

AKRON MIDDLE SCHOOL
STUDENT HANDBOOK
2021 - 2022



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BOARD OF EDUCATION

Mrs. Jody Brege
Mrs. Heather Cayea
Ms. Deborah Forrestel
Mr. James Grant
Mr. Phillip Kenline
Mr. Robert Masse
Mr. Erik Polkowski

ADMINISTRATION

Mr. Patrick McCabe
Mr. Joseph Caprio, III
Mr. Stephen Dimitroff
Mrs. Mary Fial
Mr. Chris Schiumo

Superintendent
Middle School Principal
High School Principal
Middle/High School Principal
Athletic Director

MIDDLE SCHOOL FACULTY & STAFF

FACULTY/STAFF	SUBJECT	ROOM #
TBA	English	M128
Mrs. Baker	Math	M142
Mr. Bardo	Band	C102
Mrs. Blackley	Special Education	C204
Mrs. Borden	Teacher Assistant	C119
Mr. Brege	Social Studies	M125
Mr. Caprio	Middle School Principal	MS Office
Mrs. Chunco	Science	M222
Miss Ciepiela	Special Education	M218
Mrs. Class	Science	M225
Mrs. Cramer	Special Education	H132
Miss Dembrow	Math	M108
Mrs. Demmin	Spanish	M143
Mr. Dobrick	Computer Science	M205
Mrs. Mary Fial	Assistant MS/HS Principal	MS/HS Office
Ms. Fix	MS/HS Nurse	E106
Miss Gennamore	Social Studies	M220
Miss George	Physical Education	Gym 1
Mr. Gerstung	Social Studies	M126
Mrs. Guyton	Math	M221
Mrs. Kenline	MS Secretary	5142
Mrs. Kenyon	Special Education	M218
Mrs. Kieffer	English	M216
Mrs. Komosinski	Music	C103
Ms. Korczynski	Reading	C207
Mr. Logan	Seneca	H159
Mr. Long	Art	M204
Mrs. Lucciano	Study Hall Monitor	MS Café.
Mrs. Madore	Spanish	M124
Mrs. Magera	English	M217
Ms. Mann-Everett	Student Support Services	M203
Mrs. Matusek	Special Education	M219
Mr. Merlo	Math	M127
Mrs. Moeller	Math	M218
Mrs. Muscarella	Science	M134
Mrs. O'Malley	Creative Design & Engineering (CDE)	M201
Mr. Parks	English	M129
Ms. Patterson	Native American Student Services Coordinator	H160
Mrs. Pazderski	MS Secretary/Athletic Secretary	5140/5088
Mrs. Penn	Librarian	LMC
Mrs. Pitts	Music	H130
Mrs. Sanville	Music	H117
Mr. Schiumo	Athletic Director	H178
Mrs. Schreck	Reading	C118
Mrs. Schukraft	Health	C118
Mr. Stellrecht	Physical Education	Gym 1
Mr. Wartinger	Health	TBD
MS Office Phone Number	716-542-5040	
MS Attendance Line	716-542-5008 (Absence Message & Homework Request)	

AKRON CENTRAL SCHOOLS MISSION STATEMENT:

The mission of the Akron Central School District, a learning centered community dedicated to our students, is to ensure that each student realizes his or her unique potential and contributes positively to society, through a system characterized by:

- Valuing the unique gifts and dreams of each person
- Developing all dimensions of each human being
- Advancing the knowledge, skills and wisdom of each human being
- Cooperatively working to continuously create new realities

AKRON CENTRAL SCHOOLS STRATEGIC PLAN:

1. We will promote a culture of success that engenders leadership and innovation for our students, staff, and community.
2. We will personalize teaching and learning to enhance academic achievement.
3. We will ensure academic and non-academic learning opportunities provide personal support to develop the whole person.
4. We will continually work to achieve a positive relationship with the Tonawanda Seneca Nation Council of Chiefs and community.
5. We will ensure the optimal organizational capacity and effectiveness to actualize our mission and objectives.

