

# 2023-2024 Family Handbook



## Mexico Middle School Tigers

16 Fravor Rd.

Mexico, NY 13114

Main Office: (315) 963-8400 ext. 4299

Fax: (315) 963-3848

[www.mexicocsd.org](http://www.mexicocsd.org)

Name: \_\_\_\_\_

**MEXICO ACADEMY & CENTRAL SCHOOLS**

# MISSION AND VISION

## MISSION:

Educate and motivate our students to be successful, responsible citizens.

## VISION:

Recognized as a school district that inspires excellence and leadership in all!

## CORE BELIEFS:

- We put students first.
- All students can learn.
- We provide a safe, secure environment for all.
- Collaboration among students, staff, families and the community is essential to our success.
- Our schools are the heart of our community.
- We value creativity and innovation.
- We lead with honesty and integrity.
- Our supportive and rigorous learning environment nurtures the whole child.
- All are treated with dignity, respect, and compassion.

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Kimberly D. Holliday  
Principal

**Mexico Middle School**  
**Mexico, New York 13114**  
(315) 963-8400 ext. 4299

**Donna Runner**  
*Superintendent*

Dear Students, Parents, and Guardians:

Welcome to Mexico Middle School! The start of every school year is filled with excitement. Sixth, seventh, and eighth graders know, and fifth graders will soon learn, that they will be supported by highly qualified teachers to meet the highest expectations for their social-emotional, behavioral, and academic achievement. We work every day to ensure students can excel in a safe, positive, learning environment focused on achievement.

Students, middle school years can be some of the most exciting years. You will experience changes in every way possible--physically, socially, emotionally, and intellectually. What a thrill it is for us to be involved in the exciting adventure of your development. Our middle school staff members specialize in knowing how to help you excel. Research and experience tell us that the more actively you are involved in classes, co-curricular activities, and special events, the more successful you will be with your future endeavors! We invite you to get involved.

Parents and guardians, we value you as partners. Know that with your active involvement and support we can make these years a memorable learning experience for your children. Particularly in moments when they encounter an unexpected challenge, students will turn to the people they trust. Having family support in those moments can provide a sense of security and grounding for students. Remember that you don't need to solve problems for your student; just be there to help them think through their options and give them support when they decide what they want to do. Over time, this builds their confidence to know that when a challenge arises, they will be able to manage it. Remind your student not to be afraid of making a mistake – they're human, and missteps happen – but help them get back up to face the next challenge by sharing motivating words and messages.

Our Family Handbook is designed to help everyone learn more about our school and district. We hope that it helps everyone to better understand the high expectations we hold for all students and staff members. Students, parents, and guardians are invited to ask staff members for more information on any subject if needed.

It is our pleasure to welcome you to the 2023-2024 school year! We are excited and eager to make this a year filled with special accomplishments and great memories for every student!

Sincerely,

Kim Holliday

Principal Mexico Middle School

## MIDDLE SCHOOL STAFF —2023-2024

### ADMINISTRATION

Ms. Kimberly D. Holliday.....Principal  
Mrs. Laurie M. Nohle.....Assistant Principal

### GRADE 5

### ROOM

Ms. Bailey Wills .....	ELA, S.S. ....	8
Ms. Audree Gilchrest.....	Math, Science .....	13
Ms. Kelly Hayes.....	Science, S.S. ....	11
Mrs. Ashley Riordan .....	ELA, S.S. ....	12
Ms. Brooke Saldo.....	Math .....	9
Mr. Kipp Simko .....	Math, Science .....	7
Mrs. Katelyn Taylor .....	ELA.....	6

### GRADE 6

Mrs. Kristen Burdick.....	Math, Science.....	52
Mr. Chris Hatch.....	ELA, S.S. ....	57
Mrs. Morgan Kennedy.....	Science, S.S.....	53
Ms. Alena Fresch .....	Math .....	54
Mr. Brad Gorham .....	ELA, S.S. ....	15

Mrs. Sarah Ladd.....	ELA.....	55
Ms. Kenda Sargent.....	Math, Science.....	51

**GRADE 7**

Mrs. Maryellen Myers.....	Science.....	30
Mr. David Campbell.....	Social Studies.....	31
Mrs. Suzanne Dunn.....	Math.....	20
Mrs. Shannon Hogan.....	English.....	21
Mr. Adam Metcalf.....	Social Studies.....	22
Mrs. Hope Pelton.....	Science.....	32
Mr. Thomas Powers.....	English.....	40
Ms. Autumn Proto.....	Math.....	16
Mr. Anthony Murabito.....	Math.....	24
Mr. Rick Lenahan.....	Health.....	25

**GRADE 8**

Mrs. Margaret Barry.....	English.....	36
Mrs. Laura Belfield.....	Social Studies.....	37
Mr. David Campbell.....	Social Studies.....	31
Ms. Alexandria Hayes.....	Math.....	34
Mrs. Shannon Hogan.....	English.....	21
TBD.....	Science.....	28
Mrs. Hope Pelton.....	Science.....	32
Mrs. Sarah Rossignol.....	English RTI.....	38

**EXPLORATORY**

Mr. Steven Connolly .....	Technology.....	66B
TBD .....	Technology.....	73
Ms. Cheyenne Trudell .....	German.....	68
Ms. Courtney Pasco .....	French, Spanish .....	70
Ms. Alysha Cottet.....	French.....	68
Mrs. Susan Soccia.....	Career & Life Skills .....	65
Mr. John Aitken.....	Art .....	61
Ms. Elisa DiOdoardo.....	Art.....	.63
Mrs. Mona Goble .....	AVID Teacher.....	TBD
Mr. Mark Brescia .....	Physical Education.....	Gym
Mr. Andrew Chamberlain .....	Physical Education.....	Gym
Mrs. Kristine Earley.....	Physical Education.....	Gym
Mr. Daniel Yawman .....	Music.....	Chorus
Ms. Rebecca Smith.....	Music-Vocal.....	76
Mrs. Corinne Upcraft .....	Instrumental Music.....	Band
Mr. Kevin Upcraft .....	Instrumental Music.....	Band

