



**Tioga
Middle
School**

Student Assignment Notebook and Handbook

This Assignment Notebook and Handbook belongs to

Name: _____
Grade: _____ Homeroom: _____

I have read this Assignment Notebook and Handbook

Student Signature: _____
Date: _____

I have read and discussed the material in this Assignment Notebook and Handbook,
including the Code of Conduct with my son/daughter

Parent Signature: _____
Date: _____

Please return to the Main Office

**EMERGENCY DISMISSAL FORM
2021-2022**

Dear Parents:

All schools in New York State have been directed by the State Civil Defense Commission to prepare plans for emergency school dismissal in case of bomb threat, extremely bad weather conditions, or any other emergency.

It is, therefore, necessary that parents realize the possibilities of an emergency school dismissal and provide an address (within the district) where children may be sent if different than the normal end of day dismissal procedure.

Please complete this form and return it as soon as possible. Notify the school immediately of any changes to these instructions. It is imperative that this sheet be kept current.

STUDENT: _____ GRADE: _____

My child will follow normal dismissal procedures

My child will need special arrangements, which are as follows:

PARENTS: Please be sure to list the **emergency address, phone number and bus number** that will apply. Also, please make sure that the person named as the emergency address your child is being sent to is notified and agrees to accept your child in the event of an emergency.

DATE: _____ PARENT'S SIGNATURE: _____

Please return to the Main Office

Tioga Middle School Fun Night Permission Form

In order to create a Fun Night environment that is safe and enjoyable for all, Tioga Middle School has developed clearly stated Fun Night rules. Additionally, we require all students Grades 5-8 wishing who attend Fun Nights during the 2021-2022 school year to turn in this permission form. Please complete this form and turn in the bottom portion to the Middle School Main Office.

- 1) No food or drink in the gym. Students may NOT bring their own beverages to these events. Students should leave their coats on the provided tables.
- 2) Students must remain in the cafeteria, gym, or hallway. Students may not go upstairs, in the high school, or outside. *If a student leaves Fun Night, he or she may not return and parents will be notified.*
- 3) No display of affection will be allowed.
- 4) Only Tioga Middle School students may attend Fun Night.
- 5) Clothing must adhere to the School Dress Code. No inappropriate T-shirts may be worn.
- 6) Behavior must fall within the School's Code of Conduct. All school rules apply. There will be no running in the hallway or cafeteria.
- 7) *Students who were absent and/or suspended from school the day of Fun Night **may not attend.** Students sent to the office the week of the Fun night may or may not attend the Fun Night at the discretion of the Administration.*
- 8) All Fun Nights end promptly at 9:00 p.m. Please have your ride there on time.

A student who violates these rules may have their parents called immediately and be expelled from Fun Night. Additionally, they may forfeit the privilege of attending future Fun Nights depending on the severity of the offense.

Student Certification

Please check one and sign below. Thank you.

May attend TMS Fun Nights

May not attend TMS Fun Nights

I have read, and understand, this set of rules covering all Tioga Middle School Fun Nights

Student Signature: _____ Date: _____

I have read this set of rules covering all Tioga Middle School Fun Nights and I understand that should my child violate them I may be called on to pick him/her up immediately.

Parent/Guardian Signature: _____ Date: _____

Please return to the Main Office

Tioga Central School District
Computer and Internet Use Consent and Waiver

The following must be read and signed by you and your parent or legal guardian.

By signing this Consent and Waiver form, I _____ and my parent(s) or guardian(s) agree to abide by the following restrictions. I have discussed these rights and responsibilities with my parent(s) or guardian(s).

Further, my parent(s) or guardian(s) and I have been advised that the Tioga Central School District does not have control of the information on the internet, although it attempts to provide prudent and available barriers. Other sites accessible via the internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. While the district's intent is to make internet access available to further its educational goals and objectives, account holders may have the ability to access other materials as well.

The Tioga Central School District believes that the benefits to educators and students from access to the internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. But ultimately, the parent(s) or guardian(s) of minors are responsible for setting and conveying the standards that their student should follow. To that end, the Tioga Central School District supports and respects each family's right to decide whether or not to apply for district network access. Any questions should be directed to the Technology Coordinator, or the building principal.