THE FOLLOWING HELPFUL PAGES REPRESENT ONLY A PORTION OF THE SCHOOL POLICIES AND PROCEDURES THAT APPLY TO ALL STUDENTS.

AKRON CENTRAL SCHOOLS DISTRICT CODE OF CONDUCT SUMMARY:

The Akron Central School District is committed to providing a safe, orderly, predictable educational environment that promotes teaching and advances learning without disruption or interference. Accordingly, the District has developed a comprehensive Code of Conduct in collaboration with students, teachers, administrators, parents, and school safety personnel. The Code of Conduct was approved by the Akron Board of Education on July 1, 2011. The Code of Conduct was then revised according to the Dignity for All Students Act and these revisions were approved by the Akron Board of Education on July 2, 2012. A complete version of the Code of Conduct is available on the district website. Below constitutes only a summary of the Code of Conduct.

Purpose

The Akron School District Code of Conduct is intended to:

- encourage appropriate behavior;
- insure the safety and security of all members of the school community;
- promote a safe and effective learning environment

The Code governs the conduct of students, school personnel, parents, and other visitors while on school property or attending school functions. It includes the range of penalties that may be imposed for code violations and defines the roles of essential partners (teachers, administrators, other school personnel, the Board of Education, and parents) in maintaining safe, orderly schools.

Students Rights and Responsibilities

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 certain rights and responsibilities.

Role of Essential Partners

The Code of Conduct sets forth certain specific roles related to maintaining safe, orderly schools for parents, teachers, guidance counselors, principals, the superintendent, and the Board of Education.

Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students who violate the dress code shall be required to modify their appearance by covering, changing, or removing the offending item.

Student Use of Electronic Communication Devices

Students are prohibited from using or having on or in an operational mode any paging device, mobile telephone, cellular telephone, laser pointer or pen or any other type of telecommunications or imaging device during instructional time, except as expressly permitted in connection with authorized use in classrooms.

Prohibited Student Conduct

Behavior that is disorderly, insubordinate, disruptive, violent, or endangers others is prohibited. Plagiarism, cheating, copying, altering records, or assisting students in such actions is considered academic misconduct and, therefore, prohibited.

Reporting Violations

All students are expected to report violations of the Code of Conduct to those in authority. District staff not authorized to impose disciplinary actions are expected to report violations to their supervisor. Any weapon, alcohol, or other illegal substance will be confiscated immediately. Code violations that constitute a crime may be reported to the appropriate law enforcement agency.

Disciplinary Penalties and Procedures

Disciplinary action, when necessary, will be firm, fair, and consistent. As a general rule, discipline will be progressive. That is, a student's first offense will usually merit a lesser penalty than subsequent violations. The Code of Conduct contains levels of discipline ranging from oral warning to permanent suspension from school. Regardless of the penalty imposed, school personnel authorized to impose a disciplinary procedure must inform the student of the alleged misconduct. Students subject to more severe penalties have additional rights as spelled out in the Code of Conduct.

STUDENT CONDUCT CODE:

Class One Offenses

- a. Violation of classroom, hall or lavatory rules set forth by the principal or teacher
- b. Disruptive behavior
- c. Tardiness
- d. Using profanity or abusive language
- e. Pushing, wrestling or general horseplay in a building, on a vehicle or at a supervised activity

Consequences of Class One Offenses

The staff member supervising the student will either:

- a. Withdraw certain privileges
- b. Assign extra work
- c. Assign detention

Parents will be notified of serious breaches of these rules. Repeated violations of these rules will be considered a class two offense and be referred to the principal or assistant principal.

