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**LINCOLN MIDDLE SCHOOL**

**PARENT HANDBOOK**

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2017-2018

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 Welcome

Welcome to the 2017-2018 school year. This handbook contains information designed to acquaint you with the policies and procedures at our school. Please carefully read and preview the contents and share it with your Lincoln student at home. With your help, the teachers and support staff will work hard to provide a safe, pleasant and academically challenging experience for students.

* School begins for all grades at 8:00 a.m.
* All students will enter through the side door entrance from 7:30 to 8:00 a.m.
* Students must enter through main entrance after 8:00 a.m.
* Your timely arrival for your students is essential to maintain a safe and orderly beginning to the school day**.**

Lincoln Middle School Mission

Lincoln Middle School is a community where students are engaged and encouraged to meet high expectations through strong positive connections that support student growth. We recognize each child as an individual with varying ability levels and learning styles. We consist of stakeholders who will lead and actively participate in creating an academically challenging and emotionally safe environment that promotes collaboration, honors diversity, celebrates progress, and prepares our scholars to be active life-long learners in their pursuit of higher education and career readiness.

Lincoln Middle School Vision

Lincoln Middle School will prepare all students academically and socially for a path of lifelong learning in high school, college and beyond.

Furthermore, we have set **new goals** that will push our school community toward reaching our mission:

1. **Family Community Engagement**

Lincoln Middle School regularly communicates with family and community members to build collaborative relationships, and engage them as partners. This is evidenced by:

* Continuing to grow our community partners;
* Informing families of their children’s academic, social and emotional progress’
* Including families and community members in decision making practices;
* Providing opportunities for families and community members the ability to participate in professional development;
* Providing professional development to staff about effective communication with all families and community members; and
* Making information and resources available to families and community members.
1. **School Climate**

Lincoln Middle School staff will be trained in culturally responsive strategies to engage all scholars in the classroom. Our focus will be on bullying and gratitude.

1. **Instruction**

Lincoln Middle School will continue the consistent implementation of school-wide strategies and assessments to inform our instruction practices. This will be accomplished through the use of student portfolios in all classes.

1. **Staff Expectations/Supports**

Lincoln Middle School staff will be provided with ongoing training, supports and feedback about how to address instructional needs using targeted data. Each student will have a portfolio that includes benchmark goals, quarterly assessments, work samples that are also aligned to a rubric and goal setting.

**Syracuse City School District Mission Statement**

To build, support, and sustain school communities that provide all students with a high-quality education that prepares them to graduate as responsible, active citizens ready for success in college and careers and prepared to compete in a global economy.

**District Vision**

To become the most improved urban school district in America.

**Ultimate Goal**

An educational community that graduates every student as a responsible, active citizen prepared for success in college, careers, and the global economy.

Dear Lincoln Families,

As we embark on a new school year, we want to open the lines of communication so that our Lincoln Middle School community is ready for a healthy and successful start.

Over the summer, we have worked diligently to maximize the effectiveness of our building staff in order to improve our school achievement data and build a positive school culture

It is very important that we push ourselves and our students to work hard each day to achieve their fullest potential. We are confident that our efforts to transform Lincoln will cause significant student growth throughout the school year on interim progress reports, report cards, interim assessments (ANet & STAR), and our New York State Math and ELA assessments in the spring. *We need the support of parents, guardians, and families so that we have 100% of our student body giving their best effort on each assessment so that Lincoln is able to demonstrate the improvements we are making on a daily basis in order to transform Lincoln in a positive direction.*

***Student portfolio****- A student portfolio is a collection of selected student work. It will promote student self-evaluation, reflection and critical thinking opportunities. It will also allow students to have input in the learning process. This year it will be used by both students and teachers to identify learning goals, document progress over time and demonstrate learning mastery. We will be setting up a data night in November for families to come in and review the data folios.*

**Important Announcements**:

*Grade-Level Changes*:

We have made some important shifts here at Lincoln and want all stakeholders to understand why we have instituted these changes and how they will affect our school culture. We have shifted administrative offices to ensure that school leaders are positioned around the building to support the needs of students and teachers:  **Mr. Richardson will lead the 8th grade team, and Ms. Lane will lead the 6th grade team and Ms. Sayles will lead the 7th grade team**. We believe that these changes will allow for more clear communication between families and school because all stakeholders will know who to contact as issues arise.