The student and his/her parent(s) or guardian(s) must understand that student access to the district network is being developed to support the school's educational responsibilities and mission. The specific conditions and services being offered will change from time to time. In addition, the district assumes no responsibilities for:

- A. The content of any advice or information received by a student from a source outside the district, or any costs or charges incurred as a result of seeing or accepting such advice.
- B. Any costs, liability, or damages caused by the way the student chooses to use his/her district network access.
- C. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the district.
- D. While the district supports the privacy of electronic mail, students must assume that this cannot be guaranteed.

By signing this form I agree to the Policies and Procedures of Computer and Internet Use (found on the Tioga Central website under "District Manuals") and it's Code of Conduct.

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent Guardian Name: _____

Parent/Guardian Signature: _____

PG Movie/Young Adult Library Book Permission Slip

Over the course of the school year we would like to show various PG movies to the students. We need to have parental permission to show these movies to your child. Also, there is a section of Young Adult reading books in the library. Students need permission to sign out and read these books. Please check your preferences and sign below. Thank you.

- May** watch PG movies
- May** read YA books

- May not** watch PG movies
- May not** read YA books

Student Name

Parent/Guardian Signature

Please return to the Main Office

**TIOGA MIDDLE SCHOOL
CODE OF CONDUCT**

Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions.

A student's dress, grooming and appearance, including hairstyle/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 tube tops, halter tops, spaghetti straps, plunging necklines (front and/or back), very brief shorts, and see-through garments or clothing that exposes the midriff will not be allowed.
3. Ensure that underwear is completely covered 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 head coverings except for a bona fide medical or religious purpose. This includes bandanas.
6. Not include items, including tattoos, that are vulgar, obscene, and libelous or denigrate others on account of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Not include the wearing of sunglasses.

Prohibited Student Conduct

A student may be subject to disciplinary action when he/she behaves in a manner which is:

1. Disorderly, that is:
 - a. fighting, assaulting or behaving violently,
 - b. threatening another with bodily harm,
 - c. harassment, bullying, or intimidating students or school personnel (see also Anti-Bullying, Harassment, Hazing and Sexual Harassment policies),
 - d. making unreasonable noise,
 - e. being untruthful with school personnel or making false reports,
 - f. possessing electronic devices such as, but not limited to, video/audio players & recorders, remote controls, electronic games, beepers, pagers, cellular phones,
 - g. obstructing vehicular or pedestrian traffic,
 - h. driving recklessly,
 - i. creating hazardous or physically offensive condition by an act which serves no legitimate purpose,
 - j. loitering or trespassing,
 - k. being present on or entering into any school property, function or vehicle without authorization,
 - l. disrupts or is reasonably likely to disrupt the educational process or school operations; or is
2. Insubordinate, that is, failing to comply with the lawful directions of teachers, school administrators or other school employees in charge of the student; bus drivers, bus monitors, and bus aides, law enforcement officers or,
3. Engages in any of the following forms of academic misconduct:
 - a. tardiness
 - b. missing or leaving school or class without permission or excuse,
 - c. cheating, plagiarism, copyright/trademark violations or assisting another in such conduct,
 - d. violation of the Board of Education Use of Computer and Information Technology Policy
 - e. improperly altering documents or records
 - f. assisting another student in any of the above actions.
4. Endangers the safety, health, morals, or welfare of themselves or others by any act, including but not limited to:
 - a. fighting, assaulting or behaving violently, threatening another with bodily harm,
 - b. harassment or illegal discrimination, which includes the use of race, color, weight, creed, national origin, ethnic group, religion, religious practice, sex, gender, sexual orientation, or disability as a basis for treating another in a negative manner,
 - c. bullying,
 - d. cyber-bullying,