Class Two Offenses

- a. Repeated Class One offenses
- b. *Truancy
- c. Cutting class

- d. Leaving the building without permission
- e. Loitering in school buildings or on school grounds while school is in session
- f. Parking in school lots without a student permit
- g. Possession of lighter, matches or any flame generated mechanism
- h. Violation of student driving and parking rules
- i. Lying
- j. Computer/electronic communications misuse, including any unauthorized use of computers, software, or Internet/Intranet account; accessing inappropriate website; and any other violation of the District's Acceptable Use Policy
- k. Cheating/academic dishonesty/plagiarism
- l. Public Displays of Affection (PDA)

*Violation of State or Federal Laws

Consequences of Class Two Offenses

The principal or assistant principal shall assign the offending student to:

- a. Supervised study, or
- b. Detention or parent contact
- c. Suspension until parental conference is arranged
- d. Parent conference
- e. Loss of credit on work in question (cheating)
- f. Suspension or revocation of driving privileges
- g. Suspension of computer privileges
- h. In-house Detention
- i. Repeated violations of these rules will be considered a class three offense and will result in suspension of a period of one to five days.

Class Three Offenses

- a. Repeated class two offenses
- b. Smoking/possession and or use of tobacco of any kind
- c. Fighting
- d. *Tampering and misuse of an emergency system (911)
- e. *Vandalism/graffiti
- f. Defiance of a staff member's request; insubordination
- g. Stealing and/or possession of stolen property
- h. Discrimination, which includes the use of race, color, creed, national origin, religion, gender sexual orientation or disability as a basis for treating another in a negative manner
- i. Harassment
- j. Bullying
- k. Threatening another student
- l. 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
- m. Any act that endangers the safety, health or welfare of another person(s)
- n. Disrespectful behavior to any other individual

*Violation of State or Federal Laws

Consequences of Class Three Offenses

The principal shall suspend for a period of between one and five days; in addition, the principal may remove bus riding privileges, initiate claims seeking restitution for damages and may notify legal authorities of violations of penal law. Some class three offenses may also be serious enough to warrant a hearing before the Superintendent of Schools under Education Law 3214. Repeated violations of these rules will be considered a class four offense and may result in a hearing before the Superintendent of Schools.

Class Four Offense

- a. Repeated class three offenses
- b. *The consumption, sharing, selling and/or buying, use and/or possession of alcoholic beverage, illegal drugs, controlled substances, counterfeit and designer drugs, or paraphernalia for the use of such drugs, or any attempts to do so at any school sponsored event or on school property at all times
- c. Possession of or under the influence of alcohol/drugs
- d. *Assault on a staff member
- e. Any act that seriously endangers the safety, health or welfare of another person(s)
- f. *Possession of weapons
- g. *Threatening a staff member or student
- h. Sexual and/or racial harassment
- i. Inappropriate use of prescription drugs and/or over the counter drugs

*Violation of State or Federal Laws

Consequences of Class Four Offenses

The principal shall suspend offending students for a period of five days and may notify legal authorities of violations of penal codes. In addition, the principal may, at his discretion, suspend students from participating in any or all-extracurricular or social activities for a given period.

In addition to the above consequences, the principal may bring formal charges against a student requesting that the student be removed from school for a period greater than five days or be expelled. The Superintendent of Schools shall hear these charges in accordance with Education Law 3214 and decide on the matter.

Alternative Instruction

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law 3214, the District will take immediate steps to provide alternative means of instruction for the student.

Discipline of Students with Disabilities

While all students are subject to the same Code of Conduct, the Board of Education recognizes that students with disabilities are entitled to additional procedural protections. The Code of Conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state laws and regulations.

Corporal Punishment

Corporal punishment is defined as an act of physical force upon a student and is forbidden.

Student Searches and Interrogations

Authorized school officials may question a student about an alleged violation of law or the District Code of Conduct. Students are not entitled to a "Miranda" type warning, nor are school officials obligated to contact a student's parent(s) before questioning. School officials, however, will tell students why they are being questioned.

In addition, the Board authorizes certain school officials to conduct searches of students and their belongings if there is reasonable suspicion that such a search will result in evidence that the student violated a law or the District Code of Conduct. Searches will be limited to the extent necessary to locate the evidence sought. Students should have no reasonable expectation of privacy with respect to areas considered school property. This means the student lockers, desks, and other school storage places may be subject to search at any time by school officials without prior notice to students and without their consent.

