

# **SPARTANS**

**MAINE-ENDWELL  
MIDDLE SCHOOL  
STUDENT PLANNER  
2019-20**



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**Maine-Endwell Middle School  
1119 Farm to Market Rd.  
Endwell, NY 13760**

Main Office (607)786-8271  
Guidance Office (607)786-8279

**"REACH FOR EXCELLENCE"**

**Mission:** To deliver a premier education to each student.

**Vision:** We promise to inspire, engage, empower and graduate all students as well-rounded, community-minded, global thinkers, leaders and innovators.

Dear Students and Parents:

Maine-Endwell Middle School is pleased to welcome you to the 2019-2020 school year. We are renewed by the fresh start offered to us at the beginning of each new year. Communication between home and school is a vital component to a successful middle school experience. We believe that both educators and parents must guide the students in achieving success by creating an awareness of an appropriate, supportive family attitude toward school and learning. This also continues to foster a positive attitude where students continue believing in themselves. **Quite simply, we are asking all parents to make school a priority. If it's important to you, it's important to your child.**

This handbook is just one of the many methods we, as a school community, utilize to appropriately communicate our basic expectations for the kind of school setting we deem effective. We encourage our students and parents to review this handbook together. We urge you, our students and parents, to share your positive comments and/or concerns with us, at any time, throughout the year.

We are confident that your new or continuing middle school experience will be success-filled.

Sincerely,

**Rick Otis**  
Principal

## INSTRUCTIONAL STAFF LISTING

### ADMINISTRATION

Rick Otis,  
Principal

Michele Doig,  
Assistant Principal

### SPECIAL EDUCATION

Amanda Buchak  
Polly Emmons  
Darlene Creston  
Melissa Geertgens  
Michelle Middendorf  
Maureen Mihalko  
Julie Erb  
Kristin Strong  
Bobbie Jo Ocker

### FAMILY & CONSUMER SCI.

Kathy Greene

### SPEECH

Kara Nunn

### ENGLISH

New Hire  
Katie Gleason  
Sarah Weyer

### LIBRARIAN

Erin Hitchcock

### MATHEMATICS

Samantha Conrad  
Kristy Zuber  
Jon Josey

### SIXTH GRADE

Erin Weaver  
Melissa Spierling  
Julianne Bramante  
Stacy Hanna  
Matt Gallagher  
Nick Polhamus  
Heather Connors  
Amanda Heath

### MEDIA COMM.

Ashley Deveney

### PHYSICAL EDUCATION

Nick Vachon  
Eleni Anastos

### SCHOOL COUNSELING

Marisa Maney  
(Guidance)  
Amanda Bowen  
(Psychologist)  
Beth Zunic  
(Guidance)  
Mike Gorman (Social Worker)

### SCIENCE

Dave Buchak  
John Schappert  
Bill Underwood

### MUSIC

Kurtis Parker  
Jennifer Pham  
Ernest Backus

### TECHNOLOGY

Ethan Lucas  
Gary Hupman

### SOCIAL STUDIES

Ryan Both  
Kim Cole  
John Frieser

### FOREIGN LANGUAGE

Hillary Ciaravino  
Ben Willis

### HEALTH

Matt Simek

### ART

Marci Samiani

## NON-INSTRUCTIONAL STAFF LISTING

### ATTENDANCE

Kathy Blake

### BUILDING

### SECRETARY

Lorie Major

### GUIDANCE

Nicole Baker

### NURSE

Amy Wilson

### HEAD

### CUSTODIAN

Victor Stephens

### GENERAL

### MECHANIC

Ellery Kleiner

### CUSTODIANS

Larry Lane  
Andrew Barton

### TEACHING ASSISTANT

Rita McGuire  
Lisa Lange

### MONITORS and AIDES

Laurie Dingman  
Ann Marie McLean  
Elizabeth Spring  
Vicki Yale  
Nancy Murray  
Marjorie Viviano  
Marci Bear  
Kathy Kinney  
Gavin Rice  
Brittany Tricarico  
Megan Raught

### KITCHEN

### MANAGER

Christina Brown

### KITCHEN

Tim Babcock  
Kristine Burke  
Gisselle Cavatio  
Jeannette Eckler  
Claudia Gaylord