Furthermore, the Syracuse City School District is part of the ***Say Yes to Education*** program which provides comprehensive supports, including the promise of free college tuition to one of nearly 100 colleges and universities for those students who live in Syracuse, graduate high school with an 85 average, and meet college admission requirements. In supporting this powerful initiative, we have changed the names of our grade level teams to reflect the college and career readiness that we want to push all of our students to achieve: **Team Syracuse University**, **Team** **SUNY Oswego**, **Team SUNY Cortland**, and **Team SUNY Binghamton**. We hope to empower our students by using these local universities as a motivational tool moving forward. We also hope to be able to visit these schools with our students during the year.

Additionally, Lincoln will reap the benefits of adding important **Multi-Classroom Leaders** (MCLs) to our faculty for the coming school year. We are excited to add Miss Mariano as our grade MCL, Mrs. Fisher as our Instructional coach, Mr. Sessa as our 8th grade MCL and Mr. Dubey Behavior Specialist MCL. These teachers have exhibited outstanding skills throughout their careers in the SCSD and will join Lincoln as experts in their content areas as well as in developing a strong school culture. Our MCLs are the visionary classroom leaders that will support our staff and push our students to improve our school achievement scores.

*Drop-Off/Pick-Up Location*:

All parents, guardians, and families will be asked to **drop off and pick up their Lincoln students on Hampton Road**, which is adjacent to the tennis courts in front of the school, so that we can maximize the safety and efficiency of buses arriving and leaving school. Cars will not be permitted to drop off or pick up students from the school parking lot and must use Hampton Road instead.

*Lincoln Website*:

Our school benefits from having a new school website. We will be using E-Chalk as our way to communicate with all Lincoln stakeholders. Students, families, faculty, and community members will be able to check the website for information on class requirements, curriculum, special events, sports, etc. The website also offers Lincoln families a way to ask questions via email that directly connects them with teachers or administration.

*Lincoln Spirit Gear*:

We want to encourage our students to have pride in our school and a great way to do this will be to have special events where students and staff will be encouraged to wear their Lincoln Spirit Gear. We really encourage families, students, and staff members to use the link on our school website to purchase more Lincoln Spirit Gear including: t-shirts, Polo shirts, sweatshirts, sweatpants, shorts, and more.

*Cellphones & Electronic Devices*:

To emphasize an academic focus, we do not allow students to use or have electronics at school. This includes cell phones, iPads, tablets, earphones, and other electronic games are not permitted in school. These items will be taken from students and only returned to parents.

*Upcoming Events*:

We encourage full family participation in all of our back to school events:

* **Open House** will be on **September 14th from 5-6:30pm**. We encourage all families to attend so that you can meet Lincoln’s teachers and support staff.
* Our first **PTO Meeting** will be on **October 2nd from 6-7pm**. We would really like to grow our Parent-Teacher Organization this year to include many more families who want to see success for their children at Lincoln.
* **Lincoln Spirit Day Pep Rally** will be on **September 15th from 2:30-3:30pm** in our gymnasium. We want to continue building a strong, positive school culture and will use this occasion as an opportunity for all of our students to wear their Lincoln Spirit Gear, encourage students to participate on our fall sports teams, and show pride in our school community through the various events we schedule for the pep rally.

We are extremely excited about the start of a new school year at Lincoln and look forward to developing strong school-to-home relationships with all of our families.

Please make time to attend some of our back to school events so that we can answer questions, address concerns, and ensure that we are supporting your children in the best ways possible. Also, we will be providing tutorials on how to navigate the school website at these events for interested parents/guardians.