Visitors to the Schools

All visitors to a school must report to the main office of the appropriate building. Any unauthorized person on school property will be reported to the principal or designee. Unauthorized persons will be asked to leave. All visitors are expected to abide by the rules of public conduct on school property as contained in the Code of Conduct.

Public Conduct on School Property

All persons on school property or attending a school function, including athletic events, shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired. The District may rescind authorization to be on school property or attend school functions for any visitor who violates the rules of public conduct.

Dissemination and Review

A summary of the Code will be provided to all students and parents at the start of each school year. In addition, the complete version of the Code will be available to both the staff and the community on the district website.

The Board of Education will review the Code of Conduct every year and update it as necessary. Before adopting any revisions, the Board will hold at least one public hearing.

ACADEMICS

Honor and Merit Roll

Four Honor and Merit Rolls a year are determined for students in grades 6-8. These rolls are compiled as follows:

1. *Merit Roll*: Comprised of those students having an average of 84.5 to 89.4 for all unit courses.
Honor Roll: Comprised of those students having an average of 89.5 to 94.4 for all unit courses.
High Honor Roll: Comprised of those students having an average of 94.5 or above for all unit courses.
2. **Another factor, which can affect qualification for “Merit,” “Honor,” or “High Honor” Roll, is an incomplete and/or a failing grade.** If a student received an incomplete grade in any subject, including **Physical Education**, he or she becomes ineligible for the “Merit,” “Honor,” or “High Honor” Rolls. Upon completion of the requirements, the student’s name is then placed on the correct Roll.

Academic Award Policy

1. *Certificates*: Students who make the Merit, Honor, and High Honor Rolls for the first three marking periods of each year will receive a certificate in June.
2. Students in grade 8 who have maintained a 95 average from grade 6 through the 3rd marking period of grade 8 will receive the Presidential Academic Award.

RETENTION

Any student who fails two (2) or more courses may be required to successfully complete Summer School. Retentions will be made on an individual basis considering District Policy.

MARKING SYSTEM AND REPORT CARD

The passing grade for Akron Central School students is 65%. In grades 6-8 report cards are generated in Parent Portal for four marking periods, approximately ten weeks apart. Final examinations are given in most subjects in June. Numerical grades are entered on the report card.

The final average for a full year is the average of the four ten-week grades and the final exam. For one-half year courses, the final average is the average of the final exam and each of the ten-week grades.

ATTENDANCE: RESPONSIBILITY OF STUDENT

A student who is absent from school must provide a valid written explanation, signed by a parent/guardian, to the attendance secretary when he/she returns. If the student fails to bring in a note, the student will be marked with an illegal absence.

A student who has been absent from school is required to make-up missed work in assigned classes. The responsibility lies with the student to contact the teacher and/or a fellow classmate to ascertain the assignments that have been missed. It is not the teacher's responsibility to seek out the student. This is normally done during 9th period unless other arrangements are made with the teacher. Failure to make-up missed work may result in the student receiving a grade of "0" for work not done.

In order to be eligible for an extracurricular activity, a student must have attended school for the entire day. A student who signs in or out and misses more than 50% of a class period is ineligible for participation, unless Administrative (Principal) approval is granted. This includes absence from class, when in the Nurse's office, even if it is for one class.

If a student is absent because of an appointment which must be scheduled during the school day, (example-dental or medical appointment) the student may participate if they receive permission from the Principal. In such cases, the student must provide permission from the Principal or Assistant Principal. Also, the student must provide documentation from the medical office detailing the date, time and duration of the appointment.

SIGNING IN – SIGNING OUT

A written note by a parent/guardian, including their signature, the student's name, date, time, and reason for sign-in/sign-out is required. The student must take the note to the Middle School Office during homeroom, with prior permission of the homeroom teacher, the morning of which the student is to sign-out. Special passes are granted at the Middle School Office to sign in or out.