- e. sexting,
 - f. making unreasonable noise,
 - g. possession, use, distribution, transfer or sale of tobacco or tobacco products, alcohol, drugs or other controlled substances, drug paraphernalia or synthetic cannabinoid products including, but not limited to, incense herbal mixture potpourri, vapor or e-cigarettes,
 - h. possession, use, or sale of weapons, fireworks, or other dangerous or prohibited objects or contraband. Dangerous objects include, but are not limited to: guns, starter pistols, knives of any kind (including all types of pocket knives), razors, box cutters, clubs, metal knuckles, nun chucks, Kung Fu stars, explosives, and any instrument, article or substance, under which the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or other serious physical injury. Any object that resembles a dangerous object (such as a fake gun) will be considered a prohibited object,
 - i. using obscene, profane, lewd, vulgar or abusive language or behavior,
 - j. possession, sale, distribution, transfer or use of lewd or obscene materials,
 - k. gambling,
 - l. hazing,
 - m. extortion,
 - n. theft,
 - o. vandalism, willfully defacing, damaging or destroying school property or vehicles used by entities under contract with the district to provide services for the district. Willfully defacing, vandalizing, damaging or destroying property of others on school premises, at school functions or on school buses under contract to the district or
 - p. misuse of school information technology or other school property
5. Engages in conduct that violates Board's rules and regulations for the maintenance of public order on school property in the Public Conduct on School Property section of Federal, State or Local Laws
6. Engage in misconduct while on, waiting for, boarding, or getting off from a school bus. It is critical for students to behave appropriately while in or around school buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. The driver is in charge of students and has the same authority as a classroom teacher. The bus driver has the option to assign seats to a student or students. Excessive noise, pushing, shoving and fighting will not be tolerated. Examples of misconduct on a school bus include:
- a. disobeying the reasonable request of the driver
 - b. running to the bus while it is in motion
 - c. riding a bus other than the bus assigned to a particular student without proper authorization
 - d. being disorderly while waiting for the school bus
 - e. waiting for the bus in the highway or street
 - f. crossing the street in a manner such as the bus driver cannot see the student (students should cross 10-12 feet in front of the bus upon a signal from the driver)
 - g. boarding the bus in a disorderly manner
 - h. failure to remain in the seat, unless all seats are taken and the driver directs the student to stand
 - i. failure to sit in the seat assigned by the driver, if a seat is assigned
 - j. engaging in behavior which distracts the driver's attention (such as unnecessary conversation with the driver, loud talking, laughter, other noise, or throwing objects within or out of the bus windows),
 - k. disobeying any other part of the Code of Conduct
 - l. bringing animals, glass objects, or aerosol cans on the bus
 - m. extending any part of the body out of bus windows or doors
 - n. tampering with mechanical equipment, accessories or controls
 - o. tampering with emergency exits, opening emergency exits except in case of emergency or as directed by the driver
7. Engage in any form of academic misconduct. Examples of academic misconduct include:
- a. plagiarism
 - b. cheating
 - c. copying
 - d. altering records
 - e. assisting another student in any of the above actions

Definition of Bullying

"*Bullying*," that is, a variety of negative acts carried out repeatedly over time. Such acts may be physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings); verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and psychological (including, but not limited to, spreading rumors, manipulating social relationships or engaging in social exclusion, extortion or intimidation).

Definition of Cyber-bullying

"*Cyber-bullying*," that is, an attempt to display power and control over someone through misuse of technology, either on or off school campus. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images or website postings (including blogs).

District Bullying Prevention Rules:

Rule 1: We will not bully others

Rule 2: We will try to help students who are bullied

Rule 3: We will try to include students who are left out

Rule 4: If we know that somebody is being bullied, we will tell an adult at school and an adult at home

(Olweus Bully Prevention Program)

Different forms or kinds of bullying may include:

- Verbal bullying, being socially excluded or isolated, being physically bullied, being bullied through lies or false rumors, having money or other items taken or damaged, being threatened or forced to do things, racial bullying, sexual bullying, and cyber-bullying.

Reporting Procedures

Students are to report any incidents of discrimination, harassment, bullying, cyber-bullying, hazing or sexting by completing a "*Harassment/Bullying Prevention Form*." These forms are located in the school library, the guidance office and in the building's main office. Forms can also be accessed and completed online on the District's homepage. Forms can be deposited into any specified drop boxes in the building or turned into the main office. Online forms can be emailed directly to the appropriate building administrator.

Dignity Act Coordinator

The Board of Education has designated the following individual as the Dignity Act Coordinator who has been thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. This person will serve as a resource and be responsible for the oversight of investigatory procedures of all allegations of bullying. The Dignity Act Coordinator can be contacted at:

Kathleen Keene
Tioga Middle School
27 Fifth Ave., P.O. Box 241
Tioga Center, NY 13845
607-687-8004

Off Campus & Non School Day Misconduct

Students may be disciplined for violations of school district policies and the Code of Conduct when there is a connection to or impact, effect on school students, personnel, activities, functions or property.

Examples of misconduct include, but are not limited to: cyber-bullying, sexting, threatening or harassing students or school personnel through the use of electronic devices.