2019-2020 School Calendar  
**Maine-Endwell Central School District**

Please note that September 4, 2019 is a BT-BOCES Conference Day with no students

Approved by ME Board of Education 5/23/19

early dismissal drill 10/10/19

SCHOOL DAYS	
183	Student
4	Conference
187	Total

SEPTEMBER (18)+ 2						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER (21)+ 1						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER (16)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER (15)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY (21)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY (18)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH (20) + 1						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL (16)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		




MAY (19)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

JUNE (19)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Total Possible Days of Attendance:  
 Students: 183  
 Staff: 187 (including Regents Rating Day)

School not in session:

Labor Day – 9/2/19  
 Columbus Day: 10/14/19  
 Election Day: 11/5/19  
 Veterans Day: 11/11/19  
 Thanksgiving Break: 11/27-11/29/19  
 Winter Recess: 12/23/19-1/1/2020  
 Martin Luther King, Jr. Day: 1/20/20  
 Mid – Term Recess: 2/14-2/17/20  
 Spring Recess: 3/13 and 4/6-4/13/20  
 Memorial Day: 5/22-5/25/20

LEGEND	
	Conference Days
	Schools Closed
	Regents Exams
	June 26 Regent Rating Day

Priority make up days:  
 May 22  
 April 13  
 April 6  
 March 12

## **SCHOOL DAY & 9<sup>th</sup> PERIOD & 10<sup>th</sup> PERIOD BUSES**

The school day is 7:30am to 3:00pm. Students arriving after 7:46am will be considered tardy. First dismissal is 2:32pm for most students unless they are required to stay for academic reasons. Students leaving at first dismissal will ride 9<sup>th</sup> period buses.

Students staying for 10<sup>th</sup> period for academic, sports, clubs, etc., will ride 10<sup>th</sup> period buses and be dismissed at second dismissal, 3:00pm. Students are to leave the building at 3:00pm unless under the immediate supervision of a teacher or coach. Buses will leave beginning at 3:05pm. They will take you near your home, perhaps not as close as the regular buses. The 10<sup>th</sup> period buses are only for those students who stay for 10<sup>th</sup> period school-related activities. Students leaving school property at 2:32pm dismissal are considered as having left for the day. They may not return and are not eligible for 10<sup>th</sup> period buses. You must have a bus pass to ride a 10<sup>th</sup> period bus. These are obtained from the teacher for whom you are staying.

Students that leave school property prior to practice are expected to act as ladies and gentlemen when visiting local business establishments.

## **ALTERNATE LEARNING SITE PROGRAM (ALS)**

The ALS Program is for the purpose of providing a facility for those students whose behavior is such to warrant separation from the rest of the student population for a given period of time.

A student assigned to ALS for a full day will stay for 10<sup>th</sup> period. Any student can be required to stay after 3:00 pm by a teacher or administrator for academic reasons, "Extra Help," or for disciplinary reasons, "Extended Detention."

## **SPARTAN ROOM**

The Spartan Room is a location designed for students to get extra help, make up work and other academic purposes. It also accommodates test accommodations through CSE on their IEP or 504 plan. These accommodations include: alternate location, extended time, test read and scribe.

## **ATTENDANCE OFFICE**

The attendance secretary is located in the Main Office. If arriving after 7:46 am you must report to the Main Office and sign in as tardy.

LATE TO SCHOOL - unless you bring a written excuse from home you will be marked as unexcused tardy. Chronically tardy students will be subject to disciplinary action.

LATE TO HOMEROOM - If you are in school on time and late to homeroom, it will be counted as an unexcused school tardy. Teachers will have students report to the attendance secretary. Chronically tardy students will be subject to disciplinary action.

ABSENCE FROM SCHOOL - ~~When~~ you are absent from school, your parents should notify the attendance secretary (786-8271) prior to 8:30am and provide a written excuse for your absence

upon your return. This excuse for absence should be given to the Attendance Secretary upon entering the building.

If a student has an excused absence/tardiness, a written note is required within **5 days** or the absence/tardiness will be considered unexcused. Those approved excuses are:

- illness
- illness, emergency or death in family
- required court appearance
- appointment at a health clinic or medical facility
- approved college visit
- quarantine
- religious observance
- military obligation
- impassable roads or weather
- an advanced approval by the principal

Likewise, if a note is sent in for an unexcused absence/tardiness, it DOES NOT make it excused.