**MULTI-TIERED SYSTEM OF SUPPORT (MTSS)**

Ms. Maggie Bartel.....	MTSS .....	Library
Mrs. Beth Holden.....	MTSS.....	Library
Mrs. Megan Mitchell.....	MTSS .....	Library

**SPECIAL EDUCATION/ RELATED SERVICES**

Mrs. Jacki Bates.....	Speech Therapist.....	71
Mrs. Sharon Blakeley .....	ICT/Resource (7 <sup>th</sup> ELA).....	23/40
Mrs. Emily DeGroff.....	.8:1:1 Class Teacher.....	.35
Mrs. Renee Fox.....	ICT/Resource (6 <sup>th</sup> ELA).....	.55/56
Mrs. Christina Loomis.....	12:1:4 Class Teacher .....	.10



Ms. Sarah Johnson.....	ICT/Resource (8 <sup>th</sup> ELA).....	.23/18
Mrs. Beth Penrod .....	12:1:4 Class Teacher .....	.67
Ms. Cathy Rivenburgh.....	ICT/Resource (5 <sup>th</sup> Math).....	18/14
Mrs. Tara Litwin-Snyder .....	ICT/Resource (5 <sup>th</sup> ELA).....	14
Mrs. Rebecca Todd .....	ICT/Resource (7 <sup>th</sup> Math).....	20/23
Ms. Cari Tudman.....	ICT/Resource (6 <sup>th</sup> Math).....	53
Ms. Amanda Brooks.....	ICT/Resource (8 <sup>th</sup> Math).....	18/34

**STUDENT SERVICES**

TBD .....	Social Worker.....	Student Svc.
Mr. Paul McPherson .....	School Counselor – N-Z.....	Student Svc
Miss Ashton Robbins .....	School Counselor – A-F.....	Student Svc
Ms. Angela Wahl.....	School Counselor – G-M .....	Student Svc
Mrs. Sarah Shen .....	School Psychologist.....	Student Svc
Ms. Amy Fiedler-Horack .....	Behavior Intervention Specialist (District).....	MACS H.S.

**INSTRUCTIONAL MEDIA CENTER (IMC)**

Mrs. Kimberly Julian .....	IMC Specialist.....	26
Ms. Angelica Williams .....	IMC Aide.....	26

**INSTRUCTIONAL COACH**

Julie Whiteside - ELA  
Amy Engle - Math

**INTENSIVE ASSISTANCE CENTER (IAC)**

Mrs. Lisa Brooks.....	IAC TA .....	33
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**TEACHING ASSISTANTS/AIDES**

Ms. Rebecca Allen.....Building TA  
Mr. Ryan Arroyo .....Building TA  
Ms. Kim Curry .....Special Ed TA  
Ms. Tiffany DeMarree.....Special Ed Aide  
Mrs. Carla Dombroski.....Special Ed TA  
Mrs. Ellen Francis .....Building TA  
Ms. Tammy Furlong.....Special Ed TA  
Ms. Tiffany Green.....Special Ed TA  
Ms. Monique Hager .....Building TA  
Ms. Kelly Hayes.....Building TA  
Ms. Meghan Herrald .....Special Ed TA  
Mrs. Danielle Hibbert.....MTSS TA  
Ms. Marissa Hewitt.....MTSS TA  
Mrs. Kim Jeffries.....Special Ed TA  
Mrs. Tyler Sova ..... Building TA  
Ms. Kristi Killam.....Special Ed TA  
Ms. Shannon Kisselstein.....MTSS TA  
Mrs. Sherry Ladd.....Special Ed Aide  
Mrs. Vicky Ladd.....Special Ed Aide  
Ms. Gina Liccardi .....Building TA  
Ms. Melissa Luhr.....Special Ed TA  
Ms. Tina Majerus.....Special Ed TA  
Ms. Julie Osborn .....Building TA  
Mrs. Trisha Smith.....Test Modifications Aide  
Ms. Emily Springer..... Special Ed TA  
Ms. Carly Tamilio.....Special Ed Aide  
Ms. Shannon Congdon .....Special Ed Aide  
Mrs. Joanne Wells .....Special Ed TA

Ms. Angelica Williams.....IMC Aide

**NURSING STAFF**

Mrs. Carolee McCoy, R.N.....RN.....Nurse’s Office

Mrs. Candice McIntyre .....RN.....Nurse’s Office

**SECRETARIAL STAFF**

Mrs. Patty Yankee.....Main Office – Principal’s Secretary

Ms. Cosima Sokal-Davidson .....Main Office – Office Secretary

Ms. Katie Rupracht .....Student Services

**LAN TECH STAFF**

Mr. Alex Bateman.....LAN Tech..... 36

Mr. Tobie McIntosh .....CiTi Repair Technician..... 36

**CUSTODIAL STAFF**

Mrs. Stephanie Parkhurst

Mrs. Tammy Walts

**CAFETERIA STAFF**

Mrs. Terry Jacobs - Cook-Manager

**Planners**

All students are provided with **one** planner at no charge. These books contain hallway passes that are required for travel throughout the building, during the school day. If an additional planner is needed, the cost of replacement is \$5. Planners are also used to keep track of homework, important dates,

communication between home and school, and anything else deemed necessary. Parents are encouraged to review their student’s planners on a regular basis. Students may not share planners.