 Sincerely,

 Ms. LaJuan White

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| **6thGRADE**  | **7thGRADE**  | **8thGRADE**  |
| **Period**  | **Time**  | **Period**  | **Time**  | **Period**  | **Time**  |
| Breakfast  | 7:35-7:55  | Breakfast  | 7:35-7:55  | Breakfast  | 7:35-7:55  |
| HMRM Circles Cell Phone Collection  | 7:55-8:20  | HMRM Circles Cell Phone Collection | 7:55-8:20  | HMRM Circles Cell Phone Collection | 7:55-8:20  |
| 1 | 8:20 – 9:08 | 1 | 8:20 – 9:08 | 1 | 8:20 – 9:08 |
| 2 | 9:10 – 10:03 | 2 | 9:10 – 10:03 | 2 | 9:10 –10:03 |
| ***Morning Announcements*** | ***(9:58-10:03)*** |  | ***(9:58-10:03)*** |  | ***(9:58-10:03)*** |
| 3 | 10:05– 10:53 | 3 | 10:05– 10:53 | 3 | 10:05– 10:53 |
| Lunch Grade 6  | 10:55-11:25 | 4 | 10:55-11:43 | 4 | 10:55-11:43 |
| 4 | 11:27-12:15 | Lunch Grade 7 | 11:45-12:15 | 5 | 11:45-12:33 |
| 5 | 12:17 – 1:05 | 5 | 12:17 – 1:05 | Lunch Grade 8 | 12:35-1:05  |
| 6 | 1:07-1:55  | 6 | 1:07-1:55  | 6 | 1:07-1:55  |
| 7 | 1:57-2:45 | 7 | 1:57-2:45 | 7 | 1:57-2:45 |
| 8 | 2:47-3:26 | 8 | 2:47-3:26 | 8 | 2:47-3:26 |

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Lincoln Middle School

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| Main Office/Administrative Offices | 435-4450 |
| Guidance Office | 435-4451 |
| Nurse | 435-4457 |
| Cafeteria | 435-5344 |
| Transportation Department | 435-4260 |
| First Student Bus Co. West | 448-1820 |
| First Student Bus Co. East | 425-5385 |

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| Lincoln Administration |
| Ms. LaJuan White | Principal |
| Ms. Julie Sayles | Vice Principal |
| Mr. Richard Richardson | Vice Principal |
| Ms. Lane | Vice Principal |
| Support Staff |
| Ms. Henderson | Guidance Counselor |
| Mr. Gower | Guidance Counselor |
| Ms. Henry | Psychologist |
| Mr. Phelps | Social Worker |
| Ms. Groff | Library Media Specialist |
| Mrs. Hunter | School Nurse |
| Ms. Lavy | Building Secretary |
| Mrs. Mahmoud | Secretary |
| Mrs. Mahmoud | Guidance Secretary |
| Mr. Gabriell | Security Officer |

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| **A Quick Guide to Services in the School** |
| IF YOU WANT: | THEN GO TO: |
| TO SIGN IN LATE | HALL DESK OR MAIN OFFICE |
| TO SIGN OUT ILL | NURSE FOR APPROVAL |
| TO SIGN OUT EARLY DISMISSAL | MAIN OFFICE |
| TO REPORT AN ACCIDENT | NURSE/MAIN OFFICE |
| HELP WITH A LOCKER | TEACHER |
| WORKING PAPERS | GUIDANCE |
| BUS INFORMATION | MAIN OFFICE |
| LOST AND FOUND | CAFETERIA |
| PARENT CONFERENCES | GUIDANCE |
| HELP WITH A PROBLEM | TEACHER, COUNSELOR, SOCIAL WORKER, PSYCHOLOGIST, AMINISTRATOR |

**THE PARENT ROLE**

As a parent or guardian, it is critical that you are familiar with the contents of this handbook so that you can support your child in following the rules and policies of Lincoln. Working together, we can be a strong influence on students by modeling adult working relationships based upon civility, honesty and respect to one another.

To be successful, Lincoln needs and expects the cooperation of its parents and guardians, who must understand and embrace the school’s mission, share its values, and fully support the curriculum, staff and administration. We ask that parents and guardians:

* Work productively with teachers and administrators by staying informed about your child and the important events in the life of the school
* Communicate concerns to the teacher or administrator as soon as they arise
* Maintain a mutually respectful relationship with the individuals in the school in instances when they may not agree with the decision.

**Parent Communication**

In addition to e-mail and phone calls, parents and guardians receive the following forms of communication:

Online information- Our new web page with Echalk ([www.lincolnscsd.com](http://www.lincolnscsd.com))

Remind- Remind is an app that you can download on your phone to communicate directly with school admins.

Parent Teacher Conferences- scheduled meetings with grade team teachers

Student Grades- There will be 4 interim and report cards provided throughout the school year.