Disciplinary Penalties, Procedures and Referrals

In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age
2. The nature of the offense and the circumstances which led to the offense
3. The student's prior disciplinary record
4. The effectiveness of other forms of discipline
5. Information from parents, teachers, and/or others, as appropriate
6. Other extenuating circumstances

Penalties

Students who are found to have violated the district's Code of Conduct may be subject to the following penalties, either alone or in a combination:

1. Oral warning
2. Written warning
3. Oral and written warning
4. Detention
5. Suspension from transportation
6. Suspension from athletic participation
7. Suspension from social or extracurricular activities
8. Suspension of other privileges
9. In-school suspension or exclusion from a particular class
10. Removal from classroom by teacher or principal
11. Short-term (five days or less) suspension from school
12. Long-term (more than five days) suspension from school
13. Permanent suspension from school

Remedial Consequences

Remedial responses which may be utilized for, but not limited to, instances of discrimination and harassment of students by students and/or employees may be used.

Minimum Periods of Suspension

Students who bring a weapon to school will be subject to suspension for one calendar year unless otherwise determined by the Superintendent.

Referrals

1. Counseling - The guidance office shall handle all referrals of students to counseling upon consultation with the building principal.
2. PINS Petition (Person In Need of Supervision) – The District may file a referral for PINS diversion for a student under the age of 18:
 - a. Being habitually truant and not attending school as required by Part One in Article 65 of the Education Law.
 - b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable or habitually disobedient and beyond lawful control of the school.
 - c. Knowingly and unlawfully possesses marijuana in violation of Penal Law Section 221.05. A single violation of Section 221.05 will be a sufficient basis for filing a PINS petition.

K – 12 Publicity Release Form

Tioga Central School District
2021 – 2022

(PLEASE CHOOSE ONLY ONE)

There may be photography and/or video coverage during the course of the school year. Students that go on field trips or participate in special school events may be photographed for a newspaper or local TV station. The Intent of all publicity is to highlight the student's participation and to enlighten the community about school events.

****Please fill out the form below if your consent is given for your child to be photographed/videoed.**

I give permission for my child _____ image to be used for publicity purposes.

Parent/Guardian Signature _____

Date _____

This release does not give any parent permission to use a personal photograph of any student other than their own on any social media network such as Facebook.

****Please fill out the bottom portion of the form if you do not want your child to be photographed.**

I do not want my child's image used in any way by the School District or the local media.

Child's name _____

Parent/Guardian Signature _____

Date _____



**Tioga
Middle
School**

Student Assignment Notebook and Handbook

This Assignment Notebook and Handbook belongs to

Name: _____
Grade: _____ Homeroom: _____

Important Phone Numbers:

Middle School Office
(607) 687-8004

Health Office & Cafeteria
(607) 687-8006

THE SCHOOL DAY
7th and 8th Grades

Homeroom	8:00 – 8:03
1 st Period	8:05 – 8:48
2 nd Period	8:51 – 9:34
3 rd Period	9:37 – 10:20
4 th Period	10:23 – 11:06
5 th Period	11:09 – 11:50
Lunch	11:53 – 12:23
6 th Period	12:26 -- 1:09
7 th Period	1:12 -- 1:56
8 th Period	1:59 -- 2:43

THE SCHOOL DAY
5th and 6th Grades

Homeroom	As directed by your Teacher
Lunch	6 th Grade 10:55 – 11:25
	5 th Grade 11:00 – 11:30
Recess:	6 th Grade 11:35 – 12:05
	5 th Grade 12:05 - 12:35
Dismissal	2:43

NYS TESTING DATES

Grades 5 – 8	English/Lang. Arts	March 29 – March 31
Grades 5 – 8	Math	April 26 – April 28
Grade 8	Science Perf.	May 24 – June 3
Grade 8	Science Written	June 6

ATTENDANCE

- A. Good attendance is a must for a good education. It is not an accident that successful students have outstanding attendance records. If you must miss school, do so only when the excuse is an excused absence.

Excused Absences (examples)

1. Sickness
2. Death in the family
3. Religious observances

- B. Every effort will be made to allow students who have been absent for “excused” reasons to make up missed work for full credit.
- C. A student absent for “unexcused” reasons must make up missing work and may only be given the opportunity to receive full credit if special arrangements have been made beforehand with the teacher.
- D. Please make every attempt to schedule doctor or dentist appointments after school hours.

- E. A written excuse for an absence is required. Such an excuse must be presented to the school nurse/office within three days of all absences. If no excuse is turned in within three days, the absence will be coded unexcused.

Note: We request that family vacations be arranged so that students will not miss class time. Realizing that this is not always possible, please be aware of the following:

1. Absences of this type must be coded “unexcused”, in accordance with state regulations.
2. Your teachers and the school office are to be notified at least one week in advance.
3. It is the responsibility of the student to personally see each of his or her teachers and arrange for making up work that will be missed. This work is due when requested by your teacher.