### **Locks and Lockers**

All students who desire the use of a locker will be issued a school lock and a locker at the beginning of the school year. Students may not share lockers, and they may not change lockers without administrative authorization. Care should be taken by the student to ensure that the lock is indeed locked before the student walks away from the locker. Students are provided with their first lock without charge. If the lock is lost or stolen, a replacement lock is \$5 due at the time of issuance. Students are not to use their own lock without authorization from an administrator. Unauthorized locks will be removed at the owner’s expense. Students are not to draw, put stickers or write on or in lockers.

### **Important Places to Visit**

#### **Where to go if you have questions about:**

- Scheduling.....Student Services
- Grades.....Teacher/Student Services
- Hall passes.....Located on each page of the planner
- Working papers.....Nurse
- Locker Trouble.....Main Office
- Social/personal problems.....Teacher/Student Services/Main Office
- Sickness/Injury .....Teacher/Nurse
- Problems in a particular class.....Teacher/Student Services
- Remaining after school.....Teacher/Main office
- After School Activities Program (ASAP).....Main office/Mrs. Laurie Nohle (ASAP Administrator)
- Change of address/phone number.....Student Services
- Attendance.....Main Office/Mrs. Nohle
- Laptop Issues..... Instructional Media Center

### **Visitors**

We have a secure building to ensure the safety of students and staff. The front lobby is the only entrance available for visitors during the school day. All doors, including the front lobby, are locked. You will be

granted access by the office staff once you are identified. **All visitors must show a valid driver's license or photo ID.**

Forgotten lunches and school supplies should be dropped off at the main office. These items will then be forwarded to your student at a time when instruction will not be interrupted. **UNDER NO CIRCUMSTANCE IS ANY PARENT TO REPORT DIRECTLY TO A CLASSROOM.**

Any parent that would like to volunteer on a field trip this year needs to apply and be approved through our Raptor system. This digital application is located on our district's home page. If you were approved at the end of the last school year, you were automatically rolled over in the system and do not need to reapply this time. Typically, this needs to be done yearly.

### **Attendance Policy**

According to New York State, "Chronic absence from school, defined as students missing at least ten percent of the school days for which they are enrolled, warrants urgent attention, as it diminishes successful student outcomes and undermines education and learning."

#### **Objectives of the Policy:**

- To increase school completion for all students and to improve student achievement
- To identify patterns in student attendance in order to design improvement efforts
- To prepare students for high school where credit accrual is dependent upon regular attendance

#### **Excused Absences, Tardiness, and Early Releases from School:**

Personal illness, illness or death in family, impassable roads for school buses, religious observance, quarantine, required court visits, attendance at health-related appointments or hospitals, out-of-school suspension with tutoring, administrative approved circumstances.

#### **Unexcused Absences, Tardiness, and Early Releases from School:**

Refusal to attend school (truancy), family vacation, hunting, babysitting, haircut, oversleeping, out-of-school suspension without tutoring participation, and other circumstances void of administrative approval.

#### **Excessive Absences, Tardiness, and Early Releases from School (Both excused and unexcused)**

If a student is consistently tardy or absent from school, steps will be taken to help remedy the situation. The steps may include parent conferences/phone calls/written notifications/co-designed improvement plans. In severe cases, state authorities may be contacted by school personnel if attendance becomes a chronic issue for a child.

#### **If you are going to be absent:**

Please call the Main Office at 963-8400, ext. 4200, to report absences. Students who do not attend school during the day cannot attend any evening school events (sporting events, dances, concerts, etc.). When the

student returns to school, the parent or guardian must write an excuse explaining the reason for the absence. The date(s) out of school must be included. The student should give the note to his/her teacher the day he/she returns to school. All absences are “unexcused” until a signed, written parental notification is received. **The notification must be received from the parent/guardian within 10 school days of the absence.**

### **If you are late:**

Report immediately to the Main Office when you enter the building to sign-in and pick-up a late-to-school pass.

### **If you must leave school early:**

The Mexico Middle School scheduled day runs from 7:30-1:56. Students are to be signed-out in the **Main office** by a parent/guardian or other authorized person. **Please note: Mexico Middle School will dismiss all students EVERY Wednesday at 1:56, with the following exceptions:**

- Students who attend ASAP
- Students who participate in a sport
- Students who are assigned detention from 2:00-5:15
- Students who have pre-arranged with parent/teacher to stay for extra support

### **If you are changing student’s transportation:**

If a student is to ride a bus at the end of the day to a location other than the usual drop off or is being picked up from school by anyone other than a parent, **written permission** to the Main Office from the parent is **required**. Permission may be faxed to the main office at (315) 963-3848 or emailed to [CSokal-Davidson@mexicocsd.org](mailto:CSokal-Davidson@mexicocsd.org). **Please make every attempt to notify the office of changes by 12:00 pm.**

**For bus transportation purposes, parents must choose one pickup and one drop off location that stays consistent throughout the school year. Contact the transportation department with any concerns at (315) 963-8400 x4500.**

### **Missed work during absence:**

All missed work must be made up. The student’s teacher will be glad to help the student make up any work missed. Student/parent/teacher should collaborate to make arrangements for make-up work to be completed. If it appears that the student may be absent for **more than one day**, the parent may call the main office at 963-8400 x4200 to request that missed assignments be prepared and sent to the office for pick up. Parents should call by 9:30 am to give teachers time to gather books and assignments. **We cannot guarantee that we will be able to collect work if calls are received after 9:30 a.m.**

## **Emergencies**

### **Emergency Closings and Emergency Response Drills:**

Should it be necessary to close school due to weather, impassible roads, or other circumstances, an announcement will be made on our Blackboard, selected television stations, and posted on the school website. Please do not call the school or bus garage for information as the phone lines need to be kept available for emergency personnel.

TV Stations: WSTM-3, WTVH-5, WSYR-9

In the event of an emergency evacuation in which students are moved to a different location, Main Office phone numbers will be transferred to a central locale to provide information to parents.

