

SPENCER-VAN ETTEN MIDDLE SCHOOL

*"TOGETHER WE ACHIEVE
Excellence Beyond Expectations"*



**2021-2022
PATHWAY TO PROWL**

Rebecca Gentile, Principal

1 Center Street
Spencer, NY 14883

Phone: (607) 589-7120
Fax: (607) 589-3020

Dear Panthers,

It is with great pleasure and excitement that I welcome you back to the 2021-2022 school year. We are still facing the challenges of the Covid-19 pandemic. With that being said, there still may be several adjustments to the school day to ensure the health and safety of all students, faculty and community members. As you read through the Pathway to Prowl, you will notice things will not be the same as they have been in the past. Don't worry, you got this! We are here to help, educate and enjoy the school experience taking into consideration all of the changes.

You will continue to learn, grow, make *some* mistakes and ultimately have a successful school year during this historical time.

Now more than ever, **Together We Achieve Excellence Beyond Expectations!**

Mrs. Gentile
Principal

“Make each day your masterpiece.” ~John Wooden



Together We Achieve Excellence Beyond Expectations!



"We are what we repeatedly do.
Excellence then, is not an act,
but a habit."

~ Aristotle



Alma Mater

*In the days of youth, we come to thee
In the years ahead, we'll faithful be;
When our tasks are set, we'll follow far
Led onward by your star.*

Chorus

*Spencer-Van Etten,
Sing the glad refrain
Honored name,
Bring her fame in all you do
Pay the debt for the best
She gave to you
Red, black and silver,
Colors named by thee
All thy sons and daughters dear, Honor thy
memory*



*When at times we falter on the way,
All our nights are long and short the day;
Then we'll stop and rest and just recall
The goals you set for all.*

Chorus

*Spencer-Van Etten,
Sing the glad refrain
Honored name,
Bring her fame
In all you do
Pay the debt for the best
She gave to you.
Red, black and silver,
Colors named by thee;
All thy sons and daughters dear
Honor thy memory*



Lyrics: Alice Pope / Music: Joseph Olichney

STUDENT CALENDAR 2021-2022

SEPTEMBER 2021							OCTOBER 2021						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
			1	2 Conf Day	3	4						1	2
5	No School	7 Conf Day	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11 No School	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24/31	25	26	27	28	29	30
NOVEMBER 2021							DECEMBER 2021						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6				1 ½ day	2	3	4
7	8	9	10	11 No School	12	13	5	6	7	8	9	10	11
14	15	16	17 ½ day	18	19	20	12	13	14	15	16	17	18
21	22	23	24 No School	25 No School	26 No School	27	19	20	21	22	23	24 No School	25
28	29	30					26	27 No School	28 No School	29 No School	30 No School	31 No School	
JANUARY 2022							FEBRUARY 2022						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17 No School	18	19	20	21	22	20	21 No School	22 No School	23 No School	24 No School	25 No School	26
23	24	25	26	27	28	29	27	28					
30	31 Conf day												

MARCH 2022							APRIL 2022						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6						1	2
7	8	9 ½ day	10	11	12	13	3	4	5	6	7	8	9
14	15 No School	16	17	18	19	20	10	11 No School	12 No School	13 No School	14 No School	15 No School	16
21	22	23	24	25	26	27	17	18	19	20	21	22	23
28	29	30	31				24	25	26	27	28	29	30
MAY 2022							JUNE 2022						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20 No School	21	22 Last Day	23	24	25
29	30 No School	31					26	27	28	29	30		

Important Dates

MS Open House: September 29
MS Picture Day: September 15
Emergency Early Release: October 8
MS Picture Re-takes: October 26
MS Winter Concert: December 15
MS Spring Concert: June 8
Last Day for Students: June 22

Parent Teacher Conferences

November 17 * December 1 * March 9

End of Marking periods

Marking Period 1: October 22	*	Marking Period 4: March 25
Marking Period 2: December 10	*	Marking Period 5: May 13
Marking Period 3: February 4	*	Marking Period 6: June 22

Middle School Staff Directory

Office Areas

Mrs. Gentile	Principal
Mrs. Holmes	Secretary
Mrs. Gulde	Nurse
Mr. Craven	Guidance Counselor
TBD	School Social Worker
Mrs. Pritchard	Dean/Planning Room