CALLING POLICY FOR ATTENDANCE

To meet the District’s attendance policy, the following procedure will be used:

1. A member of the office staff will call the student’s parent/guardian after 2 consecutive absences
2. If illness is the reason for the absence, the School Nurse will call on the 3rd and on each following day until the student returns to school
3. If illness is not the reason for the absence or if parent/guardian cannot be reached, the Principal will be notified.

You can greatly assist in this process by calling the School Nurse (687-8006) when your child is ill, or calling the office (687-8004) if there are other reasons for absences.

REPORT CARDS

Report Cards are issued at the end of each 10-week marking period for the purpose of informing your parents of your progress. You should take your report card home where your parents should examine and sign it. Signed report cards must be promptly returned to the school.

GRADING SYSTEM

A numerical grade of 70% must be attained in order to successfully pass a subject. Students that fail a total of two or more full units of study will be considered for retention. Two or more full units of study may include any combination of major and/or minor subjects.

HOMEWORK

Homework is an important part of your course study and is to be treated as such. Your individual teachers will explain their homework policies to you so that you are aware of what is expected.

STUDENT CONDUCT

The right of attending school carries with it the responsibility of proper and appropriate behavior. Each student is responsible for regulating his/her conduct in accordance with school rules and common sense.

CARE OF SCHOOL PROPERTY

The district provides textbooks for all students in the district at no cost. Every student is obligated to give their books the best of care. They are to be used, not abused. Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Unreasonable damage to textbooks will result in fines.

Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done to replace the item at today's cost.

ASSEMBLIES

Assemblies are a regularly scheduled part of school curriculum and, as such, are designed to be educational as well as entertaining. Regardless of the type of program, courtesy demands that the student body be respectful and cooperative. The following behavior will be expected during assemblies:

1. No gum or drinks will be allowed in the auditorium.
2. No food will be allowed in the auditorium except school-sponsored sales during movies. All wrappers must be disposed of properly.
3. Students are to sit straight in the chairs with feet remaining on the floor.
4. Respect and cooperation during assemblies will be expected.

****The Gun-Free School Act of 1994** relates to the possession of firearms in schools. As used in the Act, the word weapon means "firearm" as defined by federal law. Specifically, a firearm is: any weapon, including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such weapon; any firearm muffler or silencer; or any destructive device.

School district discipline policy has been amended to provide for the automatic expulsion of a student after a hearing pursuant to Education Law 3214 for not less than one year for bringing a firearm to school. This policy also provides for modification of the penalty by the Superintendent of Schools on a case-by-case basis.

VISITORS TO THE SCHOOL

All visitors must report to the school office or other designated individual to request a visitor's pass to be allowed further access to the building unless previously invited to a classroom or assembly program.

Members of the School District staff will treat parents and other members of the public with respect and expect the same in return. The District must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering school/district grounds.

1. **Disruptive Individual Must Leave School Grounds.** Any individual who disrupts or threatens to disrupt school/office operations/events, threatens the health and safety of students or staff will be directed by the school's principal or other person in charge to leave school, School District property, event promptly. If the person does not comply, law enforcement authorities will be called. Future access to school property or events may be restricted.
2. **Directions to Staff in Dealing with Abusive Individual:** If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will warn the speaker to communicate civilly. A failure to do so could result in a request to leave or end the contact. If the individual does not stop the abusive behavior, the District employee will verbally notify the individual that the meeting, conference, or telephone conversation is terminated. If on school premises, failure to comply may result in the individual being directed to leave and/or law enforcement may be notified.

Public Conduct on School Property

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property during school hours or attending a school function are expected to be properly attired for the purpose they are on school property.

Prohibited Conduct

No person, either singly or in concert with others shall:

1. Willfully cause physical injury to any other person, or threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which he has a lawful right to do, or do any act which he has a lawful right not to do.
2. Physically restrain or detain any other person, or remove such person from any place where he is authorized to remain.
3. Willfully damage or destroy property of the district or of the school personnel or students, or remove or use such property without authorization.
4. Without permission, express or implied, enter into any private office or an administrative officer, faculty member or staff member.
5. Other than student, employee of Board member, enter into a classroom of the building beyond administrative office without written permission of the superintendent or his designee.