Upon arrival the parent/guardian who signs-in/signs-out their child should report to the side Middle School door entrance (#18) to be let into the building via the buzzer/intercom system. The parent/guardian should then proceed to the Middle School Office for their child (ren).

Please note: Students may only be released with contacts that are listed on their emergency forms.

STUDENT SUPPORT SERVICES

Each student is welcome to come to the Student Support Services Office to discuss any problem he or she may have, whether it has to do with their course of study, their educational or vocational plans for the future, or topics of a personal nature. Any personal problem a student discusses with a counselor is always treated in the strictest confidence. Parents/Guardians are also welcomed and encouraged to telephone or visit the counselor at school. Appointments can be made by calling the school counselor at 542-5044.

MIDDLE SCHOOL GOVERNMENT

Advisor: Ms. Gennamore

2020 - 2021 Middle School Government Officers:

President – Christopher Ginestre
Vice President – Cara Swader
Secretary – Alexander Parisi
Treasurer – Averi Monkelbaan

7th Grade Council Members-At-Large:

Lukas Corby
Kendra McConkey

Molly Rooney
Leah Smith

8th Grade Council Member-At-Large:

Marissa Brege
Shelby Ceratt
Bruce Karmazyn
Whitley Koopman
Muirra Kreher

Ava Lombard
Olivia Novak
Eva Sage
Morgan Tomporowski

Middle School Government is an elected body of officers who serve as the Student Council of the Middle School. Elections for Class Officers and Council members are held in April or May. They meet weekly or monthly and organize activities throughout the year for the Middle School students. Some of the activities include Thursday or Friday Fun Nights, charity drives, fundraisers, dress-up days, sponsoring the school store, collecting recycling paper for the entire school campus, attending leadership conferences, and much more. We will sponsor fundraisers throughout the year to raise money for Tiger Ticket rewards, fun nights, and for each class treasury to begin as they enter ninth grade. All students are always welcome to participate!

DETENTION

Regular detention and 4:30pm detention will be held in the Middle School Cafeteria. Detention may only be assigned by administration. The following infractions on the part of students are among those deemed punishable by detention:

- Insubordination
- Chronic disturbances within the classroom
- Defacing or destruction of school property
- Skipping detention
- Absence from school grounds without permission
- In hallways without corridor pass
- Misconduct on school grounds, in the corridors, cafeteria, or in an assembly
- Loitering
- Misconduct as determined by an administrator

Students absent on the day assigned for detention will take detention at the earliest possible date following their return to school. Failure to report to detention when assigned will result in doubling the punishment.

Detention assignments take precedence over any other activity, such as work, stage work, sports, clubs, detention in teacher rooms, etc. It is to be taken on the day assigned. Excuses for missing detention are not acceptable on the day following the missed detention. **Detention is expected to be served daily, unless excused by the Principal before the detention date assigned.**

OUT-OF-SCHOOL SUSPENSION

When serving Out-of-School-Suspension (OSS) students are NOT allowed to be on school property without written Administrative approval.

DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents/guardians have the primary responsibility for acceptable student dress

and appearance. Teachers and all other District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

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

1. Be safe, appropriate and not disrupt or interfere with the educational process or be offensive.
2. **Not include** the wearing of extremely brief garments, such as tube tops, net tops, halter tops, tank tops, spaghetti straps, plunging necklines (front and/or back), short skirts/dresses, short shorts and/or see through garments. Skin should not be showing between top of pants and bottom of shirt.
3. Adhere to a guideline in the determination of appropriate length of skirts/shorts to be two inches from the fingertips with arms rested at sides. Skin-tight apparel under skirts/shorts does not eliminate the fingertip guideline for acceptable length.
4. Ensure that underwear or undergarments are completely covered with outer clothing.
5. **Not include** pajamas or sleepwear as acceptable/appropriate clothing.
6. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
7. **Not include** the wearing of hats, bandanas or head covering, which includes hoods of sweatshirts, in the building, except for a medical or religious purpose.
8. **Not include** outerwear, such as coats or jackets.
9. **Not include** any clothing item or accessory that in any way could be used as a weapon or pose a threat to the safety of others.
10. **Not include** items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
11. **Not promote** sex and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
12. **Not include** any other clothing item deemed to interfere with the learning environment or pose a safety hazard or be offensive to others. **The District may require specific dress requirements for students participating in activities in which clothing and jewelry may be a safety or health concern, such as a science laboratory, physical education, technology (Industrial Arts) class or interscholastic athletics.**