Home Visits- as requested or needed

News Letter- monthly newsletter highlighting events and activities

Parent Surveys- throughout the school year

Let’s Talk!- a tool available for you on the district webpage that allows you to provide feedback based on topics of interest

**Parent Association:**

The Parent Association is instrumental in building a sense of community among parents and in fostering communication between families and the school staff. The Parent Association is the school’s proactive partner. The Parent Association is instrumental in building a sense of community among parents and in fostering communication between families and the school staff. The Parent Association is the school’s proactive partner and is dedicated to improving the educational experience of all students at Lincoln Middle School. Our goal is to encourage interaction between family and school, serve as a source of support, and work with the teachers, staff, and the community at large to improve our children’s educational experience. Our PTO works closely with the school administration to meet this goal.

Parent events and PTO dates are provided on the last page of this handbook.

**Community/ School Resources**

**Parent University**-

The goals of Parent University include providing support for families so that they may achieve personal academic and non-academic goals; providing resources to families to support their children’s emotional growth and development and increasing the number of parents who feel positively connected to their child’s school

Location- 1005 W. Fayette St. 13204

Phone- 435-6275

Email- [www.scsdparentuniversity.com](http://www.scsdparentuniversity.com)

**Parent Partnership Network (PPN)**

PPN offers assistance and support to parents, guardians and students who are trying to get questions addressed, need help on community resources or would like help with school issues.

Location- 1005 W. Fayette St. 13204

Phone- 435-4845

Email- ppn@scsd.us

**Family Support for Student Success (FSSS) Program**

This service is based on the knowledge that every child has the potential for success. They offer direct support to families to overcome any challenges in home and community that affect the child’s academic success.

Location: Lincoln Middle School

Phone: 435-4450

**Promise Zone (Family School Community)**

An internal support staff member that works directly with students to develop life skills, create and build social strategies and intervene on all academic, behavior and social issues.

Location- Lincoln Middle School Main Office

Phone- 435-5350

Email-

**Hillside**

School based advocates providing support to help students develop good habits, acquire social skills, and provide them with the necessary resources and guidance to be successful in school.

Location- Lincoln Middle School Library office

Phone- 315-435-4450

**Brownell**

A referral based program that includes biweekly therapy sessions, home visits and collaborative communication with school staff, home and child

Location- Lincoln Middle School Main Office

Phone- 315-435-4450 ext 5588

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**Emergency Cards**

Your child’s emergency card is part of our enrollment procedures each year. A completed card consists of parent information, including home number, cell number, work number, parent signature, doctor’s phone number and at least two different emergency phone numbers. It is vital for your child’s safety that you keep this information current. If you should change your address or any phone number, please advise the office immediately.

In order to provide for student safety, individuals wishing to have contact with a student at any time, must be listed on the emergency card and must provide photo identification in person.

**Please note: It is essential that we have current contact information should we need to communicate with you during the school day. Please call the school and complete the necessary form(s).**

**Standards of Attendance / Lateness**

At Lincoln Middle School we have established that all students have a record of at least 90% attendance as promotional criteria. It is the parent/guardian’s responsibility to make sure that their child is in school during the prescribed hours of

8:00-3:35pm

Students are expected to attend school. Excessive absence often results in poor schoolwork. Parents should make every effort to make appointments after school. However, if a student must be excused, parents should send a note in the morning. The note should be brought to the main office immediately to be verified. BEFORE LEAVING SCHOOL, THE STUDENT MUST SIGN OUT IN THE MAIN OFFICE. When a student is absent, an excuse should be sent in the next day and given to the student’s first period teacher. Students who miss school without parental consent are considered truant.

When a student misses school, it is his or her responsibility to obtain assignments and to complete all work missed during the absence. Please use our EChalk website at [www.lincolnscsd.com](http://www.lincolnscsd.com). Students must complete missing work within the same number of days they were absent unless there are extenuating circumstances and other arrangements have been made in advance with the instructor. All teachers’ policies are to be consulted with regard to more specific make-up work deadlines.