Students who are unexcused tardy more **than 5 times** will be subject to disciplinary action by the administrators.

EARLY EXCUSES - If you are to be excused during the day, you must bring a note stating the reason and requesting to be excused at a certain time. This note should be given to the attendance clerk when you arrive in the morning, so your name can be recorded on the attendance sheet for the day. Students are to wait in the main lobby for parents to come into the building and sign you out.

EXTENDED ABSENCE/HOME TEACHING - If a pupil is to be absent from school for an extended period of time because of an illness, the school district will provide the pupil with home instruction two hours per day. Before home instruction can be authorized by the building principal, the pupil's physician must provide the principal with a written request for home teaching certifying that s/he expects the pupil to be absent for two weeks or more.

PROCEDURES FOR SHORT ABSENCES (FAMILY VACATIONS) - Family vacations should be planned to coincide with school vacations. It is unreasonable for parents to request schoolwork from teachers for the child to do while on vacation. If parents choose to take family vacations during instructional time, they should take note that such absences are deemed illegal and will be recorded as such.

UNEXCUSED ABSENCE VS. TRUANCY – If you have parental permission for absence from school, but the reason is not for illness, death in family, school-sponsored field trips or other legal excuses, your absence is considered unexcused. If you are absent without parental permission, this is truancy and you are subject to disciplinary action.

### **CAFETERIA AND PLAYGROUND**

General lunchroom behavior - It is expected that students will cooperate in creating an atmosphere that all may look forward to and enjoy throughout the year. Any conduct to the contrary may result in a suspension from cafeteria privileges.

## BREAKFAST PROGRAM

The Middle School breakfast is free to all students. That means each and every student is entitled to a “free” breakfast. This can be obtained in the cafeteria each morning between 7:30am and 7:43am. The breakfast machine in the auditorium lobby is available until 10:00am.

## CAFETERIA PROCEDURES

1. Students are to enter and exit the cafeteria through the designated doors.
2. Students are expected to be on time.
3. Students are expected to be polite.
4. When purchasing food, students should form a single line –no crowding or cutting the line.
5. Recycle appropriate items and garbage in proper containers.
6. Do not throw food.
7. After eating students are expected to clean up after themselves.
8. After eating, students will go outside every day and should be prepared to do so.
9. Cafeteria Supervisors will enforce the rules and may assign different seats. Students who have forgotten their lunch money may borrow from the cafeteria. Students must repay this debt before they are allowed to borrow again. Students may **only** borrow money for an entire Type A lunch. Parents are encouraged to send checks to the cafeteria to prepay on their child’s account.

## PLAYGROUND PROCEDURS

1. Students are expected to conduct themselves in a safe manner at all times.
2. Fair play and sportsmanship are expected in all games and activities.
3. Outdoor Days: All students are expected to go outside.
4. Indoor Days: All students stay inside.
5. Choice Days: Students are given a choice to stay in or go out.
6. Blacktop Only Days: Students can only play on the blacktop.

## CELL PHONES & ELECTRONIC DEVICES

Cell phones are to be **POWERED OFF** during the school day (7:30am to 3:00pm), school activities, and school functions. Any student using a cell phone will have the phone confiscated and the student will receive disciplinary action. **It will be the parents’ responsibility to pick up the phone.**

- Cell phones are to be kept out of sight.
- Students are NOT allowed to use their cell phone to take video recordings or photographs of other students at school.
- Cell phones are absolutely not allowed:
  - Playground
  - Hallways
  - Cafeterias
  - Bathrooms
  - Locker rooms

Other prohibited electronic devices are, but not limited to the following:

- Headphones, earbuds, Airpods
- Personal electronics such as iPads, laptops, etc.
- Tablets, Readers, Kindle, etc.
- JUUL’s, Vapes, or any other variation of an electronic cigarette.



## CLUBS and ACTIVITIES

During 10th period (2:35pm-3:00pm) the following activities are available for students. Activity bus passes will be provided to those students who ride a bus to and from school.