## **Fire Drill and Emergency Evacuation Instructions**

Students are to:

Listen to and follow all directions.

Remain quiet so that directions can be heard.

Leave the classroom in a single line and exit the building according to the assigned route.

### **WALK—DO NOT RUN!**

Middle School Students will have several emergency drills throughout the school year to prepare them in case of a real emergency. All drills must be taken seriously, as this is practice for a real emergency.

## **Grading Policy**

Students attending the Mexico Middle School will earn quarterly (10-week) grades in each course they take. All quarterly grades will consist of these components:

- 40% Major Marks (lower frequency assignments, such as exams, unit tests, major papers, major projects, lab performance assessments, major performance, etc.)
- 40% Minor Marks (higher frequency, such as quizzes, class work, binders, notebooks, journals, lab analysis and participation, worksheets, etc.)
- 20% Additional Marks (homework, effort, attitude, behavior, cooperation, participation, preparation, etc.)

The teacher determines the category of the mark for each assignment.

Students receive their report card every 10 weeks. After the 5<sup>th</sup>, 15<sup>th</sup>, 25<sup>th</sup>, and 35<sup>th</sup> week, a progress report will be mailed home.

Students who excel academically will be given recognition on one of the following honor rolls:

<i>High Honor</i>	<i>Average of 95 or above</i>
<i>Honor</i>	<i>Average of 90 through 94.9</i>
<i>Merit</i>	<i>Average of 85 through 89.9</i>

## **Co-Curricular Activities**

Middle school students have opportunities to participate in a variety of school-related activities. They play an important role in the total development of the child and provide new avenues of self-expression.

Some of these opportunities include: Yearbook, STEM Club, School Musical, Student Council, Student Lighthouse Team, ASAP (After School Activities Program), Sports (7<sup>th</sup> and 8<sup>th</sup> grade), Instrumental Music, and Chorus.

### **School Dances**

School dances are “closed”, meaning only Mexico Middle School 7<sup>th</sup> and 8<sup>th</sup> grade students may attend. All students who arrive for the dance are expected to remain in the building until the end, unless picked up by a parent or guardian.

A student may be prevented from attending a dance if he/she:

- Has been suspended out-of-school or been assigned IAC any time within a week of the dance;
- Has had the privilege revoked by an administrator because of behavioral issues
- Is absent the day of the dance.

### **Behavioral Intervention**

A teacher may assign a “teacher detention” period to a student if the student does not meet the behavior expectations as established by the teacher. **This could include completing work on time.** The teacher detention will take place during 10<sup>th</sup> period with the teacher. If the student fails to attend, the teacher will write a referral indicating as such and submit it to the office. Administration may apply further consequences.

### **The LEAD Award**

The LEAD Award is a student recognition program. Students are nominated by their teachers. The following criteria are used:

- Students are proactive
- Students begin with the end in mind
- Students put first things first
- Students think win-win
- Students seek first to understand then to be understood
- Students synergize
- Students sharpen the saw
- Students maintain regular school attendance

Qualifying students will be recognized by a certificate and prize at our quarterly pep-rallies!

## **Instructional Media Center (Library)**

**Visiting the Library:**



Students may visit the library for leisure reading or research during their study hall. All students must begin in study hall for attendance purposes, obtain a signed pass in their planner to travel to the library, and return to study hall before the period/block ends.

### **Borrowing Guidelines and Procedures:**

Students may borrow general library resources for two weeks. They may be renewed upon request. Requests to borrow reference resources are handled on an individual basis. Students needing materials we do not own may make ILL (inter-library loan) requests. The MMS library staff will arrange the loan and handle all aspects of it for the student. Students are responsible for following the circulation guidelines of the lending library.

### **Overdue, Lost, or Damaged Resources:**

Students with resources overdue by a month will lose their borrowing privilege until the item is returned. If the item is lost or damaged, they are required to either replace or pay for the item. Borrowing privileges are denied until this obligation is met.

### **Damaged Laptops:**

Any laptop that is damaged should be brought to the IMC to complete a ticket for repair.

## **After School Activities Program (ASAP)**

ASAP is a district after school program. At the middle school, it meets from 2:55-5:15. To participate in ASAP, students and their parents must complete an application and permission form and submit them to the main office. Any student in the Mexico Middle School may attend ASAP. Scheduled activities include arts & crafts, community service projects, computer time, games, homework help and active games. Students do not have to attend every day. Students do not have to remain in ASAP until 5:15, but if they are to leave early, the parent/guardian must come to the building and sign out the student from ASAP staff. Students who remain in program until 5:15 will take the bus home or they may walk if a permission form to walk is on file in the main office. If there is a snow day or if all after school activities are canceled, then there is no ASAP that day. ASAP will be held Monday-Friday. ASAP students will be supervised in a study hall from 2:00 – 2:55 before reporting to the program.

**It is a privilege to be able to participate in this after-school program. Unacceptable behavior in the program, or on the 5:15 bus, will result in suspension/removal from the program.**

## **Health Services**

### **Mexico Middle School Nurse:**

The Mexico Middle School has on staff a nurse who can administer to students' health needs and who safeguards students' medical records. In order to be able to inform parents of a medical matter, the nurse must have on file parent/guardian's contact numbers and the contact number of a responsible adult in the event the parent/guardian cannot be reached.

### **School Based Health Center at Mexico Middle School**

Mexico Academy and Central School District and Northern Oswego County Health Services partnered to create a School Based Health Center at Mexico Middle School.

The School Based Health Center opened at Mexico Middle School on September 9, 2013. The Center is a full-service health center operated by ConnexCare and partially funded by the State of New York. It will provide prompt, quality and convenient primary health care on site, to enrolled students in grades 5-8.