**No student is allowed to leave the school building before the official end of the day without a parent or guardian. The parent or guardian must be on the emergency card, show proper identification, and sign the student out in the main office.**

**Student Discipline**

* All visitors to our school must provide I.D., sign in at the front desk and be announced to the main office.
* School begins at 8:00 a.m. All students, including latecomers, will use the main entrance. Students will then be issued a late pass and a phone call will be made to notify parent to determine reason for lateness.
* All personal items must be taken home daily. At no time are personal items to be left at the school overnight.
* No backpacks in the classroom.
* Outer garments and hats are prohibited from being worn during the school day. These items are to be secured in the lockers.
* Objects deemed dangerous such as, compasses, large pins, bottles, ornamental chains and rings will be confiscated and returned only to parents.
* Students are not to bring food, candy and soft drinks (in cans or bottles) into the building. Bottled water is allowed. At no time are students permitted to eat or drink during instructional time.
* Students are expected to follow the school dress code. The following articles of clothing are prohibited: shorts (that are shorter than knee length) tank tops and skirts of extremely short-length.
* Hats are not to be worn in school and will be confiscated from those students who refuse to adhere to this rule. Hats will be returned only to parents.
* Possession of matches and/or cigarettes is forbidden. The Code of Conduct will be used to determine consequences.
* Students should not bring large sums of money to school.
* Cell phones, earphones, i-pods, game cards, PSP consoles and other electronic games are not permitted in school. These items will be taken from students and only returned to parents.
* Products containing dangerous chemicals such as inhalants, fire accelerants and irritants are PROHIBITED.
* Clothes or button displaying OBSCENE or OBJECTIONAL MATERIALS are PROHIBITED.

**Security**

1. All staff and visitors must use the main entrance when entering and leaving the building. Make sure all doors are shut after using them.
2. Visitors must sign in at the front desk at the main entrance. After a visitor signs in they go to the main office to get a pass to visit a classroom if the person has an appointment.

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**Anti-bullying Statement**

Lincoln Middle School is committed to maintaining a safe and caring environment for everyone. We will treat each other with respect, and we will refuse to tolerate bullying of any kind.

Top of Form

Bullying is deliberate and hurtful behavior meant to belittle, frighten, hurt or exclude someone. Bullying usually does not happen just once. It continues to happen over and over.

Common Forms of Bullying… Physical bullying - Verbal bullying - Social bullying - Cyber bullying

**DASA**

Under the New York State Law known as the Dignity for All Students Act (DASA or Dignity Act), the Syracuse City School District is obligated to ensure that each student has equal access to education in a safe and harassment-free environment. It is the goal to protect every student who may be targeted with discrimination and bias-based harassment. According to the Dignity Act: No student shall be subjected to discrimination, harassment or bullying by employees or students no school property or at a school function, Such actions can create a hostile environment for a targeted student, in that they may cause physical injury or emotional harm, cause them to fear for their physical safety, or have the effect of interfering with that student’s educational performance, opportunities or benefits, or their mental emotional or physical well-being.

Acts of discrimination, harassment or bullying shall include verbal or non-verbal conduct, threats, intimidation or abuse, and may be based on, but not limited to, one of the following actual or perceived characteristics: race, color weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. Bullying maybe regarded as purposeful acts of harassment that are repeated over time and are intended to ridicule humiliate or intimidate a student. Under the Dignity Act and the SCSD Code of Conduct, Character and Support any staff member or administrator who receives a report of harassment, bullying, or discrimination or who witnesses or suspects such conduct shall document and take action to address the situation immediately and promptly report this to the Principal and/or DASA Coordinator.

***Treat others the way you want to be treated!***

***Telephones***

*Students may use the phone in the main office for* ***emergency******purposes only****. Parents are not to call during the school day to request to speak with their child unless there is an emergency at home.* ***Students must have a pass to enter the main office.***

***Health Office***

*The Health Office is located across from the Guidance Office. The nurse is available during the school day. If the nurse is not available, please report to the main office for assistance. Students must have a pass to enter the Health Office.*

***\*Important\* “****All children entering kindergarten and grades 2, 4, 7 and 10 must have a physical exam. Students wishing to play sports and/or obtain working papers must also have a physical. The Office of Health Services will not be performing school physicals for students this year. All physicals must be done by the child’s doctor. For children who attend a school with a School-Based Health Center (Dr. Weeks, Dr. King, Delaware, Franklin, Grant, H.W. Smith at Levy, Westside Academy at Blodgett and Fowler), parents can register their child in the center and they can get their physical during school hours. Please contact the Health Services Office at 435-4145 with any questions or to receive a listing of physicians who will provide physicals.”*