6. Enter upon and remain in any building or facility for any purpose other than for authorized uses, or in such manner as to obstruct its authorized use by others.
7. Without authorization, remain in any building or facility after it is normally closed.
8. Refuse to leave any building or facility after being requested to do so by an authorized administrator.
9. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, school programs, school activities, lectures and meetings, or deliberately interfere with any person who desires to express his views, including invited speakers.
10. Have in his possession upon any premises to which these rules apply, any knife, shotgun, pistol, revolver, or other firearm or weapon without written authorization of the superintendent, whether or not a license to possess the same has been issued to such person.
11. Smoke tobacco, possess, consume or exchange or be under the influence of alcoholic beverages, drugs or narcotics on school properties.
12. Distribute or post any written material, pamphlet or poster without the prior written approval of the superintendent.
13. Urge or incite others to commit any of the acts herein prohibited.
14. Violate the traffic laws, regulations or other restrictions on vehicles.
15. Intimidate, harass or discriminate against any person on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

Penalties

A person who shall violate any of the provisions of these rules shall:

1. If he is a licensee or invitee, have his authorization to remain upon the district property withdrawn, and shall be directed to leave the premises. In the event of his failure or refusal to do so, he shall be subject to ejection and arrest.
2. If he is a trespasser or visitor without specific license or invitation, be subject to ejection and arrest.
3. If he is a student, be subject to suspension or such lesser disciplinary action as the facts of the case may warrant.
4. If he is a faculty member, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts may warrant, including suspension without pay or censure.

5. If he is a staff member entitled to the benefits of Civil Service Law Section 75, be guilty of misconduct and subject to the penalties prescribed in said section.
6. If he is a staff member, not entitled to the benefits of Civil Service Law Section 75, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts may warrant, including suspension without pay or censure.

DISTRIBUTION OF PRINTED AND/OR WRITTEN MATERIAL

1. Any person who is not a registered pupil of the district shall distribute on school grounds or in any school building no printed or written material.
2. No student shall distribute any printed or written material on the grounds of any school or in any school building unless the distribution of such material has prior approval by the school administration.
3. **STANDARDS FOR GRANTING OR DENYING APPROVAL:** No material shall be distributed which will in a material and substantial way: interfere with the proper and orderly operation and discipline of the school, or will cause violence or disorder, or will constitute an invasion of the rights of others.
4. Any pupil desiring review of any printed or written material shall submit such material to the building principal. The pupil shall identify himself/herself in writing as the person making the request for approval. Such material submitted must have the name of the author of the article and the name of the publisher, editor and contributing writers appearing somewhere within the contents of the paper.

FIRE DRILLS

Fire drills are held regularly to develop safety practices that will help students to move quickly and in an orderly manner in the event of an emergency.

TELEPHONES

The office telephone is for school business and it may be used by students only in cases of emergency with the permission of the secretary or the principal.

BUS RULES OF CONDUCT

1. Obey the request of the driver. The driver is in charge of the students and bus and has the same authority as a classroom teacher. The bus driver may assign a student or students to a designated seat.
2. Be on time to your bus stop. The drivers cannot wait beyond their regular schedule for tardy students.
3. Do not run to the school bus while it is in motion.
4. Ride only the bus assigned to you.

5. Wait for the bus in an orderly manner off the highway or street.
6. If you must cross the street in front of the bus, cross far enough (10-12 feet) in front of the bus so that the driver can see you.
7. Board the bus in an orderly manner. Take a seat and remain in that seat for the remainder of the trip. If the bus driver has assigned seats, the students must sit in the assigned seat. If all seats are taken, the students are to stand to the rear of the white line.
8. The student rules of conduct are the same on the bus as they are in the classroom.
9. Do not engage in any activity which may distract the driver's attention and thus endanger the students' safety such as:
 - a. Unnecessary conversation with the driver
 - b. Loud talking or laughter
 - c. Throwing objects within the bus or out the windows
10. No activity which will damage property is allowed. Report any damage done to the bus to the driver promptly. Persons responsible for the damage are expected to pay for repairs.
11. The following are prohibited at all times on the bus:
 - a. Smoking, spitting, and/or eating
 - b. Possessing weapons, knives, or any other sharp object
 - c. Bringing animals, glass objects, or aerosol cans
 - d. Tampering with mechanical accessories, or controls
12. Students are not allowed to leave school grounds after their buses arrive at the school
13. Students need written permission from the principal to bring a guest on the bus.