You may enroll your 5th-8th grade student at any time by completing the forms and mailing them to:

Northern Oswego County Health Services, Inc.

61 Delano Street

Pulaski, NY 13142-1400

(You may also drop off your completed forms to Mexico Middle School Main Office)

For additional questions regarding the School Based Health Center, please contact the Pulaski Health Center at (315) 298-6569 or at [www.connexcare.org](http://www.connexcare.org)

**Illness:** If a student becomes ill at school, the student is to report to the Nurse's Office immediately after obtaining the permission of the teacher in charge. The nurse will examine the student and determine if the student should return to class, rest in the nurse's office for a period of time or be sent home. Students who are ill may not leave school without the proper authorization. The school nurse will make arrangements for a student to go home. Students who hide in the bathroom vs. going to the nurse will be subject to disciplinary action.

**Medication:** All medication—over-the-counter and prescription—must be kept in the Health Office. **This includes ointments (such as Neosporin), eye drops, nasal sprays, inhalers, skin patches, pills, liquids, cough drops, injections, etc.** The school nurse, in conjunction with a medical regimen prescribed by a licensed prescriber, will administer medication only when the following circumstances have been satisfied:

- A written request from the parent/guardian to administer the medication, as specified by the physician/dentist, has been submitted;
- A written statement from a licensed prescriber has been submitted, indicating the name of the prescribed medication, the dosage, the frequency of administration and the duration of the prescribed medication;
- The medication has been delivered in its original container **to the school nurse** by the parent/guardian. Please ensure that medication is being delivered at a time when the school nurse is in. Medication **cannot** be left with the main office staff.

Under special circumstances, students with life-threatening health issues may be permitted to carry individual doses of emergency medication. This must be arranged with the school nurse, and the student must also carry written permission from the nurse with the medication at all times. This includes inhalers. A student carrying medication without following the procedure is in violation of this policy and subject to disciplinary action.

**Accidents:** All injuries to students and/or staff while at school must be reported to the Health Office as soon as possible after the occurrence. The school nurse will inspect the injury and take the necessary steps, including the filing of an accident report, to ensure the proper medical care is administered.

**Child Abuse:** All staff are mandated reporters of suspected child abuse. All indicators of suspected child abuse or maltreatment must be reported immediately to the Central Registry of Child Abuse and Maltreatment. This Registry is maintained by the NYS Department of Social Services and, as the “Hot Line,” receives reports twenty-four hours a day, seven days a week. For the complete policy, refer to the Board of Education Policy Handbook.

## **Wellness Policy Overview**

Mexico Academy and Central Schools is committed to providing a school environment that promotes and protects children’s health, well-being, and ability to learn by supporting healthy eating and physical activity. For the complete policy, contact the Nurse’s Office.

It is the policy of Mexico Academy and Central Schools that:

- The school district will engage students, parents, teachers, food service professionals, health professionals and other interested community members in developing, implementing, monitoring, and receiving district-wide nutrition and physical activity policies. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the US Dietary Guidelines for Americans.
- Students will be provided access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings with adequate time for students to eat.
- Schools in our district will participate in available federal school meal programs.
- Students will be provided nutrition and physical education to foster lifelong habits of healthy eating and physical activity and will establish linkages between health education, school meal programs, and related community services.

## **Lost and Found**

Missing items are put on the cafeteria stage when turned in. Students should check the stage first if they are trying to locate a missing item. Exceptions are eyewear, jewelry and electronics, which are brought to the main office for safekeeping. All clothing and footwear items that are in lost and found will be removed after each 10-week marking period.

## **Kindness Closet**

Our Staff and Student Lighthouse Teams have established the Kindness Closet, where students can browse donated gently used and freshly laundered clothing items, footwear and hygiene items (such as shampoo, body wash and deodorant). Students may request to “shop” at the closet and will be given a pass to visit there during 10<sup>th</sup> period. There is no charge for any item from the closet!

## **Code of Conduct Overview**

The complete Code of Conduct is available on the District’s website and in the Middle School Main Office upon request. While information in this handbook is rooted in the Code, some variations are necessary due to the developmental needs of middle school students. All alleged violations of the Code will be researched

and investigated by an administrator prior to a consequence being assigned, if needed. The administration reserves the right to adjust the disciplinary action based on particular facts and circumstances. Frequency and duration of time between violations will also be taken into consideration.

## **Electronic Device Usage**

The school is not responsible should a student's electronic device become lost or stolen.

Electronic devices may not:

- Disrupt the education process in the District.
- Endanger the health, safety, or welfare of any student.
- Invade on the rights of others.
- Involve illegal or prohibited conduct of any kind.

Personal technology use during instructional time by students is permitted for educational purposes and/or approved locations.

Appropriate use of personal technology during non-instructional time is also allowed if students are conducting themselves in a manner that is safe and not distracting. Devices must be on silent mode during this time.

**All students are prohibited from using electronic devices in locker rooms, restrooms, health offices, and other areas where a person would reasonably expect some degree of personal privacy.**

Violations and Consequences:

- Violation 1: The device is taken to the main office and the student will get it back at the end of the day.
- Violation 2: The device is taken to the main office; a phone call is made to the parent and the parent must pick the device up. Additional consequences may be assigned.
- Violation 3 or more: The device is taken to the main office, the parent must pick up the device, a discipline referral is written.

## **Drink Containers**

Glass containers of any kind are not allowed in the building at any time. All drinks are to be consumed in the cafeteria during breakfast and lunch. Water may be consumed in the classrooms. Sports bottles are permitted, but teachers and administration may inspect contents if it is deemed necessary.