***Notes from the Nurse's Office of Ms. Hunter, RN***

***Middle School NY State Health Requirements***

***6th Graders:****All 6th graders aged 11 years or older need a Tdap booster shot to start school, and a second chickenpox (Varivax) shot if they didn't receive one already.  They will be excluded from school without written proof that these have been given and can't return until paperwork is provided to me.*

*If your child is not 11 yet, the shots need to be given by the last day of the month he/she turns 11.  Without written proof of the shots by that date, the child will be excluded from school.*

***Physical Exams by Your Doctor:****7th graders need to have a physical exam on file in my office, provided by you.  It can be done any time before the end of 7th grade.  A physical dated anytime within the past year (from 9-1-14) is acceptable and meets this state requirement.  Note that physicals are no longer done at school.*

***Sports for 7th and 8th Graders:****To play, a student needs a physical on file which was done within one year of the sport's start date.  A Pre-Participation Physical Evaluation form is completed for each sport your child plays, signed by a parent/guardian and dated within one month of the sport's start date.  \*\*Normal vision (with glasses on or without) is needed to play.  If your child has been referred to the eye doctor, please make an appointment and provide us with the paperwork from that provider or he/she will not be allowed to play.*

***Other Important Notes***

***Medicine at School:****Medications, including over the counter ones (like Tylenol, cough drops), must have an order form signed by the doctor and parent/guardian and renewed each year.  Medicine needs to be provided in an original labeled bottle, box, etc.  A student can’t carry the medicine unless this is written on the order.*

*There is a new policy from the district health director which states that school nurses will not be giving medications in the early morning, at the start of the school day.  These should be given at home.*

***Info from Parents:****It's important that I have your current phone number and address, and the numbers of others to call if a student is ill or injured.  Please let me know if these numbers change.  It's also important to keep me updated about your child's health so I can provide good care and keep him/her safe at school.*

***Gym Excuses:****If a student is taken out of gym for a health reason, I must have a note from the doctor.  I will let the teachers, including gym and sports coaches, know.  Your child can't return to gym or sports unless I receive a doctor's clearance note from you. If not cleared before the start of the next school year, your child will be unable to play gym or sports in September until the doctor's clearance note is provided by you.*

***Working Papers:****Students 14 or older that need a work permit can get an application for you to fill out and sign from Guidance.  There must be an updated physical on file (done within one year of the application date) for me to sign the health portion of the application.*

*Feel free to call me with any questions at (315)-435-4457. My fax number is (315) 435-4416. I’m looking forward to a successful and healthy school year for your child!*

**STUDENT SERVICES**

***Student Support Services***

*The purpose of the SST is to provide for the collaboration of parents/guardians, teachers, resource personnel, administrators, and students in evaluating the strengths and needs of students having academic, attendance, or behavioral difficulties, and in identifying strategies and programs that may assist the students.*

*The Student Support Services Department includes Counselors, School Psychologist, Social Worker, CBOs, teachers and any additional staff or parents.*

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*Guidance services are provided for each grade level. These services include working with individuals and groups of students. Counselors discuss educational and occupational information with students. Counselors also assist students in dealing with problems and concerns. Students may see their counselor during the school day by obtaining a pass from his/her teacher. The school’s Psychologists and Social Worker are available at Lincoln on a full-time basis. Students and parents may seek these services through referral and/or appointment.*

***Students with Disabilities***

*The needs of students with disabilities are met through the general education program, special education, and 504 plans.*

***Section 504 of the Rehabilitation Act***

*Students with disabilities who meet eligibility criteria under Section 504 are offered a service plan. The service plan is individually designed to eliminate discrimination based on the student’s disability, and offers reasonable accommodation to the general education program.*

***Special Education***

*Special education programs are offered to students with exceptional needs, in compliance with state and federal law. Services for students with identified special education needs are provided in the least restrictive environment, and to the maximum extent possible in the general education setting.*

*If you have any questions or concerns regarding student services please contact the guidance office.*

*The School Social Worker and Psychologists’ Offices are located in the Guidance Office.*

***Clubs and Activities***

*Students are encouraged to participate in extracurricular activities. Some of these activities include:*

|  |  |
| --- | --- |
| Basketball | Softball |
| Band | Orchestra |
| Cross Country | Soccer |
| Lacrosse | Track |
| Volleyball | Nat’l Junior Honor Society |