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

ACADEMIC ELIGIBILITY POLICY

Extracurricular Academic Policy for Middle School

Philosophy

The main objective of the Akron Middle School is to provide the best possible education for each student commensurate with the student's abilities. In addition, we recognize that a varied and comprehensive extracurricular program plays a vital role in the total development of the student. Through these activities, the student learns self-discipline, leadership, and a spirit of cooperation; at the same time, such activities allow the student to participate in and develop activities of interest. We cannot forget, however, that the attainment of academic skills is of primary importance. It is our belief that a student must maintain a satisfactory academic performance in order to be eligible for participation in extracurricular activities.

Middle School Procedure

This policy includes all students in grades 6-8.

Any person failing two (2) or more subjects is declared ineligible to participate in athletic and extracurricular activities. A grade of incomplete (INC) is to be counted as a failing grade for the purpose of determining ineligibility. Ineligible students may obtain a form, in the Middle School Office on **Monday mornings (Tuesday mornings when there is a Monday holiday)**. This will enable them to participate with weekly teacher approval in athletic and/or extracurricular activities. This "Temporary Return to Eligibility" form must be returned each week to the Middle School Office by **3:00pm on Monday**.

The Principal may prevent ineligible students from attending extracurricular activities.

Ineligible students will not be permitted to participate in the activity (contest or competitions, clubs, performance and meetings) without teacher approval. They are limited to practice and/or rehearsal participation. Also, students who are ineligible are placed on ineligibility probation for a five-week period. 6th grade starts this procedure at the close of the 20-week marking period. ***Please note: Any student who is participating on a JV/Varsity athletic team will follow the High School Ineligible Policy while they are participating in the respective sport.**

DIGNITY FOR ALL STUDENTS

The Board of Education is committed to providing a safe and productive learning environment within its schools. Discrimination and harassment of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus. The Board of Education shall require the prohibition of discrimination and harassment – along with the range of possible intervention activities in accordance with The Dignity for All Students Act.

For the purpose of this policy, the term “harassment” means 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; or 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 safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

Harassment may also occur in various forms such as “hazing.” “Hazing” will be understood to be any activity undertaken or a situation created, by any individual, group of individuals or organization, in which individuals are voluntarily subjected to activities that have the potential to harass, intimidate, impart pain, humiliate, invite ridicule or cause undue mental or physical fatigue or distress, or to cause mutilation, laceration, or bodily injury. The express consent of the victim will not be a defense.

The District also prohibits “internet bullying” (also referred to as “cyber-bulling”). Students are prohibited from using or having on or in an operational mode any video camera or electronic devices, including but not limited to, paging devices, mobile telephones, cellular telephones, laser pointers or pens or any other type of telecommunication device during instructional time, except as expressly permitted in connection with authorized use in the classrooms. While students are permitted to possess such devices on school property, they are prohibited from using them in any manner which invades the privacy of students, employees, volunteers or visitors. Students are not permitted to use any form of information technology, including their own personal electronic devices, to intimidate, harass or threaten others.

However, it is important to note that a single negative act as enumerated above may also constitute “bullying” (if not more serious misconduct) based upon the particular circumstances such as the seriousness of the act and/or the intent of the actor.