## **Dress Code**

The intent of the dress code is to foster an environment that is sanitary, safe, and conducive to teaching and student learning. It is also intended to provide guidance to prepare students for their role in the workplace and society. All students are expected to pay attention to personal grooming and to dress appropriately for school and school functions. The responsibility for the dress and appearance of the students will rest with the individual students and parents. Teachers and all other District personnel should exemplify and reinforce acceptable student dress, thereby helping students develop an

understanding of appropriate appearance in the school setting. Administration has the authority to require a student to change his/her clothing if it is determined to be inappropriate according to these guidelines:

All students are expected to pay attention to personal grooming and to dress appropriately for school and school functions.

1. All students **must wear**:
  1. Shirt
  2. Bottom (pants, sweatpants, shorts, skirt, dress, leggings)
  3. Footwear
  4. Faces must be visible unless for religious observance or any required safety equipment.
2. Students **cannot wear**:
  1. Violent language or images including obscenities, profanities, vulgarity, pornography, sexual or other harassment.
  2. Images or language depicting / suggesting tobacco, drugs, or alcohol (or any illegal item or activity)
  3. Hate speech or symbols.
  4. Helmets or headgear that obscures the face (except for medical purposes, career safety purposes or religious observance)

Students who violate the dress code will be required to modify their appearance or will be subject to disciplinary action.

## **Bus Conduct**

The bus is an extension of the school building for rules and expectations. Correct behavior is essential for safety. It is the student's responsibility to know and follow bus rules and regulations.

- For the driver to hear emergency vehicles and other traffic signals, sounds inside the bus must be at a reasonable level.
- Passengers must remain seated to prevent injuries from falls and to give the driver a clear view to the rear of the bus.
- A clean bus adds to safety; debris can cause slipping and stumbling.

## **Cafeteria Expectations**

Breakfast is served each day from 7:25am to 7:35am. Lunch is served by grade levels, from 10:27 am to 1:08 pm. All students will use their PIN numbers throughout the school year, so the PIN numbers should be memorized as early in the year as possible. This helps students progress through the lunch lines more swiftly.

School lunches will be provided on half days during the school year when possible.

**\*Mexico School District is excited to announce that all schools in the district have been approved to participate in the Community Eligibility Program through the New York State Education Department for the school year 2023-2024. What this means for our students is that any student that attends school in the Mexico District will receive one breakfast and one lunch daily for FREE**

**during the entire 2023-2024 school year. We will continue to sell at extra charge ala carte items such as an extra entrée, chips, ice cream, milk, or juice, etc.**

Students who receive free or reduced-price lunches also qualify for free or reduced priced breakfasts. Meal applications must be filled out every year. Only one application per family is necessary with all students' names listed in the family unit. If the household members' income or assistance changes during the year, a new application must be submitted at that time.

The Food Service Department encourages the prepayment of meals. You can prepay in cash or by check made out to the "School Lunch Fund." Specify when you prepay if the money is breakfast meals, lunch meals, or an open account, which can be used for anything, including snack foods. If you do not specify, your money will be applied to your open account.

You or your student can take prepayments to the cafeteria, and you may also mail a check to the Mexico Academy & Central School District's Food Service Department; 40 Academy Street; Mexico, NY 13114. Please include the student's name and student number.

Parents/guardians can also enroll in a service to prepay the student's school breakfast, lunch, and snack items using a credit or debit card. To do so, visit [www.mySchoolBucks.com](http://www.mySchoolBucks.com) and click ENROLL NOW. Further information can be obtained at 1-800-479-3531.

Students and parents are not permitted to order or have food delivered to the school during the school day. If a parent wishes to eat lunch with his/her student, they may meet in the conference room, if it is available. Parents **must** make prior arrangements to ensure availability. For reasons of security, parents may not eat lunch with their student in the cafeteria except during school sanctioned events.

**Students must follow these guidelines as well:**

- When you hear "May I have your attention, please", become quiet and wait for directions.
- For safety purposes, always WALK in the cafeteria, as well as entry/departure from the cafeteria.
- Backpacks or other large personal bags are to be kept in lockers, classrooms, or under the stage during lunch, for safety purposes.
- Return your lunch tray to the window as you finish eating. Clean up your area prior to leaving.
- Carry on conversations in a normal voice with those near you at your table.
- Remain in your seat until you turn in your tray, and then return to the same seat immediately.
- **ATHLETES**: All athletic bags and equipment will be kept in your athletic locker across from the gym as soon as you enter the building. PE teachers will issue you a locker/lock the first week of school.

Student respect of, and adherence to these rules helps to keep everyone safe in the cafeteria.

## **Athletic Code of Conduct Overview**

Winning has often been considered the measure of success. However, at Mexico we feel that winning is only one component to the total development of our student-athletes. Of considerably more importance is the development of the person, affording each student-athlete the opportunity of becoming all that she or

he is capable of. Thus, the athletic program, which is centered around the welfare of the students, is a vital part of the total education program.

## **I. HEALTH PRACTICES & RULES**

Due to the harmful effect upon the health of the individual, at any time, all athletes who participate in interscholastic athletics shall not:

- Use, consume, sell, purchase, give away, or possess tobacco products, including smokeless tobacco and chewing tobacco;
- Use, possess, consume, buy, sell, give away, or be under the influence of alcohol, marijuana, anabolic steroids, all other controlled/illegal substance, physically or mentally altering substance, stimulant, depressant, prescription or non-prescription drug or any substance represented as such (a look alike). A student-athlete may use a medication prescribed by a physician.

## **II. GOOD CITIZENSHIP: COMMUNITY, SCHOOL AND TEAM**

Each player represents his/her team, school and community. Consequently, any behavior which brings embarrassment or negative attention to these groups may result in disciplinary action to the player as determined by the coach, Athletic Director or Principal. Examples of inappropriate conduct or lack of good citizenship are as follows:

- Causing/Inciting harm to another person. Includes bullying or cyber bullying.
- Causing damage to personal or any school property (including opponents)
- Conduct detrimental to the integrity of the program or unbecoming of a MACS Student-Athlete.
- Poor sportsmanship or lack of good citizenship in reference to school representatives, classmates, teammates, opponents, officials, spectators and/or any community member.