Student Support

Mrs. Brock	Math
Ms. Fitzgerald	Literacy
Miss Maitland	Special Education
Ms. Campolito	Teaching Assistant
Mrs. Smith	Teaching Assistant
Mrs. Rice	Teaching Assistant

Fifth Grade

Mrs. Alfes	Teacher
Mr. Briggs	Teacher
Mrs. Panfel	Teacher
Ms. Alison	Student Support
Mrs. Ryan	Teaching Assistant

Special Areas

Mr. Bennett	Health
TBD	Physical Education
Mr. Howe	Physical Education
Mrs. Hollenbeck	Library
Mrs. Jackson	Instrumental Music
Mrs. Johnston	Recess Monitor
Mrs. Stroup	Art
TBD	Vocal Music & Chorus
Ms. Golden	Technology

Sixth Grade

Mrs. Bloss	Teacher
Mrs. Norton	Teacher
Mrs. Reeves	Teacher
Mrs. Welch	Student Support
Mrs. Crissey	Teaching Assistant

Support Services

Ms. Nicholson	School Psychologist
Christine Bainbridge	Speech Language Pathologist
Mr. Corbin	Tioga County Counselor

7th Grade

Mr. Dodd	Social Studies
Mrs. Gentile	Math
Mrs. Joyce	Science
Ms. Kellogg-Rogers	ELA
Mrs. Morgan	Student Support
	Teaching Assistant

Cafeteria

Mrs. Smith
Mrs. Swayze

8th Grade

Mr. Storm	Spanish
Mrs. Brock	Math
Mr. McDermott	ELA
Mrs. Morrell	Social Studies
TBD	Science
Mrs. Anderson	Student Support
Mrs. Decker	Teaching Assistant

Custodial Staff

Mr. Horyczun (day)
Mr. Barton (evening)
Mrs. Reinard (evening)
Mr. Reinard (evening)

ARRIVAL & DISMISSAL PROCEDURES PRACTICING SOCIAL DISTANCING

School Hours: 8:00am-2:56pm

Arrival: Doors open at 7:45am

Walkers: Walkers and students being dropped off are to enter through the main office entrance.

Breakfast: Breakfast starts at 7:45 and is optional. If you wish to eat breakfast, follow guidelines below

- If you are here by 7:45 you report at 7:45
- If you arrive after 7:45 report upon arrival.
- If your bus arrives after 8:00, please check in at the main office and report directly to breakfast.

Morning Supervision: If you arrive before 8:00, report to the following areas.

- Breakfast – Cafeteria
- 5th Grade – Cafeteria
- 6th Grade – Library
- 7th Grade – Library Lobby
- 8th Grade – Library Lobby

Late Students: If you arrive after 8:00 am you are tardy and must sign in at the secure vestibule.

Leaving Early: If you leave before 2:56pm, a parent/guardian must sign you out in the main office.

Dismissal: 2:56pm: All students leave the building at 2:56pm unless you have an after-school activity.

Changes to normal go-home plans: If you plan to go somewhere other than your normal after-school destination, you are required to have a note. Any student without a note will be required to go to their normal after-school destination. Phone calls will not be permitted to arrange other plans.

Bus Students: Students will be called to their bus to ensure social distancing.

Walkers: Walkers and students being picked up are to exit through the front door (closest to the office).

After school procedures: Students who stay after school must be supervised. Students must have a note to stay after which includes the supervised area and the reason you are staying. If you plan to stay after with a teacher, you must make arrangements with the teacher prior to school that day.

Late Bus: Students must have a late bus pass, signed by the supervising staff member.

Supervision at High School: Middle school students should only be at the high school if participating in a sport or other school activity which takes place at the high school or is with an adult.

ATTENDANCE

- Attend school on your assigned day, unless you are sick or have an appointment.
- You are not permitted to leave school, prior to dismissal, without being signed out by a parent or guardian.
- Remember to report to class and sign in before going to a music lesson, counseling session, guidance or other appointment. Otherwise you will be marked absent and consequences may apply.

CARE OF BUILDING AND GROUNDS

Help to maintain a clean and safe building you can be proud of:

- Clean up after yourself.
- Throw trash and gum in the trash can.
- Pick up trash or other items you find on the floor.
- Keep school property such as walls, bathroom stalls, desks and tables clean.