Any student who believes that he/she is being subjected to bullying/harassing behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying/harassment, shall report the bullying/harassment to any staff member or the building Principal. The staff member/building Principal to whom the report is made (or the staff member/building Principal who witnesses bullying/harassing behavior) shall investigate the complaint and take appropriate action to include, as necessary, referral to the next level of supervisory authority and/or other official designated by the District to investigate allegations of bullying/harassment. Investigation of allegations of bullying/harassment shall follow the procedures utilized for complaints of harassment within the school District. Allegations of bullying/harassment shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of bullying/harassment. Follow-up inquiries and/or appropriate monitoring of the alleged bully/harasser and victim shall be made to ensure that bullying/harassing

behavior has not resumed and that all those involved in the investigation of allegations of bullying/harassment have not suffered retaliation.

Personnel at all levels are responsible for taking corrective action to prevent bullying /harassing behavior of which they have been made aware at School District sites or activities and/or reporting such behavior to their immediate supervisor. Further, staff training shall be provided to raise awareness of the problem of bullying/harassment within the schools and to facilitate staff identification of and response to such bullying/harassing behavior among students.

Prevention and intervention techniques within the District to prevent against bullying/harassing behavior and to support and protect victims shall include building-level and classroom-level strategies and activities as determined by administration. Appropriate staff members will provide individual intervention to bullies/harassers, victims, and their parents/guardians to help ensure that the bullying/harassment stops.

Rules against bullying/harassing shall be publicized District-wide and shall be disseminated as appropriate to staff, students, and parents/guardians. Disciplinary sanctions for violation of this policy shall be outlined in the *District Code of Conduct* as enumerated above.

LIBRARY MEDIA CENTER & COMPUTER LAB

The Library Media Center (LMC) is a reading, study, and research center of more than 10,000 books, 1 newspaper, VHS and DVD's, and 40 periodical subscriptions.

Middle School students must have a Yellow pass from study hall to use the Library for work that cannot be done in study hall. Computers may be used only with a Blue pass for computer work from a subject teacher and signed by the study hall monitor. Students on the Ineligible List may only use the Library with a Blue subject teacher pass.

Most materials may be borrowed for two weeks with the option to renew. Students who borrow materials are responsible for their return and must pay for damage or loss of those materials.

Students may not leave the LMC without a pass to the lavatory or other rooms. There are no locker passes, as students should come prepared.

Appropriate behavior is required of all students using the Library Media Center. Students are not allowed to abuse materials or disturb other students in the Library or Library Computer Lab. Students sent back to study hall for disciplinary reasons will have their Library privileges taken away for at least two weeks. These student names will be listed on the morning attendance sheet.

PASSES

Every student is required to be in a regularly assigned place each period of the day, including the homeroom period. Pupils are to be absent from their regularly assigned places only with the knowledge and consent of the person in charge and shall carry a Corridor Pass/Hallway Passport signed by the teacher giving the student's intended destination and the time at which he/she was permitted to leave the room. The student should go directly to his/her destination. Any passes other than lavatory passes are to originate with the teacher to whose room you are going. Three minutes are allowed for passing between classes. Experience has shown that this is ample time and provides for students to stop at lockers and the lavatory.

HEALTH OFFICE

Joanne M. Fix, R.N.
Nicole Downs, LPN

Phone-716-542-5036

Fax (716)542-5057

The Health Office is open and the nurse is available for students daily from 8:00 – 2:34. Upon entering the Health Office, each student needs will be assessed and every effort will be made to meet the students' individual needs. Our

goal is to provide comfort measures and maintain the student's presence in school. The health office staff does work under the guidelines provided to them by the school physician. Parents with children who have special needs should contact the health office for assistance.

Immunizations

New York State requirements regarding immunizations for students entering school in grades 6 – 8.