***School and Behavior***

*In order for teaching and learning to take place in a classroom, good order must be maintained. Students are reminded that they must adhere to a code of good behavior not only for their benefit, but also for the benefit of others. City school district rules and regulations are described thoroughly in the Handbook of Students Rights and Responsibilities. However, some important things to remember are:*

***1. Weapons or other items****, which may be hazardous to the safety of anyone in the building or may interfere in some way with school operations, will be impounded.*

***2. Unlawful acts*** *taking place on school grounds or buses not only make the student subject to penalties which the courts may prescribe, but can result in suspension from school.*

***3. Possession of drugs and/or alcohol and their use*** *on school property or at school-sponsored events are prohibited. Anyone found possessing, selling, purchasing, or using drugs on school property or at a school-sponsored event will be referred to the police and the Superintendent of Schools for a disciplinary hearing.*

***4. Students are expected to behave appropriately while being transported to and from school*** *via yellow school bus or Centro. Students not behaving appropriately are subject to disciplinary action.*

***Dress***

*Students are expected to wear suitable school clothing. Students may not wear clothing that might pose a problem, nor may they wear clothing that disrupts normal school routine.* ***Students will not be permitted to wear hats or outdoor clothing in the building.*** *Hats, earmuffs and bandanas must be left in students’ lockers during the school day. Any items that are not left in the students’ lockers may be taken by any staff member and held in the main office. They will be returned only after consultation and meeting with parents.*

***Cell Phones, Tablets and Other Equipment***

*Cell phones other electronic equipment should not be brought to school. They are disruptive and are often lost and stolen. Effective immediately, if a student is found in possession of a cell phone or electronic device during the school day, the device will be confiscated by a staff member. A parent/guardian will be asked to pick the cell phone up from the main office. These items can and will be taken from students by any staff member and held in the main office. They will be returned only after consultation and meeting w/parents.*

***Bicycles and Skateboards***

 *Skateboards may not be brought to school. They can cause injury to the rider or others. Bicycles can be brought to school but students must have a lock and secure them in the bike rack at the main entrance of the school.*

***School Property***

*Students may not deface or otherwise damage school property, including books, furniture, walls, desks, etc. Any student doing such damage will be required to repair, replace or pay cash for damaged items.*

***School Closings and Unscheduled Early Dismissals***

In the *event that schools are closed due to severe weather or other emergency situations, announcements will be made on local television and radio stations and you will be notified on your home phone via our parent notification system.*

***Food Service***

*Lunch menus are sent home via student on a monthly basis and are available on the district web site. Breakfast and lunch are served on the first day, and breakfast and lunch are served* ***free of charge to all students.*** *Applications are still required for free or reduced lunch. Please be sure to return the applications as soon as possible.*

*The Community Eligibility Option (CEO) is a program that allows the school district’s Office of Food and Nutrition to provide breakfast, lunch and snack to all students in the district FREE of charge regardless of the family’s financial status.* ***All families, regardless of income status, must now complete an Eligibility Application*** *(versus the former Free and Reduced Application) for the district to maintain its eligibility in the program.*

**Academics**

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Grading Policy

Students should be given grades each marking period based on the following criteria:

30% - Exams/Tests

15%-Quizzes

20% - Projects

20% - Class Participation/Classwork

15% - Homework

All grades submitted for report cards are to be supported by student work, assessments and grade books

In addition, whenever possible, the grades should reflect the NYS levels as follows:

* Level 4 – Student exceeds the learning standards; performance shows a superior understanding (correlates to 90-100%)

 Level 3 – Student meets the learning standards; performance shows a thorough understanding (correlates to 80-89%)

* Level 2 – Student shows a partial achievement of the learning standards; performance shows partial understanding (correlates to 65-79%)
* Level 1 – Student does not meet the learning standards; performance shows minimal understanding (correlates to 55-64%)

**Homework**

Our first priority this year will be to insure that every student establishes a strong work ethic, beginning the first day of school. A key factor in promoting a strong work ethic is insuring that every student completes his or her homework every day. The assignments sent home with your child are absolutely necessary. These assignments allow your child to practice the lessons presented in class that day. Imagine a musician or an athlete that never practices. Students should expect one hour of homework each night and it should include:

* Daily independent reading and writing.
* Reinforce, extend and enrich skills and knowledge learned in school.