- Art Club-Mrs. Samiani
- Intramurals- Mr. Vachon & Mrs. Anastos
- Jazz Band – Miss Pham
- MEMS Club – Mrs. Geertgens
- Musical and Drama- Mr. Backus
- Newspaper Club- Ms. Hitchcock
- Odyssey of the Mind-Mrs. Dougherty & Mrs. Strong
- SADD (Students Against Drugs and Drinking) - Mr. Simek
- Science Olympiad - Mr. Tokos
- Select Chorus – Mr. Backus
- Ski Club- Mrs. Spierling
- Student Council-Ms. Bowen
- Yearbook- Ms. Hitchcock
- Video Game Club-Mr. Polhamus
- History Challenge-Mr. Frieser
- 6<sup>th</sup> Grade Class Officers-Ms. Heath and Miss Bramante
- 7<sup>th</sup> Grade Class Officers-Mrs. Ocker
- 8<sup>th</sup> Grade Class Officers-Mrs. Conrad

## CHROMEBOOKS & COMPUTER & INTERNET USE

The computer is a valuable tool that can be used to strengthen and enhance instruction in our school. To ensure that the computers are used respectfully and responsibly, the following guidelines must be followed when using any of the computers at Maine- Endwell Middle School:

1. **Technology, including Internet, use is a privilege not a right.** Misuse of the Internet may result in temporary or permanent loss of computer privileges, or other disciplinary action. (See Board Policy 6213 -Internet Protection Policy- Students).
2. No software or peripherals (printers, scanners, etc.) may be brought from home or downloaded off the Internet and used with, introduced to, or connected to, Maine-Endwell Middle School's computer network.
3. No screensavers are to be used on MEMS Chromebooks.
4. Both the student and the adult(s) in the classroom must easily read changes to the display.
5. Only teacher-directed or teacher-referenced websites, bulletin boards, chat rooms, and other forms of electronic communication, or Internet searches may be accessed by the students.
6. Each student may use (access) only his or her assigned account.
7. Students are responsible for the safety, care and security of Chromebooks and cords and chargers.
8. No stickers or markings are allowed on the Chromebooks.
9. No games, apps, programs, etc. are to be installed without direction from the ITS department.
10. Do not allow other students access to your accounts and passwords.
11. Do not allow other students to use your Chromebook.

## **DISMISSALS & BUSES & WALKERS**

**ARRIVAL:** Parent drop-off between 7:00am and 7:30am @ the auditorium circle. Buses will unload @ 7:30am in front of the school.

**FIRST DISMISSAL:** 2:32pm - Students may leave the building at this time if all academic obligations are fulfilled. Students staying for academics, approved activities, etc., may be in the building during 10<sup>th</sup> period. NO STUDENTS SHOULD BE IN THE HALLS AFTER 2:35pm and should be at their activity until 3:00pm.

**SECOND DISMISSAL:** 3:00pm - This time marks the end of the academic day and 10<sup>th</sup> period. Buses are provided. Only those students involved in an interscholastic sports team or other scheduled school activity are permitted in the building after the 3:00pm dismissal.

### **EXPECTED BEHAVIORS AND PROCEDURES:**

1. All students waiting for a PM buses are to wait in 1st floor foyers until released by an adult.
2. Do not cross yellow lines until your bus has stopped. Avoid running, crowding and pushing.
3. Once a bus is loaded and starts moving, drivers have strict orders not to stop.
4. Do not run alongside or attempt to stop a moving bus.
5. Transportation to and from school is provided for all Middle School students and it should be used.
6. If on certain occasions it is necessary to walk, parents must provide a note to the main office.
7. Crossing the driveway should be done with caution using the sidewalk at the east end of the building (by Farm-to-Market Road).
8. Walkers must exit through the east doorway on the 1st floor.
9. Students should not leave school property over the bank, the path, the field, etc.
10. Walkers should use the sidewalk on Farm-to-Market Road to leave school property.

## **DRESS RESPONSIBILITY**

In general, most of our students and parents take pride in their appearance and do not go to extremes with fashions or fads. Clothing that is distracting, dangerous or unsanitary is not permitted, including but not limited to, the following examples: bare midriff, halter-type, muscle shirts, short shorts or skirts, and see-through tops. Students must wear shoes that do not restrict a day of walking.

## **FINES & DEBTS**

Students are responsible for damaged or lost school property. Payments for lost or damaged textbooks, library books, building damage, etc., should be made in the main office promptly.