Vandalism: Any vandalism to school facilities may result in restitution and/or payment. Depending on the severity of the vandalism, additional consequences may apply.

COMPUTER USAGE

Students will have access to a computer network for internet use and completion of assignments. Students must agree to the Acceptable Use Policy the first time they log on each year. Access may be revoked if abused. Depending on the severity of the abuse, additional consequences may apply.

Guidelines:

The district has the right to view any and all information stored on the school computers. Students should keep phone numbers, addresses, or other personal information about themselves or others secure. During school, teachers will guide students toward appropriate materials and monitor students while on the internet.

Students may check their school provided e-mail accounts, for school related purposes.

Streaming of internet games, videos and music will be used for educational purposes. We want to use our internet bandwidth wisely.

Student One-to-One Device Best Practices

- Shut down your laptop every night.
- Charge your laptop every night in laptop cart.
- Use your laptop case when moving around the school.
- Keep your laptop in the closed position while in your bag (not tablet mode).
- Know where your laptop is at all times and have it in a secure location.
- Report lost or broken laptop immediately.
- Keep your network password for your computer secure.
- Lock your computer when you are not using it by using Windows key, L.
- Keep food and drink away from your laptop.
- Use only approved products to clean your laptop.
- Demonstrate and uphold the values of a responsible digital citizenship

Spencer-Van Etten Central School District Network & Internet Acceptable Use Policy

The Spencer-Van Etten Central School District Board of Education considers computer access to the internet to be a valuable tool for education. Staff and student use of the internet must be in support of education and consistent with the purposes of the Spencer-Van Etten Central School District. This access, through the District network, should be used to support and enhance instruction and professional development.

Because access to the internet provides connections to systems located all over the world, staff, students, and parents of students must understand that neither the Spencer-Van Etten Central School District nor any individual District staff member controls the content available on these systems. Some of the information is controversial and may be offensive. The Spencer-Van Etten Central School District does not condone the use of such material.

The Spencer-Van Etten Central School District Board of Education considers network and internet use to be a privilege not a right and that use entails responsibility. Staff internet use is currently available via individual accounts. Student internet use is currently available via individual accounts in grades 5 - 12 and shared class accounts in grades K - 4. CIPA compliant internet filtering software will not eliminate the requirement to act responsibly. All District users have a responsibility to use the network in an appropriate and responsible manner following the rules set forth in this policy.

Failure to adhere to the regulations accompanying this policy will result in revocation of access privileges and may result in disciplinary action.

Users should expect only limited privacy in the contents of their personal files on the District system. Routine maintenance and monitoring of the system may lead to the discovery that users have violated this policy, the District / Building Discipline code or the law.

An individual account search may be conducted to determine if a user has violated this policy, the District Code of Conduct, or the law. The investigation will be reasonable and related to the suspected violation.

DISCIPLINE

The following acceptable student behavior is outlined in the S-VE District Code of Conduct:

Conduct that is respectful

- Walking in hallways and stairwells
- Using appropriate language or gestures
- Following safety procedures
- Appropriate displays of affection

Conduct that is subordinate

- Comply with the reasonable directions of any school staff, including bus drivers
- Leaving school with permission
- Attending class or detention
- Honesty or obedience

Conduct that is cooperative

- Committing an act that enhances the learning of others
- Adhere to voice level chart
- Facilitating and supporting class

Conduct that is friendly

- Words and actions of kindness
- The use of non-violent confrontation and communications skills
- Taking care of property

Conduct that is socially responsible and of good citizenship

- Be honest and always tell the truth
- Be accepting of others and their differences
- Treat others the way you would want to be treated
- Encouraging others
- Be an upstanding citizen; see something, say something

**All acts of harassment or bullying must be immediately reported to the administration. An online form is available on the S-VE website (svecsd.org). **

Conduct that protects the safety, morals, health and welfare of others

- Sharing
- Viewing and listen to appropriate material
- Protect and maintain a tobacco, drug and alcoholic free environment
- Proper coverage and dress attire
- Making truthful and accurate emergency claims

Conduct that is safe and orderly while on a school bus

- Aid and assist the bus driver
- Obeying bus rules and school code of conduct

Conduct that is academically acceptable

- Citing your work
- Academic integrity and honesty
- Refrain from altering records