- Polio – (IPV/OPV) – 4 doses or 3 doses if the 3rd dose was received at 4 years old or older and at least 6 months from previous dose.
- D.T.P. (diphtheria, tetanus, pertussis) 3 doses required
- M.M.R. (measles, mumps, rubella) 2 doses required
- Hepatitis B – 3 doses required (effective as of 2005-2006 school year)
- Varicella – (chickenpox) 2 doses to enter 6th grade

Additional required immunizations for students entering 6th grade:

- Tetanus – Tdap

Additional required immunizations for students entering 7th grade:

- Meningitis

Students who are entering the 6th grade as of September 1st 2007 and who will be 11 years of age must receive an immunization containing tetanus, diphtheria and acellular pertussis. (Tdap)

10-year-old students who are entering the 6th grade will be required to receive the vaccine within 2 weeks of turning 11 years old. **Includes all students with a birth date on / before January 1st 1994.**

All documentation must be recorded on the student's health care file located in the health office. Students, and their families, who do not comply with the recommended immunizations may be excluded from school.

If you or a family member has no health insurance you may be eligible for low cost or free health insurance / immunizations. Please contact:

Immunization Action Plan
Erie County Health Department
608 William Street
Buffalo, New York 14206
(716) 858-2373

Physicals

New York State mandates all new students entering school, and all students entering the 7th grade, to have a physical and a BMI. BMI - body mass index is a screening tool to evaluate childhood obesity. Please send a copy of your child's physical and BMI form to the health office by September of the new school year. If the health office has not received your child's physical form or other arrangements have not been made in conjunction with the health office, your child will be scheduled to see the school physician.

Sports Physicals

At school, sports are considered an after school activity. Students are encouraged to participate in sports but they are not mandated. In order to participate in sports students are required to have a sports physical. Students will need to be active and have complete participation in gym/swim classes in order to participate in sports. **The student's private physician, nurse practitioner or physician's assistant will need to conduct the sports physical.** The sports physical is good for one (1) calendar year which includes all three ACS sports seasons: fall, winter and spring. Please turn in all completed sports physical forms in to the health office. They may also be faxed at 542-5057. Disqualification and re-certification are handled on an individual basis.

For further questions please feel free to contact the Athletic Coordinator, Mr. Jablonski, who can be reached at 542-5087.

Physical Education Excuses

Students may be excused from gym/swim only if they present the health office with a:

1. Physician's note.
2. Parent note.
3. Health Office note: Only if deemed necessary at student's request.

Students will not be assigned to a study hall, instead they will be asked to report to gym/swim class and sit on the side. **All missed Physical Education classes will need to be made-up.**

FOR HYGIENE PURPOSES, ALL STUDENTS ARE ENCOURAGED TO SHOWER AFTER GYM / SWIM.

Students are encouraged to wear goggles and water shoes in the pool area.

Medications in School

Parents of students who require medication at school must provide the health office with a physician's note and the medication. The medication must be in a properly labeled container from the pharmacy. At no time should a student transport medication to school; this is the responsibility of the parent or guardian. **This also applies to over the counter medications.** If you have any questions or concerns regarding your child becoming a "self-administered" student, please call the health office.

If your child requires an epi-pen and/or inhaler at school for an allergy that could result in an anaphylactic reaction and/or asthma attack, for safety, they are mandated to have a physician's order and the medication on file in the health office. Failure to do so will result in your child unable to participate in sports or school sponsored activities.

The health office no longer offers and/or provides over the counter medication for students. If your child requires medication at school, the parent must provide a physician's order along with the medication in a properly labeled container. **Medication will be dispensed in the health office only.** Thank you for your assistance in ensuring that your child has the appropriate immunization by helping to control vaccine-preventable illnesses. If you or a family member has no health insurance you may be eligible for low cost or free health insurance/immunizations. For further information, please contact:

Erie County Department of
Health
Rath Building
957 Franklin Street
Buffalo, New York 14202
(716) 858-7690

Immunization Action Plan
Erie County Department of
Health
608 William Street
Buffalo, New York 14206
(716) 858-2373

Dental Clinic
Erie County Medical Center
462 Grider Street
Buffalo, New York 14215
(716) 898-3189

Please contact the health office if you have any questions or concerns. You may download any medical form from the Akron Schools website. Go to www.akronschools.org, click on the Departments tab and open the Health Office link.