WELCOME TO LIVERPOOL MIDDLE SCHOOL

September 2018

Dear Students,

All students at LMS are responsible for knowing the contents of this handbook. I encourage each student to read and become familiar with its contents. Share this information with your parents. With the help of the information in this handbook, the advice of parents and teachers, and your own good judgment, you will have a successful year at Liverpool Middle School.

Middle school is an exciting time of change and opportunity. The workload and social adjustments will be greater than ever before. In your school life you will be expected to accept responsibility for your own actions and behaviors at all times. If you give your best effort to these new challenges facing you, it will be a great year filled with many new opportunities.

Have a great year!!

From the administration, faculty and staff of Liverpool Middle School.

MISSION STATEMENT

The Liverpool Middle School faculty and staff strive to provide an opportunity for students to reach their maximum potential physically, emotionally, socially, and academically.

We believe that learning is a shared and cooperative endeavor involving the student, the staff, the family, and the community. Together, we work to foster a caring, nurturing, yet challenging environment during this transitional period of development. We strive to inspire enthusiasm through creative and exciting learning experiences. Our objective is to develop positive attitudes and establish lifetime goals for each student to become a productive member of society.

SCHOOL HOURS

LMS hours are 7:50 a.m. to 2:50 p.m.

USE OF AGENDA/CHROMEBOOK

Each student is provided with a Chromebook at the start of the school year. Students are required to have this for every class. Students may not take the chromebook home for any reason. Students will use google calendar to record all class assignments, music lessons and other school related activities.

STUDENT RESPONSIBILITIES FOR CHROMEBOOK

- Bring to all classes each day.
- Show parents daily assignments and notes from school.
- Type assignments clearly and carefully.
- Use the chromebook to plan for completing work at home each night.
CHROMEBOOK SUGGESTIONS TO PARENTS

1. Check Google Calendar each day for your child’s daily assignments.
2. Check Google Classroom for marking period dates.
3. Check google classroom for teacher notes.

LMS Daily Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>M, Th, F</th>
<th>Tuesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom</td>
<td>7:50 – 8:05</td>
<td>Block 1 8:05 – 9:28</td>
</tr>
<tr>
<td>1st period</td>
<td>8:05 – 8:45</td>
<td>Block 2 9:31 – 10:54</td>
</tr>
<tr>
<td>2nd Period</td>
<td>8:48 – 9:28</td>
<td>Block 5 10:57 – 11:57</td>
</tr>
<tr>
<td>3rd Period</td>
<td>9:31 – 10:11</td>
<td>Block 3 12:00 – 1:23</td>
</tr>
<tr>
<td>4th Period</td>
<td>10:14 – 10:54</td>
<td>Block 4 1:26 – 2:50</td>
</tr>
<tr>
<td>5A Lunch</td>
<td>10:57 – 11:27</td>
<td>Block 6 8:05 – 9:28</td>
</tr>
<tr>
<td>5B Lunch</td>
<td>11:27 – 11:57</td>
<td>Block 7 9:31 – 10:54</td>
</tr>
<tr>
<td>6th Period</td>
<td>12:00 – 12:40</td>
<td>Block 5 10:57 – 11:57</td>
</tr>
<tr>
<td>7th Period</td>
<td>12:43 – 1:23</td>
<td>Block 8 12:00 – 1:23</td>
</tr>
<tr>
<td>8th Period</td>
<td>1:26 – 2:06</td>
<td>Block 9 1:26 – 2:50</td>
</tr>
<tr>
<td>9th Period</td>
<td>2:09 – 2:50</td>
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</tbody>
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SCHOOL CLOSINGS

When school must be closed or opened later than usual due to emergencies or weather conditions, an announcement will be made on all local radio/TV stations and school messenger.

SCHOOL VISITORS

All visitors to LMS must report to the Main Office upon arrival. Approval to remain in the school will depend on the purpose of the visit.

REPORT CARDS/PROGRESS REPORTS

Report cards are issued every 10 weeks.

All students will receive progress reports at 5, 15, 25 and 35 week intervals during the school year.

TEXTBOOKS

Textbooks are the property of the school. Please use extreme care in handling textbooks. You will have to pay for damaged or lost books. We highly recommend that you cover all books.

LOCKERS

Lockers, like textbooks, are the school’s property. The school retains the right to inspect lockers and expects students to maintain them in a neat and clean manner. Padlocks are not permitted on school hall lockers.