***These are the behavioral expectations for the treatment of all people in the building including students, teachers, teacher assistants and other staff. ***

When students make mistakes, consequences will include the following:

- Verbal warning
- Written warning
- Removal from classroom by teacher
- Planning Room
- Restitution
- Lunch and/or after school detention
- Parent phone call
- Parent conference
- Suspension from transportation
- Suspension from social or extra-curricular activities including sports
- Suspension of other privileges
- In-school suspension
- Out-of-school suspension
- Expulsion from school

In-School Suspension will include suspension from school activities for the time of the detention, including after school or evening activities.

Out-of-School Suspension means that the student is suspended from school, all school events and school grounds throughout the district for the period of the suspension, ending at 12:01 a.m. the following day.

Further consequences may include, but are not limited to, Superintendent's Hearing and/or law enforcement involvement.

EXPECTED BEHAVIOR

Positive Behavioral Intervention & Supports (PBIS) will be implemented during the 2021-2022 school year. PBIS is a system for our school to encourage good behavior. With PBIS, kids learn about behavior, just as they learn other subjects like math or science. The PBIS matrix shares the desired behaviors that we will teach during the first week of school and provide booster lessons throughout the school year.

PBIS

	Expected Behaviors			
	Classroom (0-3)	Hallway (0-2)	Cafeteria (0-2)	Recess (0-4)
Pride	<ul style="list-style-type: none"> - Complete quality work on time -Be on time and prepared -Use and return materials and supplies correctly 	<ul style="list-style-type: none"> -Keep to the Right -Walk -Pick Up any trash or items left behind 	<ul style="list-style-type: none"> -Use good table manners - Chew/Eat with Mouth Closed -Take turns cleaning the table -Use Utensils -Stay Seated 	<ul style="list-style-type: none"> - Pick up any trash or items left behind -Maintain green space (keep trees and greenery intact, woodchips on playground) -Wipe your feet when entering the building
Respect	<ul style="list-style-type: none"> -The golden rule -Use positive tone and Language - Respect property of school and others -No Means no 	<ul style="list-style-type: none"> -The golden rule - Maintain personal space and the space of others -Use Kind Words - Respect property of school and others -No Means no 	<ul style="list-style-type: none"> -The golden rule -Touch only your food -Select food in line before touching it -Say “Please” and “Thank You” on the food line -No Means no 	<ul style="list-style-type: none"> -The golden rule -Keep your hands and feet to yourself - Maintain personal space -No Means no
Ownership	<ul style="list-style-type: none"> -Tell the truth -Accept consequences and make it right -Create positive habits -Growth mindset 	<ul style="list-style-type: none"> - Tell the truth -Accept consequences and make it right -Go directly to your destination -Keep our school clean -Keep personal belongings in your locker 	<ul style="list-style-type: none"> - Tell the truth -Accept consequences and make it right -Be prepared with lunch pail/money -Clean up your space and stack trays neatly in window -Dispose of lunch waste in proper container 	<ul style="list-style-type: none"> - Tell the truth -Accept consequences and make it right -Follow game rules and play fair -Use, share and return equipment appropriately - Go directly to your destination
Willingness	<ul style="list-style-type: none"> -Do your own work -Take positive risks, just try -Display active listening and positive participation 	<ul style="list-style-type: none"> -Pay attention and listen for directions -Greet others with a smile -Look up, look around 	<ul style="list-style-type: none"> -Invite others to sit with you -Engage in positive conversation - Attempt to resolve conflicts peacefully before asking for help - Listen to and follow directions -Wait patiently 	<ul style="list-style-type: none"> -Invite others to join you -Pay attention and listen for directions - Work toward resolving conflicts peacefully before asking for help - Listen to and follow directions
Leadership	<ul style="list-style-type: none"> -Help and support others -Lead by example -See something say something -See something do something 	<ul style="list-style-type: none"> -Hold the door for others -Lead by example - See something say something -See something do something 	<ul style="list-style-type: none"> -Help everyone feel included -Lead by example -See something say something -See Something do something -Lead by example 	<ul style="list-style-type: none"> - Help everyone feel included -Lead by example -See something say something -See something do something