## **FIRE & SAFETY DRILLS**

The New York State Education Law requires that every school have a minimum of 12 drills during the school year, 8 fire drills of which must be held before December 1<sup>st</sup>, and four safety drills. When the bell sounds, be quiet and listen to directions. Move in double file to your assigned exit. Stay with your class. Move quickly, but do not run. Be quiet and orderly.

The first student through the door should hold the door until all others pass through and proceed outside. The first group out of the building should move far enough away to allow room for those following. Keep clear of driveways, exits, entrances and hydrants.

If you are not in class when the alarm sounds, always proceed to the nearest exit. An announcement will be made when you can re-enter the building. It is important that a quiet, calm atmosphere be maintained at all times. The return to the building should also be orderly. Instructions and fire drill routes are posted near the classroom doors. Students should become familiar with these directions.

## **GUIDANCE OFFICE**

The purpose of the guidance office in our schools is to assist you in your educational, vocational, emotional and social adjustment within the school setting.

### **GENERAL FUNCTION**

1. **Counseling:** Counseling is done on both an individual and group basis. A meeting with your counselor may be arranged at your request or the request of your teacher, parent and/or counselor. Reasons for referral and topics covered in counseling sessions are varied in number and scope. With your guidance counselor you can listen to and discuss different ways to improve your grades.  
You can learn to cope with personal responsibility by developing a positive attitude toward school, family, and friends and yourself scheduling, changing your present schedule and providing information about school policies are only some of the other concerns covered in these counseling sessions.
2. **Testing:** Individual and group tests are given to students by the counselors. Some group tests are administered by the classroom teacher under the direction of the guidance counselor.
3. **Student Record:** The guidance office is responsible for maintaining your cumulative folder, as well as other permanent records. In the cumulative folder are kept such items as standardized test results, year-by-year grades and comments. Permanent and Guidance record cards are maintained for all students; these contain all courses taken to date by the student as well as marks and credits s/he has received.
4. **Access to Student Records:** Access to any student records a student's file is available to every student and that student's parent or guardian subject only to reasonable regulations as to time, place and supervision. Psychological reports may be withheld from the student, although not his parents, at the discretion of school authorities. Files shall not be disclosed to any person or agency outside the school, except with written permission of the parent of a minor student or by the student when s/he has attained the age of 18.

## **HEALTH OFFICE**

The Health Office is located on the first floor next to the guidance office. All students **MUST** have a pass to the Nurse's Office unless it is an emergency.

Treatment in the Health Office is limited to first aid treatment only. Until authorized treatment is secured, the nurse will notify parents in case of an accident or illness, which requires medical treatment. If they cannot be reached, or do not indicate a doctor to be called, the school will follow necessary measures for emergency treatment.

In case of sickness or other circumstances in which you are to be excluded from school, on the authority of the nurse, principal, or doctor, your parent is called and requested to come for you or decide for you to get home. The nurse determines if a student is too ill to remain in school. It is not correct procedure for a student to call home and ask a parent to come and pick him up.

DISPENSING OF MEDICINE IN SCHOOL - The nurse cannot dispense medication, even aspirin, without a written notice from the pupil's physician authorizing the nurse to do so. This note must specify precisely the medicine, dosage, and administration procedures. All medicines will be retained by the nurse.

The medicine to be administered and the physician's prescription must be brought to the nurse by the parent. Pupils may not transport medications. Any medicine in a student's possession will be confiscated.

### **HOMEWORK REQUEST**

The guidance office takes care of arranging for homework. We ask that the students be out of school for 2 full days before requesting homework.

Parents must call the school by 10:00am on the 3<sup>rd</sup> day the student is absent. Homework can be picked up after 3:00pm. This is to allow time for all teachers to put the materials together. Also, time is needed to check the student's locker for books that they may need.

### **HONOR ROLL & REPORT CARDS & PARENT PORTAL**

Grades are issued four times a year. Your final grade in a subject is the average of your quarterly grades and your final exam mark. Your quarterly grades are composed of classroom quizzes and tests and other activities that may be marked by your teacher such as projects, group work, reports, homework and research activities.

Students eligible for the achievement roll must attain an overall arithmetic average of **89.5** or better using all subjects for computing the average. They also may not have a grade lower than 65%. Averages are to be rounded to the nearest whole number (84.5% = 85%). The minimum passing grade for all grades is 65.

