from the administrator in charge of the building
 - Misusing computer/electronic communications devices, including any unauthorized or inappropriate use of computers, software, or Internet/intranet account; accessing inappropriate websites, evading the District's content filter; using an outside wireless network, or any other violation of the District's Acceptable Use Policy.
 - Unauthorized use of personal electronic devices/equipment (i.e. cell phones, MP3 devices, cameras, and other personal electronic devices deemed inappropriate by the administration.)
 - Unauthorized use of personal computer, laptop, tablet or e-reader and/or other computerized information resources through the District computer system is

prohibited.

2. Engage in conduct that is insubordinate by failing to comply with the reasonable directions of teachers, school administrators or other school personnel or otherwise demonstrating disrespect.
3. Engage in conduct that is disruptive, and fail to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
4. Engage in conduct that is violent. Examples of violent conduct include:
 - Committing an act of violence upon a teacher, administrator, other school employee, Board of Education member or school volunteer, or another student, or attempting to do so.
 - Possessing a weapon, displaying what appears to be a weapon, threatening to use any weapon.
 - Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or school district property.
 - Intentionally damaging or destroying school district property.
5. Engaging in harassing conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical well being. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:
 - Lying to teachers or school administration
 - Stealing
 - Defamation of character
 - Discrimination
 - Violation of civil rights
 - Harassment (which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.)
 - Intimidation
 - Hazing
 - Selling, using or possessing obscene material
 - Using vulgar or abusive language
 - Smoking
 - Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either
 - Inappropriately using or sharing prescription and over-the-counter drugs
 - Gambling
 - Indecent exposure
 - Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher

- Running, pushing and fooling around. Students should proceed from class to class in an orderly fashion, respecting fellow students, adults and guests. Students should move as quietly as possible to respect other classes that might be in session.
 - Discrimination, based on a person's actual or perceived race, age, sexual orientation, color, creed, national origin, ethnic group, religion, religious practice, sex, gender identity or disability as a basis for treating one another in a negative manner on school property or at a school function.
6. Harassment, the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well being based on a person's actual or perceived race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver.
7. Engage in any form of academic misconduct. Examples of academic misconduct include:
- Plagiarism
 - Cheating
 - Copying
 - Altering records
 - Downloading/sharing copyrighted material

All disciplinary measures resulting from prohibited behaviors are left to the discretion of any faculty member and/or the principal, in accordance with the Code of Conduct. The repeating of an infraction may lead to the imposition of the next measure of discipline. Chronic repeating of infractions may lead to the suspension from any school-related activities for example: school trips, events, fundraisers, dances, 9th period activities, extra-curricular activities, and may lead to long-term suspension or permanent suspension (expulsion).

ACADEMIC RESPONSIBILITIES

CLASS WORK

The time spent in the classroom is extremely valuable and requires students to meet certain responsibilities. Students are expected to:

- Do their best and make the most of their education.
- Be prepared for class with the necessary materials, books, homework and planners.
- Work cooperatively with classmates and the teacher.
- Participate in class activities and discussions.
- Express opinions and thoughts in an acceptable manner.
- Complete class and homework assignments accurately and neatly.
- Be attentive to the teacher's instructions.
- Show interest and enthusiasm.
- Seek help when needed.
- Exhibit good behavior.
- Use time wisely.
- Participate in the responsibilities of voting and student government.

The arrison School

SEPTEMBER 2019

Please take a moment to read the handbook with your child and sign below. **This page is to be returned to your child's homeroom teacher** ([Do not complete this page if you have clicked on this link and submitted the Google Form](#)).

Dear Student: As you proceed through the middle school years of sixth, seventh and eighth grades, it is important that you understand the change in academic structure and the required responsibilities.

Please take time to read the handbook and sign the statement below.

I, _____, have read and reviewed the contents of the Middle School Student/Parent Handbook.

Signature

Date

Dear Parents/Caregivers: Right now your daughter/son is entering a time of great change physically, emotionally, educationally and socially. Many choices and experiences lie ahead. Your child will be making independent decisions, budgeting time and choosing activities.

We, the parents/guardians of _____, a student in grade _____, have read and reviewed the contents of The Middle School Student/Parent Handbook with our daughter/son.

Parent/Guardian Signature

Date

The arrison School

GARRISON, NEW YORK 10524

School Dances SEPTEMBER 2019

Please print, sign, and return this page to your child's homeroom teacher.

The signatures below will represent a full understanding of the Garrison Rules and Regulations for the Middle School Dances and are an agreement to adhere to them. It also grants parental permission to attend dances.

Student's name (please print)

Student Signature

Student Homeroom Teacher

Parent/Guardian Signature

Date

Please print:

Emergency contact person: _____

Emergency phone number: _____

Cell number: _____