PBIS

	Expected Behaviors			
	Bus/Bus Circle (0-2)	Bathroom (0-1)	Technology (0-3)	Large Gathering (0-4)
Pride	<ul style="list-style-type: none"> -Pick up any trash or items left behind - Keep bus clean and free of damage -Be On time for bus pickup -Follow all safety guidelines -Walk 	<ul style="list-style-type: none"> - Pick up any trash or items left behind - Keep Bathroom Clean and Free of Damage 	<ul style="list-style-type: none"> -Know your cyber footprint -Represent your true, best self 	<ul style="list-style-type: none"> -Participate in group activity as appropriate -Demonstrate good citizenship -Be a class-act -Clean up after yourself
Respect	<ul style="list-style-type: none"> -The golden rule -Greet the driver and say “Thank You” - Maintain personal space -Keep your hands and feet to yourself - Use positive tone and language -No Means no 	<ul style="list-style-type: none"> - The golden rule - Use materials appropriately and in moderation (Rule of 2) - Use positive tone and language -No Means no 	<ul style="list-style-type: none"> - The Golden Rule - Respect your neighbor and their space -Use of technology is a food-free and drink-free activity -Use school approved websites -No Means no 	<ul style="list-style-type: none"> - The golden rule -Use positive tone and language - Maintain personal space - Actively listen to the speaker - Respect your neighbor -No Means no
Ownership	<ul style="list-style-type: none"> - Tell the truth -Accept consequences and Make it Right - Keep personal belongings, including food and drinks, to yourself (in your backpack) 	<ul style="list-style-type: none"> -Tell the truth -Go, flush, wash, leave -Report any maintenance issues to an adult -Report vandalism to an adult 	<ul style="list-style-type: none"> - Tell the truth -Accept consequences and make it right -Keep your password private -Be gentle with equipment - Use, share and return equipment appropriately 	<ul style="list-style-type: none"> -Tell the truth -Accept consequences and make it right
Willingness	<ul style="list-style-type: none"> -Attempt to resolve conflicts peacefully before asking for help - Listen for and follow directions -Stay seated -Look up, look around -Help others 	<ul style="list-style-type: none"> - Allow privacy - Practice good hygiene 	<ul style="list-style-type: none"> -Share your expertise by helping others learn -Observe tech-free zones -Technology etiquette - THINK (True, Helpful, Inspiring, Necessary and Kind) 	<ul style="list-style-type: none"> -Offer to help clean up -Have fun and get involved -Help everyone enjoy the main event -Be where you are supposed to be -Focus on the main event
Leadership	<ul style="list-style-type: none"> -Lead by example -See something say something -See something do something 	<ul style="list-style-type: none"> -Lead by Example -See something say something -See something do something 	<ul style="list-style-type: none"> -Lead by example -See something say something -See something do something -Use technology for the designated task -Leave social media at home 	<ul style="list-style-type: none"> -Lead by example -See something say something -See something do something -Be gracious in winning and losing

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 have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel will 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, make-up, and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as bare midriffs and see-through garments are not appropriate.
3. Ensure that underwear is completely obscured with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats in the building except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Each Building Principal or his/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.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

EXTRA CURRICULAR ACTIVITIES

Extracurricular activities including, but not limited to, field day, fun days, field trips, dances, etc. are an earned privilege. Only students fulfilling their academic, as well as social responsibilities throughout the year, will earn the privilege to participate in these activities, at the principal's discretion.

FIELD TRIPS (IF PERMISSABLE DUE TO COVID-19)

When on a field trip, you are representing your school and community. All students will be expected to be on their very best behavior. All school rules and policies apply.

FIRE DRILLS AND EMERGENCIES

In the event of a fire drill or emergency procedure, all students are required to:

- Immediately be quiet, listen and follow all instructions
- Exit and re-enter the building in an orderly fashion at a voice level zero.
- Remain silently with your class during the entire drill or emergency procedure.

FUNDRAISING IN SCHOOL

Fundraising at school is limited to approved, school sponsored activities. Food can only be sold after 12:30pm.

GRADING PROCEDURES

Students will be informed by each teacher of the grading system used in that class. The minimum passing grade is a 65 for all grade levels.