Please note: The range of penalties which may be imposed for violating the "Bus Rules of Conduct" is as follows:

1. **Verbal warning**
2. **Written warning**
3. **Written notification to parents**
4. **Detention**
5. **Suspension from transportation**
6. **Suspension from school**

Students must ride their assigned buses to and from school. The only exception to this rule is an emergency situation that would require transportation to another location. In such a situation, the student must have a note from the parent or guardian **STATING THE NATURE OF THE EMERGENCY**. The student must present the note to the principal for approval.

SCHOOL CLOSINGS

School closing or school delays will be broadcast by the following radio stations:

WEBO 1330 WAAL 99.1
 WBNF 1290 WBNG-TV 12
 WATS/WAVR 102.1

Please do not call faculty members or the school for such information.

FOOD SERVICE

Tioga Middle School uses a computerized system to maintain student meal accounts and record all meals served. Each student is assigned a three-digit number that is used each time they receive a meal or use their account.

The system promotes confidentiality and allows parents the convenience of prepayment on their child's account. As the student approaches the cashier, he/she tells the cashier their code. The computer screen, visible only to the cashier, will discretely display the student's status as being a recipient of free, reduced price or full priced meals. Since students receiving full priced meals often prepay, there are many instances where no money is transferred between student and cashier. Thus, this system promotes confidentiality by treating all students in the same manner.

If your child pays full or reduced price, we encourage you to pay for meals in advance. You may prepay for lunch accounts through the Tioga Website. Please note that a personal check written for meals must be credited to the student's account. Make checks payable to Tioga Central School. One check may be written for multiple children **in the same building**. Please include the student or students' names and account number, if known, on the memo line of the check. The cashier will credit the student's account each time a prepayment is made. When purchases are made, a deduction is made to the account.

Money on a student's prepaid account may be used for the purchase of **both** meals and snack items. If you wish your child's account to be used **for meals only, call the Food Service Office at 687-8006**.

STUDENT RIGHTS AND RESPONSIBILITIES

Tioga Central students have all the rights afforded them by federal and state constitutions, statutes, and regulations. The school reminds students that certain responsibilities accompany these rights.

It shall be the right of each student:

1. To have a safe, healthy, orderly, and courteous school environment;
2. To take part in all district activities on an equal basis regardless of race, sex, religion, national origin, sexual orientation or disability;
3. To attend school and participate in school programs unless suspended from instruction and participation for legally sufficient cause as determined in accordance with due process of law;

4. To have school rules and conditions available for review and, when necessary, explanation by school personnel;
5. To be suspended from instruction only after his/her rights pursuant to Education Law 3214 (3) have been observed;
6. In all disciplinary matters, to have the opportunity to present his/her version of the facts and circumstances leading to imposition of disciplinary sanctions to the professional staff member imposing such sanctions;
7. To express his/her opinions verbally as long as his/her expression does not interfere with the rights of others or disrupt normal school operations;

It shall be the responsibility of each student:

8. To be familiar with and abide by all district policies, rules, and regulations pertaining to student conduct;
9. To work to the best of his/her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible.
10. When participating in or attending school-sponsored extracurricular events, to behave as a representative of the district and hold himself/herself to the highest standards of conduct, demeanor, and sportsmanship, and accept responsibility for his/her actions;
11. To seek help in solving problems that might lead to disciplinary procedures;
12. To be in regular attendance at school and in class;
13. To contribute to an orderly, learning-centered environment, and to show due respect for other persons and for property;
14. To make constructive contributions to the school and to report fairly the circumstances of school-related issues.

LEAVING THE SCHOOL GROUNDS

Only students living within walking distance may leave the school grounds for lunch. Permission cards are available in the Main Office. Those students with permission to go home for lunch cannot take other students home with them for lunch.

Students staying after school for activities should not leave the school property while waiting for the player bus or for a practice or game to begin. Parents are urged to tell their children about this as the school district will not be responsible for an accident or injury.

No students are allowed to stay after school unless they are involved in a school activity directly supervised by a teacher or coach. A student staying after school for any other reason must present a note to the principal or his or her designee requesting permission.

Students that ride a bus to school must ride the same bus home after school. *If you are going to ride a different bus after school, you must give written parental permission the office by 8:30 a.m. with bus number(s) included.* This does not include riding the late bus if you are involved in an after-school activity.