Incompletes must be made up within two weeks. If after ample notice to students and parents, work is not made up, a grade is computed. Where students are late arrivals and not enough marks are available for computing an average, no grade will be recorded. At the end of the year, no incompletes may remain on the report card.

Students and parents will have access electronic parent portal after the conclusion of the first full 6-day cycle of school.

### **INTERSCHOLASTIC/MODIFIED SPORTS**

The following "Modified Level" interscholastic sports are available to 7<sup>th</sup> and 8<sup>th</sup> grade students (between the ages of 12 to 15). **SIXTH GRADERS ARE NOT ELIGIBLE TO PARTICIPATE** (NYS Rule) but are welcome to and encouraged to be involved in our intramural program.

	<b><u>Boys</u></b>	<b><u>Girls</u></b>
<b>Fall</b>	Football	Field Hockey
	Soccer	Soccer
	Cross Country	Cross Country
	Golf	Swimming
		Tennis
		Volleyball

<b>Winter</b>	Basketball Swimming Wrestling	Basketball
<b>Spring</b>	Baseball Track Lacrosse Tennis	Softball Track Lacrosse

In addition, a few students who qualify according to state guidelines, may participate in a Varsity or Junior Varsity sport. Moreover, our district has an academic eligibility standard for its athletes. Any athlete receiving more than one grade below 65 on any ten-week report card will be placed on Academic Probation for a period of two weeks. During that two weeks the student shall attend activity period sessions at the teacher's request and shall also make other efforts to improve class standing as directed by the coach.

The student must bring a progress form to the coach showing written verification from the teacher that work has improved, and must continue to do so weekly until passing grades are achieved. When a student does not bring evidence of improved work from the teacher to the coach, s/he will be declared ineligible for participation in inter-school athletic events. S/he will remain ineligible until clearance is received from the Athletic Director's Office. (Students who fail to meet eligibility requirements may have their case reviewed by an Academic Eligibility Committee upon recommendation of the Principal or his/her Delegate.) (The Superintendent of Schools or his/her designee may waive the above requirements based upon extenuating circumstances.)

**ALSO, an athlete will not be allowed to participate in a sport (game or practice) if s/he has been absent the same day. They must be in attendance for at least 1/2 the school day to participate. If they leave school sick they may not participate in games or practices that day. If a student receives a full day In School Suspension or Out of School Suspension, they are ineligible to participate in the next scheduled game or contest. Coaches also have the right to govern and discipline their players in addition to school consequences.**

MIDDLE SCHOOL STUDENTS PARTICIPATING IN INTERSCHOLASTIC SPORTS ARE NOT ALLOWED TO LEAVE SCHOOL GROUNDS AT DISMISSAL. STUDENTS THAT DO LEAVE SCHOOL GROUNDS MUST BE USING TRANSPORTATION PROVIDED BY THE SCHOOL OR HAVE OTHER TRANSPORTATION ARRANGEMENTS.

WHILE WAITING FOR PRACTICE TO BEGIN, ALL ATHLETES MUST REPORT TO A SPECIFIED TEACHER FOR ACADEMIC ASSISTANCE OR TO AN ASSIGNED SPORTS STUDY HALL, WHICH IS SUPERVISED UNTIL 3:00pm. FAILURE TO COMPLY WITH THESE RULES COULD RESULT IN TEMPORARY SUSPENSION OR REMOVAL FROM THE TEAM.

Sports transportation may be available, though limited. For more information contact the Athletic Director's Office at 786-8207.

PHYSICALS - All students that desire to participate in Athletics must be examined by the Maine-Endwell School Physician and may not practice or participate without the Doctor's approval. Sports physicals are scheduled prior to the start of practice and it is the responsibility of each student to sign up with the coach or

in the school physical education office prior to the sports season. Schedules for physicals are posted and if the athlete cannot be there for that time a different time will be assigned. You cannot change times on your own. Contact the coach or the Director of Athletics.