Report cards will be issued every 6 weeks. Marking periods end as follows:

- Marking Period 1: October 22nd
- Marking Period 2: December 10th
- Marking Period 3: February 4th
- Marking Period 4: March 25th
- Marking Period 5: May 13th
- Marking Period 6: June 22nd

Incompletes: Students who receive an incomplete from a teacher have ten instructional days in which to make up the work. During the ten-day period, the student may be placed on the ineligible list, depending on the circumstances. Failure to make up work will result in a failing grade for that assignment.

Ineligibility: Only students who are passing their classes, with the exception of one course, may participate at school sponsored events including dances and fun nights. Sports ineligibility requirements will be provided by the athletic department at the beginning of each sport.

HEALTH OFFICE INFORMATION

The school nurse evaluates all illnesses and injuries. Each morning, a staff member will check for signs of illness to ensure a safe and productive school day. If you are not feeling well in class, you should obtain a health office pass from the teacher. The nurse will evaluate the student and decide if they should be sent home or back to class. The expectation is that the nurse will contact parents to discuss next steps as necessary. Violation of this expectation may result in consequences, please do the right thing.

Any time you are injured at school, you must see the nurse at the time of the injury. If you need to take medication in school, authorization from your physician, parent/guardian and school nurse is required. This medication will be kept with the nurse and dispensed as prescribed by the school nurse exclusively. This includes cough drops, over the counter medications etc.

LIBRARY/MEDIA CENTER

The library will be available to students during school hours with a signed pass. Expectations for behavior are that students will be working quietly.

Circulation: All books and magazines, other than reference materials, may be signed out for a period of two weeks and may be renewed if no one else is waiting for them. Students may only have two books and one magazine signed out at any given time. Students are expected to return or renew materials on time. Please contact the librarian if you notice any materials that are damaged. You will be expected to pay for any items that have been lost, damaged or destroyed while signed out in your name.

LOCKERS (IF ISSUED)

Lockers are provided for the storage of books, clothing, cell phones and book bags. You are assigned one locker. The expectation is that you will gather all necessary items from your locker between classes and if you've forgotten something you ask permission to attend to that need.

Some 5th grade lockers are open lockers located inside the classrooms. All other lockers have doors with locks and are located in the hallways. You must use the combination locks which are provided by the school. School officials have the right to inspect and search lockers.

Once assigned a locker you are responsible for all items in that locker. It is in your best interested to:

- Keep your locker locked.
- Keep your combination secret.
- Keep valuables such as money at home or on your person.

Gym lockers are for gym and sports items only.

MUSIC LESSONS

If you have a music lesson, you must report to your scheduled class to sign-in, before going to your music lesson. You are responsible for handing in assignments and for any class work missed. If a unit test, period long exam, class event or major project is scheduled during the time of a music lesson, it is your responsibility (prior to the lesson period) to make alternate arrangements with the classroom teacher and music teacher.

PASS SYSTEM

Students must have a pass in the halls during class time. It is your responsibility to obtain the pass. Student passes are issued from a software program called e-hallpass. Students wishing to visit the nurse's office must use the health office pass. Passes will be given at the teacher's discretion.

- Only one student at a time will be allowed to leave class to use the restroom.
- Students wishing to confer with a faculty member must obtain a pre-signed pass from that person.
- The office will not issue late passes for students late to class unless they were detained in the office.

PERSONAL BELONGINGS

The priority in school is learning and thus the environment needs to be distraction free. Examples of distracting items include toys, trading cards, electronics, laser pointers, cell phones, and the use of smart watches/wearable. All items should be put away in a student's locker during the school day. Students seen with any of these items may have them confiscated.

1. The first time an object is seen, staff will collect the object until the end of class and ask that the student put it away in their locker/cubby at the conclusion of class.
2. The second time an object is seen it will be taken away from a student and kept with the staff member until the end of the day. Student is responsible to pick up object from the staff member, no later than 3pm.
3. The third time an object is seen it will be kept in the Dean of Student's office until the end of the school day, at which time the student may pick it up by 3pm.
4. The fourth offense will require a parent/guardian to pick up the item.

Students are required to leave purses, bags and backpacks in their lockers during school hours. This is for safety purposes. They will only be carrying items needed for learning and all can see what they are carrying.

You are responsible for any money or items brought to school. Labeling personal items is highly recommended.