SPECIAL HEALTH PROBLEMS

1. Please make the school nurse aware of any special health problems you have that may limit your activity in school. Such problems would include recent surgery, required use of medication, restrictions due to recovery from a severe illness, use of a cast or crutches, etc.
2. Parents should notify the school nurse of any specific health problems or medical information concerning their children. The New York State Education Department states that under no circumstances is a registered nurse permitted to administer or dispense **ANY** medication (either prescription or over-the-counter varieties) without WRITTEN AUTHORIZATIONS from BOTH the parent and physician.

Under certain unusual circumstances, when it is necessary for a student to take medication during school hours, the school nurse may administer the medication if the parent submits a WRITTEN request accompanied by a WRITTEN request from a physician indicating the frequency and dosage of prescribed medication. Medication is to be brought to the school health office in its original container **BY THE PARENT OR GUARDIAN.**

3. If it is necessary for a student to receive medication during school hours, the following information should be sent **by your family doctor along with a note from your parents or guardian:**
 1. Amount to be given at one time
 2. Time of day to be given
 3. Length of time medication is to be taken

Medication must be left in the nurse's office and must be in a pharmacy-labeled container. No medication, including aspirin, is to be kept in a student's possession or locker. Any exceptions to this must be cleared through the principal.

ACCIDENTS

If any injury or accident should occur during the school day, it should be reported immediately to your teacher or the school nurse. If an injury occurs during extra-curricular activities, it should be reported to your coach or advisor immediately.

LOCKERS

Students are issued lockers to help safeguard textbooks and personal belongings. Lockers can be opened by turning the dial clockwise three times stopping at the first number, counter-clockwise twice stopping on the second number, and clockwise to the third number without going past that number.

If your locker fails to operate, report this condition to the Main Office. The locker will be repaired, or, if that cannot be done, you will be assigned another locker.

Do not leave money or other valuables in your locker.

Students are not allowed to have open containers or open snacks in their lockers.

You are responsible to:

1. **KEEP YOUR COMBINATION SECRET**
(do not share lockers)
2. **CLOSE LOCKER DOOR AND LOCK YOUR LOCKER AFTER EACH USE.**
3. Keep the floor areas in front of your locker free from debris.
4. Keep your locker free of marks inside and out.
5. Keep your locker clean of excess papers, clothing, stale food, and damp towels.
6. Completely clean your locker at the end of the school year and at other times as designated by the staff and have it checked by your homeroom teacher.
7. Have no articles or items in your locker which do not belong in school.
8. Do not hit, kick, deface, or otherwise abuse your locker.

Students are responsible for the care and condition of their lockers. If a student willfully damages a locker, that student will pay the cost of repair.

You must have permission from the Main Office to use your own padlock on a school locker.

It should be noted that lockers are the property of the school and the administration has the right and responsibility to search them when necessary.

CAFETERIA

If students abide by these rules, they earn the privilege of eating in the lunchroom.

1. Students are reminded at all times to be respectful of the authority of the adults assigned to supervise the cafeteria.
2. Students are permitted to leave their seats only to purchase additional food and to discard garbage.
3. While waiting in the food line, students are to display courteous and polite behavior.
4. Throwing of food or other objects will not be tolerated.
5. Rude or disrespectful behavior of any kind will not be tolerated.
6. Yelling and disruptive behavior is not acceptable.
7. Students will be dismissed by the adult when the table and floor area nearby are inspected for cleanliness.
8. All garbage should be placed in trash cans.

9. Students are not to leave the cafeteria without permission and a pass.
10. Students may bring books to the cafeteria.
11. Students may not move chairs from one table to another.

LIBRARY

The library is to be used for research, checking out material, or silent reading of library material. Students are encouraged to use the library for these purposes. Students are allowed to sign out or have signed out three books at any one time. If the student fails to bring in their library book, the student's report card will be held until either the book is returned or the cost of the book is reimbursed. If a student is disruptive in the library, their library privilege will be suspended for two weeks.

DANCES/FUN NIGHTS

The following guidelines will be followed as regards to Tioga Central Middle School dances:

1. Dances/Fun Nights must be approved by the principal.
2. Students that did not attend school because of illness or were suspended the day of the dance are not allowed to attend.
3. Dances/Fun Nights will run from 7:00 – 9:00 p.m. Your parents are to pick you up by 9:00 p.m.
4. The same rules for behavior that apply for the regular school day will apply for dances.

Improper behavior will result in your removal from the dance and may lead to further disciplinary action.

It is impossible for this handbook to cover every possible situation that may arise in the Middle School. Exceptional problems or unusual cases involving students will be handled at the discretion of the principal and/or staff.