For personal hygiene and safety reasons, it is required that all students change into proper Physical Education clothes. (Lockers and locks will be provided for all students.) All Physical Education students, grades 6-8, will be required to supply the following items:

1. Proper change of clothes (shorts, shirt, sweatpants, sweatshirt)
2. Sneakers
3. Deodorant
4. A 1-inch three-ring binder for Physical Education portfolio

### **LIBRARY PROCEDURES**

1. The library is open from 7:30am to 3:00pm daily.
2. No gum chewing is allowed in the library.
3. No backpacks or duffle bags are allowed in the library.
4. The library is to be a quiet place in which to work. You are admitted as long as you conduct yourself in a responsible manner.
5. Students who do not act appropriately may have their privileges suspended.
6. There is a "3-book limit" on the number of books a student may borrow. Books circulate for two weeks and may be renewed if no other student has requested them.
7. Inter-library loan is available from other school libraries when MEMS library does not own a particular book.
8. All library rules are posted in the library for easy student reference.

### **LITTERING**

If you drop something, please pick it up and dispose of it properly. You may also help to maintain an attractive building and campus by picking up any litter you notice.

### **LOCKERS**

Lockers are assigned to all students. The combination has three (3) numbers. Combinations must remain confidential.

1. Spin the dial a few times to the right. This clears the numbers.
2. Stop exactly at the first number.
3. Turn the dial to the left and be sure you pass your first number again before stopping at the second number.
4. Turn the dial to the right and stop directly at the third number.
5. Open locker.

### **LOST AND FOUND**

There is a table for lost and found articles on the first floor near the ALS room. If you lose an article of clothing or a book, check in lost and found the next day. Found articles should be given to a teacher or taken to the main office as soon as possible.

## LUNCHES

Monthly menus are sent home in the PTA newsletter. You may bring your own lunch and buy a drink. Please read your menu for prices and procedures.

## HALLWAY / ELECTRONIC PASSES

Permission is needed for all unscheduled travel in the building. Classroom passes can be either electronic passes or blue written passes from a teacher or staff member.

## STUDENT COUNCIL

STUDENT COUNCIL OFFICERS AND REPRESENTATIVES: The Student Council and its activities are under the general supervision of the Board of Education and under the immediate supervision of the building principal. The Student Council has a faculty advisor appointed by the Principal. The Council also functions under a constitution established by the students, advisor, and administration.

## ROLLER SKATING PARTIES

All roller-skating parties will be held at the Skate Estate on Old Vestal Rd, from 6:00pm to 8:00pm. Teacher/administrator chaperones will be on duty. All school rules will be in effect and students are expected to behave appropriately.

- Roller skating parties are for MEMS sixth grade students only.
- Parents are asked to drop students off at 6:00 P.M. and pick them up at 8:00 P.M. sharp.
- Cost:
  - \$3.00 Admission
  - \$3.00 Skate Rental
  - \$4.00 Laser Tag
- Refreshments are sold on the premises.

## DANCES

All dances will be held in the MEMS gym from 7:00pm to 9:00pm. Teacher/administrator/chaperones will be on duty. All school rules will be in effect and students are expected to behave appropriately.

- The dances are for Maine-Endwell Middle School students only.
- Tickets will be sold at school prior to the dance and at the door.
- A policeman will be hired to patrol outside the building.
- Parents are asked to drop students off at 7:00pm and pick them up at 9:00pm sharp.
- The students will enter and exit from one door only – the cafeteria door in the rear of the building by the girls' locker room.
- The door will be unlocked at 7:00pm and locked at 7:15pm. No student will be permitted entry into the dance after 7:15pm unless previous arrangements have been made with the Student Council Advisor or an Administrator.
- An adult will stand at the entrance to supervise all students who enter the dance. Students thought to be under the influence of alcohol or a controlled substance will be brought to the administrator on duty and questioned by him or her. If appropriate, the parents will be called to come to the school. The discipline procedures outlined in the school handbook will be followed, and the parents will be asked to escort the student home.
- After entering the dance, each student will place his/her coat in the designated classroom or cafeteria. The "coat room" will be locked during the dance, however we are not responsible for personal property.

- Corridor lockers and locker rooms may **NOT** be used at dances.
- Once students are inside the building they will not be allowed to leave unless a parent (or designee) comes to get them. Disciplinary action will follow if a student leaves the dance without parent supervision.
- Water, soda, and pizza, etc. will be made available for sale at dances. It is expected that students will return soda bottles to the recycling bins, not deliberately spill soda and in general, keep the cafeteria in a respectable condition.

### **EIGHTH GRADE CLASS and DANCE-PARTY**

Each year in the spring as the school year comes to a close, the Eighth Grade Dance-Party is held. This event is sponsored by MEMS PTA and is for MEMS eighth grade students only.