PLAGARISM POLICY- Middle School

Plagiarism is defined as "the process of using another person's ideas or work and pretending that it is your own" according to the Cambridge Dictionary.

Spencer-Van Etten Middle School students are to abide by the following academic standards:

- Presenting their own work, ideas, or opinions, not that of others
- Giving credit to the author of sources that they research
- Appropriately citing articles, music, art, photos, etc. that they did not create themselves

Plagiarism is a form of cheating. Students who pass off the work of others as their own could face one of the following consequences:

- Teacher/student conference with parent/guardian phone call
- Sharing plagiarized work sample with parent/guardian

- Documented write up on School Tool
- Grade penalty on assignment
- Removal from Honors Society, athletics, or other extracurricular activities
- Lunch detention or loss of other privileges
- In-school suspension

Disciplinary action will be determined based on the severity of the infraction. Repeat violators will be dealt with more severely.

Spencer-Van Etten Middle School students will be informed about what plagiarism is, how to avoid it, and the consequences of committing plagiarism by their literacy/English-language arts teacher.

Avoiding Plagiarism Resources:

<http://owl.purdue.edu/>

<https://www.noodletools.com/>

Works Cited

Plagiarism." Cambridge Dictionary, 2021, dictionary.cambridge.org/us/dictionary/english/plagiarism. Accessed Apr. 2021.

SCHOOL ISSUED SUPPLIES

Teachers may issue supplies such as laptops, iPads, books, textbooks etc. to students throughout the course of the school year. Students are responsible for the proper care of all materials loaned to them by the school. Handle all items carefully, return them in the same condition they were given and keep them safe from vandalism and breakage. Students are responsible for lost or damaged books and materials, signed out in their name and will be required to pay for the replacement cost.

SPORTS (SCHOOL SPORTS PENDING PER NYSPHSAA)

SVEYA offers the following sports to students 12 years old and under.

Fall: Cheerleading, Field Hockey, Football and Soccer

Winter: Basketball and Wrestling

Spring: Baseball and Softball

Students in 7th and 8th grade have an opportunity to participate in the following school sports:

Fall: Cross Country, Field Hockey, Football and Soccer

Nov/Dec: Boys Basketball and Girls Volleyball

Jan/Feb: Girls Basketball and Wrestling

Spring: Baseball, Softball, Golf and Track & Field

SPORTS PHYSICALS

Any student wishing to play a school sponsored sport must have a physical. Physicals are good for one year. Sports physicals are offered through the school, free of charge in the spring.

STATEMENT OF NONDISCRIMINATION/ANTI-HARASSMENT

It is the policy of the Spencer-Van Etten School District not to permit discrimination or harassment on the basis of race, creed, color, sex, national origin, religion, age, economic status, marital status, sexual orientation or disability in the district's educational programs, activities or employment.

Harassment may take the form of comments, name-calling, jokes, stalking, perpetuating rumors or gossip, offensive gestures or language, assault or any other behavior that is designed to annoy, intimidate or cause fear. If anyone discriminates against you or harasses you, tell your teacher, principal or dean of students.

TELEPHONE USAGE

School telephones are for business or emergency purposes only. Students using the office phone must have a signed pass stating the purpose of their call. Altered dismissal plans should be noted with a parent/guardian signature prior to the start of the school day.

TRANSPORTATION

Bus Discipline: Students are expected to display the same conduct on a bus as they do in a classroom, therefore giving drivers the same respect as teachers or administrators. School buses are considered school property. Therefore, all district discipline policies are in effect. Any discipline infraction that endangers the safety of others may result in the loss of transportation privileges.

Bus Expectations

1. Be courteous to others and use appropriate language.
2. The bus is a food and drink free zone.
3. Keep the bus clean and free of damage.
4. Cooperate with the driver.
5. The bus is a tobacco and vape-free zone.
6. Respect property of yourself and others.
7. Stay in your seat.
8. Keep your heads, hands and feet inside the bus.
9. The bus driver may assign seats.

WORKING PAPERS

Students who are 14 to 17 years of age are eligible to apply for working papers. A physical within the previous 12 months is required. Applications are available in the main office. Parents must fill out Part 1- Parental Consent of the Application, including social security number and parent/guardian signature. The form is then returned to the main office for processing. Please allow five business days for the working card to be completed. The completed card must then be signed in front of a school official.