## **III. SCHOOL CONDUCT**

An athlete is expected to govern his/her conduct in accordance with the rules of the “Middle School Code of Conduct”. The Student Handbook supersedes the Athletic Agreement for violations that occur on school grounds.

## **IV. TEAM CONDUCT/SPORTSMANSHIP**

It is important for all athletes to follow team rules and display good sportsmanship during practices, games, or team activities. Examples of misconduct related to these expectations include:

- Insubordination to coaches, staff or officials;
- Obscene gestures, swearing, provocation;
- Fighting within the team or athletic contests;
- Stealing;
- Horseplay;
- Tardiness to practice;
- Unsportsmanlike conduct (in addition to any league or section sanctions).
- Other disciplinary situations which may arise as a team member.

## **V. EXTRACURRICULAR ACTIVITIES**

Extracurricular activities include athletics, clubs, competitions, drama, musicals, selective organizations, etc.

Students involved in school-supported activity programs are expected to exemplify good citizenship both on and off school grounds. The student must display good behavior both in practice and during games and activities.

Students found to be in violation of the code of conduct will be subject to the corresponding range of consequences and may also face consequences from a one game or activity suspension up to the dismissal from the team or the group.

The use, possession, sale or distribution of alcohol or other controlled substances or the use and/or possession of drug paraphernalia is prohibited. Students are also prohibited from the use or possession of tobacco and tobacco products. See pages 8 and 9 of the district code of conduct for definitions of; Illegal Substances, Tobacco Products and Under the Influence.

A conference will be held to review the affected student's violation with the student, a parent, the coach or the advisor, the Building Principal, and/or the Athletic Director.

The penalties will range from a one game or activity suspension to dismissal from the team or the group. If suspended from a game or an activity, the student must attend practices.

Individual coaches and advisors may set up rules pertaining to their particular sport or activity. Students will be informed of these rules and are required to abide by them.

Students who are members of an athletic team, and who receive a school suspension from the Building Principal for any conduct related disciplinary infractions, will have their suspension reviewed for training rules violation(s).

Any student who has issues or concerns of any kind regarding their participation in a sport or activity will bring it to the attention of the coach or the advisor and expect an appropriate decision. Any member of the team or group that is aware of another student's issues or concerns will bring it to the attention of the coach or advisor so that such dissatisfaction can be addressed.

When related to interscholastic sports, the Athletic Director will be consulted if the matter cannot be resolved between the coach and the student(s). When related to other school-supported activities, the Building Principal will be consulted if the matter cannot be resolved between the advisor and the student(s).

## **A. Academics**

Students in extracurricular activities must balance the roles of being a full-time student and a part-time participant in the extracurricular activity. Our expectations are that students can:

1. maintain passing averages in their courses;
2. seek extra help from staff when needed to help them maintain passing averages; and
3. always place a high level of importance on their academic achievement.

However, should a student fall below a grade of 65 in a class, the following policy will be enforced;



After the first five weeks of the start of a course, administration runs grades for all students. If a student is failing a course(s), the following policy will be implemented:

**Level 1:** A student failing a course(s) is expected to seek academic help from their teacher on a regular basis. The student will receive a warning and has two school weeks to improve their grade to passing (grade of 65 or higher). With assistance from administration, the student and a parent must schedule a conference with the teacher(s) to draft a plan of action to bring up the grade in the course(s) to a passing level. At the end of the two-week period, the administration will generate a new grade report. If the student is not failing that course(s), they remain fully eligible to participate in extracurricular activities. Otherwise, the student moves to Level 2.

**Level 2:** If the student is still failing the course(s), they cannot participate in games, performances, competitions, or any events associated with extracurricular activities until the grade(s) is passing. They may continue to attend rehearsals, practices, meetings, or other routine activities associated with the extracurricular activity. At the end of the two-week school period, the administration will generate a new grade report. If the student is passing the course, they remain fully eligible to participate in extracurricular activities. Otherwise, the student moves to Level 3.

**Level 3:** If the student is still failing the course(s), they cannot participate in practices, rehearsals, meetings, or other routine activities associated with the extracurricular activity and cannot participate in games, performances, competitions, or any events associated with the extracurricular activity until they have a passing grade(s). The student is fully eligible to participate when they are passing the course(s).

At the completion of a course, the policy resets.

## **B. Attendance**

In order to participate in practice or rehearsal, a game or activity on a given day, a student must be in attendance before 10:00 AM. Excused absences are the only exception to this. Students with late arrival are expected to be in school by their designated time period.

Any absence on the day in question must be for a legal reason, with a written excuse submitted to the school. Any student absent on a Friday will not be able to participate in any event on the following Saturday, unless the parent presents a written valid reason for absence – if the student was under a doctor’s care, the doctor should provide the student with a medical release to participate in the sport or the activity.

Each student participant is expected to be at every scheduled practice or rehearsal, game or activity unless they have a medical excuse or legal excuse from the office, one of their teachers, or their parents.

Students who plan to be absent from a practice or rehearsal, game or activity must personally notify the coach or advisor prior to the practice or rehearsal, the game or activity that they expect to miss. Students that are absent from practice(s) or rehearsal(s) may be withheld from participation for either a portion or all of their next game or activity. A student’s absence may result in a loss of conditioning or lack of awareness of new team or group strategies that would place the student behind their team or group members in these areas. Students are expected to be in attendance the day after a game or activity.

No student will quit a team or group without first talking with the coach or the advisor and explaining the reason for leaving the team or group. It is the responsibility of the student to confer with the coach or the advisor regarding their reason(s) for quitting.