It was never intended by the administration, Student Council advisor or MEMS PTA that this event be treated as a “prom” or a formal occasion. It should be a happy time for all students closing out their years at MEMS. However, in the past, many students have spent large sums of money on fancy dresses and gowns, formal wear rentals, flowers, dinners etc. We feel this discriminates against students who cannot afford these large financial expenditures. Eighth grade is just not the time for this type of event. Therefore, we are advising parents at the beginning of the year that the “Dance-Party”, will have a theme – for example “Hawaiian Night”, decided by students and staff. We encourage students may wear casual clothing in conjunction with the theme. The clothing worn by the students in most cases, hopefully, will be clothing already in their wardrobes. We would hope that all students will come and enjoy a happy evening of friendship, food, activities, and music. We also hope that all cooperate in this matter.

### **SPARTAN TIME**

Spartan time is a designated time each Wednesday after 3<sup>rd</sup> period that allows all teachers’ access to any student they may need for testing, homework, extra help, and other academic reasons. Each week has a priority subject that gives precedent that teacher and their content area. In addition, for students who are in good academic standing there are grade level reading areas, study halls and opportunities with other teachers.

### **UNACCEPTABLE OBJECTS**

Students may not bring to school any objects that may be distracting or have potential to cause bodily harm. This includes, but is not limited to, squirt guns, video games, radios, tape players, MP3 players, CD players, DVD players, iPods, skateboards, lighters, hair spray, playing cards, laser pens, perfumes, rubber bands, safety pins, weapons or any other such object, item or device that can be used as a weapon, and other such items that can interrupt the normal operation of the school day or be considered a health and safety issue.

### **PARENT DROP OFF AND PICK UP**

Parent/student morning drop off will be at the auditorium entrance circle. When exiting the middle school, on to Farm-to-Market Road, please refrain from making a left hand turn as it bottle necks traffic. During afternoon parent/student pick-up please line-up as far back as the basketball courts (**See page 18 for diagram**). This will allow busses to enter the main entrance, as well as accommodate the number of parent pick-ups during our afternoon dismissal.



## MS Schedules 2019-20

<u>Period</u>	<u>Daily</u>	<u>Spartan Time</u>	<u>WES</u>	<u>½ Day</u>	<u>1 Hour</u>	<u>2 Hour</u>
Homeroom	7:30-7:43	7:30-7:43	7:30 – 7:43	7:30 - 7:43	8:30 - 8:43	9:30-9:42
Period 1 Extra 2 min.	7:46 – 8:30	7:46 – 8:24	7:43 – 8:14 8:17 – 8:56	7:46 – 8:08	8:46-9:23	9:51-10:19
Period 2	8:33 – 9:15	8:27 – 9:05	8:59 – 9:38	8:11 – 8:31	9:25-10:00	10:22-10:50
Period 3	9:18 – 10:00	9:08 – 9:46	9:41 – 10:20	8:34 – 8:54	10:03-10:38	10:53-11:21
Period 4	10:03 – 10:45	9:49 – 10:31 10:34 – 11:12	10:23 – 11:02	8:57 – 9:17	10:41-11:16	11:24-11:52
Period 5	10:48 – 11:30	11:15 – 11:48	11:05 – 11:44	9:20 – 9:40	11:19-11:59	11:55-12:23
Period 6	11:33 – 12:15	11:51 – 12:29	11:47 – 12:26	9:43 – 10:03	12:02-12:37	12:26-12:54
Period 7	12:18 – 1:00	12:32 – 1:10	12:29 – 1:08	10:06 – 10:26	12:40-1:15	12:57-1:25
Period 8	1:03 – 1:45	1:13 – 1:51	1:11 – 1:50	10:29 – 10:49	1:18-1:53	1:28-1:56
Period 9 Extra 2 min.	1:48 – 2:32	1:54 – 2:32	1:53 – 2:32	10:51 – 11:13	1:56 - 2:32	1:59-2:32
10 <sup>th</sup> Period	2:35 – 3:00	2:35 – 3:00	2:35 – 3:00	None	2:35-3:00	2:35-3:00
Period Length	42 min.	38 min.	39 min.	20 min.	35 min.	28 min.

# **MTE** Parent Drop-Off and Pick-Up



2019-20