***![MC900056939[1]]()***

View your child’s grades and attendance:

**The Home Access Center** enables parents and families to view their student’s current year information via the internet. For secondary students this includes all of the above in addition to class schedules, interim progress reports, transcripts and class assignments.

Step 1: Open an Internet browser (Internet Explorer or Mozilla Firefox)

Step 2: Type in [www.syracusecityschools.com](http://www.syracusecityschools.com) in the address bar, then click “Go”

Step 3: From the school district’s website, click on the Parent Home Access icon.

Step 4: Type in your user name and password, then click “log in.” If you receive a security alert about a certificate, please click Yes or OK to proceed.

Once you have logged in, you may change your password by clicking on “My Profile” in the upper right hand corner of the screen. You can view student information as often as you wish. Remember to keep your username and password secure. If you happen to be linked to a student’s account for whom you are not the parent or legal guardian, please contact your student’s school building to correct the situation.

**EChalk** allows you to view your child’s teachers and classroom instruction. You can use the calendar to view upcoming tests, assignments and units and the Resource section to view assignments, readings and homework.

**Family Calendar**

|  |  |
| --- | --- |
| August 28th  | * WEB (for incoming 6th graders)
 |
| September 14th | * Curriculum Night/

 Open HouseWorkshop on how to use Parent Portal, and school websiteParent survey CBOParent folderAcademic programs |
| October 2nd October 12October 19  | * PTO
* Family workshop
* Coffee chat with Principal White
 |
| November 13th November 14th   | * 1st marking period awards (morning)

 Data & Dinner* Parent/Teacher conferences
 |
| December 4th December 14th December 7th  | * PTO
* Family workshop
* Band/Orchestra Holiday Concert
 |
| January 17th January 11th  | * Coffee Chat with Principal White
* Family Workshop-Cooking
 |
| February 6thFebruary 8th February 15th  | * 2nd Marking Period Awards
* Family workshop- Painting with a Swirl
* HS. Information Night
 |
| March 8th March 22nd  | * Family Curriculum Night (Book Fair, Science Fair, ELA & Math games) Moe’s Dinner
* Coffee Chat with Principal
 |
| April 12th April 19th April 24th  | * Family Workshop-Sex Education for families
* Multicultural Night
* 3rd Marking Period Awards
 |
| May 3thMay 10th May 15th May 17-18th  | * Band/Orchestra Spring Concert
* Family Workshop
* Coffee with Principal
* 8th grade trip
 |
| June 2nd June 12th June 15th June 20th  | * Feeder School BBQ
* Family/Community Awards Night
* 8th Grade Dance
* 8th grade graduation Ceremony (@ Henninger HS)
 |

Board of Education:

**PRESIDENT:** Derrick Dorsey

**VICE PRESIDENT:** Patricia Body

**COMMISSIONERS OF**

 **EDUCATION** David Cecile

 Mark D. Muhammad

 Rita Paniagua

 Dan Romeo

 Katie Sojewicz

**ADMINISTRATIVE STAFF:** Jaime Alicea, Superintendent

 Dean DeSantis, Chief Operations Officer

 Patty Clark, Chief Ombuds/Student Support Services Officer

 Monique Wright-Williams, Chief of Staff

 Timothy Moon, Chief Accountability Officer

 Linda Mulvey, Chief Academic Officer

 Suzanne Slack, Chief Financial Officer

**NOTICE OF NON-DISCRIMINATION**

The Syracuse City School District hereby advises students, parents, employees and the general public that it is committed to providing equal access to all categories of employment, programs and educational opportunities, including career and technical education opportunities, regardless of actual or perceived race, color, national origin, Native American ancestry/ethnicity, creed or religion, marital status, sex, sexual orientation, age, gender identity or expression, disability or any other legally protected category under federal, state or local law.

Inquiries regarding the District’s non-discrimination policies should be directed to:

Executive Director of Student Support Services, Civil Rights Compliance Officer

Syracuse City School District

725 Harrison Street • Syracuse, NY  13210

(315) 435-4131

Email:  CivilRightsCompliance@scsd.us

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