The student must set up a meeting with the coach or the advisor within two school days from the last day of participation for this discussion. Any and all equipment must be returned upon termination of participation. If a student quits a team or a group without first talking with the coach or the advisor and explaining the reason for leaving the team or the group or fails to return any and all equipment upon termination of participation, they may be disqualified from participating on an athletic team or in a group at the discretion of the Athletic Director or Building Administrator.

**a. Participation in Physical Education Class:** Physical Education Class is part of the required curriculum for graduation in New York State: therefore, students not participating in Physical Education class (without a valid excuse) may not participate in a practice or contest that day.

**b. Injuries:** Report to their coach any injury or change in physical condition that affects their ability to safely participate in athletic practices or contests.

**c. Suspension (OSS and ISS):** Any action that results in more than two (2) Blocks of in-school suspension, or out-of-school suspension will be handled according to the District Discipline policy. Student-Athletes will not be allowed to attend/participate in practice and/or a game situation during the time of in-school or out-of-school suspension. In addition, according to the District Discipline policy, each suspension will be followed by seven (7) days of social suspension, which allows student-athletes to practice with their team but not allowed to attend any after school activity such as, but not limited to: (dances, plays, concerts, fundraisers, etc.). Missed contests during the out-of-school suspension may count toward the violation of the Athletic Agreement.

*Participation in athletics is a privilege and students may be denied participation in practices or contests as a result of behavioral, academic, or attendance issues.*

## **Mexico Academy & Central School District**

### **Technology - Acceptable Use Policy**

This document is designed to outline the guidelines to be adhered to when utilizing technology systems owned and maintained by the Mexico Academy & Central School District (MACS). These guidelines are to be acknowledged by all users of the Mexico Academy & Central School District who utilize the technology environment.

It is the desire of the school district that the use of technology improves communication, provides efficiencies, and enhances learning. It is expected that this perspective is fostered and that users are good stewards of the information and resources provided by the use of technology.

Access to technical systems carries responsibility for their appropriate use. Access should be primarily for educational, professional, or career development activities. All hardware, including computers, printers, copiers, and other technology equipment, are the property of Mexico Academy & Central School District and will fall under the guidelines listed below. Expectations of users include, but are not limited to, the following:

#### **Student Personal Safety**

Users who supervise students with access to technical resources shall be familiar with the MACS Technology Acceptable Use Policy and enforce its provisions. Student personal safety is priority. All

efforts should be made to ensure that students are supervised when using technology and that student use is appropriate. While District policies and related statutes pertaining to “directory information” allow the release of some personal data about students, for Internet use we have chosen to establish more limiting regulations.

### **Illegal or Destructive Activities**

- Users shall not, or attempt to, go beyond their authorized access to the district network, technology equipment, Internet, and may not access the files or accounts of others.
- The installation of software and/or hardware by unauthorized users is prohibited. Only members of the MACS technology department are authorized to install software and/or hardware.
- Users shall not, or attempt to, disrupt or damage any computer, system, or data.
- Users shall not use district equipment to engage in illegal acts.
- Users shall not, or attempt to, bypass, circumvent, or disable security systems or established restrictions.

### **System Security**

- Users are responsible for the security of their technology equipment, files and/or passwords. No one shall allow others to use their personal login and password.
- Users shall promptly notify their building principal of security problems.
- Student data is confidential information. Users who are authorized by the district to access student records from within or outside the district may not use, release, or share these records except as authorized by Federal and State law.
- No one shall access, or attempt to access, computing resources under an account that has not been assigned to them.

### **Inappropriate Conduct**

The following are prohibited when using any technical resource:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Potentially damaging, dangerous, or disruptive material.
- Personal or generalized harassment in violation of district policies.
- False or defamatory information.
- The intentional forwarding of spam, chain mail, etc.
- The intentional forwarding of private/confidential email without the consent of the original writer.

- Sending unsolicited (non-school related) email messages to distribution lists (DL), e.g., “For Sale” messages.
- The use of district hardware, email, or the Internet for personal purposes.

### **Plagiarism and Copyright Infringement**

- Works may not be plagiarized.
- Software licenses must be strictly respected.
- The rights of copyright owners are to be respected. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If unsure whether a work can be used, the copyright owner should be contacted for permission. See your building librarian for more information.

### **Inappropriate Access to Material**

Technical resources shall not be used with material that is profane, obscene, pornographic, or which advocates illegal acts, violence, or illegal discrimination. MACS filters Internet information in compliance with Federal CIPA regulations. Users on school property who have access to wireless devices may not attempt to connect to wireless access points outside of the district. Intentional bypassing, or attempting to bypass, MACS filters is considered a violation of this agreement and subject to disciplinary action. All computer and network activities are logged to ensure compliance.

### **Expectation of Privacy**

- Users have no expectation of privacy while using district computer resources.
- All data on MACS owned computing resources are the property of MACS.
- These documents, including email, may be subject to access as a result of formal Freedom of Information Law (FOIL) and the Family Educational Right to Privacy Act (FERPA) requests and other legally enforceable access requests.
- Electronic Mail is considered the property of MACS and may be subject to review.

### **Services and Assumption of Risks**

Mexico Academy & Central School District makes no warranties of any kind, whether express or implied, for services provided and is not responsible for any damages suffered while on the system to include loss of data and inaccurate or poor-quality information obtained from the system. MACS does make all reasonable attempts to ensure that all data is backed up and all efforts are expended to ensure maximum network availability.

### **Disciplinary Actions**

Violations of the MACS Technology Use Guidelines should be promptly reported to an administrator. The district reserves the right to limit or terminate network and/or Internet access privileges in the event

there is reasonable suspicion that an individual has violated the district guidelines. Staff may be subject to disciplinary actions including, but not limited to, termination.