Lockers must be locked at all times. DO NOT share your combination with anyone. The school is not responsible for items left in lockers. Avoid bringing expensive items or large sums of money to school. Report problems with lockers to the Main Office.

CAFETERIA

Breakfast and lunch are available to all students. Students participating in the breakfast program may enter the building at 7:45 a.m. and proceed immediately to the cafeteria for breakfast. Students eating the school breakfast must be in their homeroom by the 8:05 a.m. bell.
CLASSROOM BEHAVIOR
The classroom is the heart of your learning experience at school. The teacher is responsible for the learning atmosphere and therefore has complete authority. Respect for self, other students, and all school personnel is expected at all times.

In general, teachers expect each student to:
1. Enter classes on time and quietly.
2. Arrive to class with necessary books, agenda, completed homework and other materials.
3. Positively interact with the teacher and other students.
4. Follow classroom rules.
5. Respect school property and personal property.
6. Carefully write each day’s assignment in agenda.

PERSONAL ELECTRONIC DEVICES
Personal electronic devices such as, but not limited to; ipads, ipods, MP3 players, cell phones, digital cameras, etc. are not permitted during the school day.

All electronic devices must be turned off and stored in lockers upon entering the building. Students who violate this rule will be asked to surrender their electronic device to the teacher or administrator for the parent to pick-up. The school district is not responsible for electronic devices that are lost or stolen.

HATS, BOOK BAGS, COATS
Hats (and other head coverings), book bags and coats are not to be worn during the school day. Please place these items in lockers immediately upon entering the building.

GUM, CANDY AND FOOD
Gum is not allowed at LMS. Candy and other food items that teachers dispense must be consumed in the class that they are distributed.

DISPLAYS OF AFFECTION
For everyone’s health, safety, and well-being displays of affection are not allowed. This includes kissing, hugging, holding hands, etc.

DRESS CODE
There is a definite correlation between dress, attitude, and achievement in school. If a faculty member feels a student’s attire does not conform to the dress code, the student will be sent to the Principal or one of our two school counselors. An individual’s appearance that is considered disruptive, distracting, or a hazard to one’s own safety or that of others may be asked to change or have a change of clothes brought to school. Since we consider Liverpool Middle School a place of business, the following STANDARDS OF DRESS will be enforced:

Students are permitted to wear shorts. Shorts and skirts must be of an appropriate length and fit as determined by the Principal or school counselors on a case-by-case basis.

Messages on clothing, jewelry, and personal belongings that pertain to drugs, alcohol, tobacco, sex, or vulgarity are prohibited.

Bare midriffs, low-cut tops, and cut-off shirts are not permitted.
Over-sized trousers or shorts worn below the waist are not permitted.

Hats may not be worn in the building during school hours. Sunglasses may not be worn at any time. Failure to comply with this expectation may result in the item being confiscated. Such items will be returned to parents in the Main Office. Items taken from students a second time will be held until the end of the school year.

Appropriate shoes are required at all times.

**LUNCH PROCEDURES**

All food must be consumed in the cafeteria (exception: supervised lunch detention.) No open food will be allowed out of the cafeteria after lunch.

Each student is responsible for the cleanliness of the area around their table as well as the table and chairs.

Good manners are a basic requirement in the cafeteria.

Respect the rights and property of others.

Throwing food and other items is strictly forbidden.

The privilege of eating lunch in the cafeteria will be denied to students who misuse the facility.

**BUS RULES AND REGULATIONS**

The driver is in charge of the bus and is required to write referrals to the Principal on any misbehavior. For the sake of safety please sit quietly and follow all safety rules.

Students must ride the bus they are assigned to ride. Permission to ride another bus may be granted by the Principal in certain circumstances and with a note from a parent/guardian.

Bus transportation is a privilege. Students who refuse to follow bus rules will have the transportation privilege denied.

**STUDENT DISCIPLINE**

Student discipline at Liverpool Middle School is based on the belief that each student in the school should be treated as a person who is responsible for their own behavior. At the heart of the discipline process at LMS is the concept of mutual respect for all persons. The principal will assist students in the school by setting clear expectations and consistent application of the rules. A range of consequences will be utilized that responds to each student’s needs and behavior.

<table>
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<tr>
<th>Range of Consequences</th>
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<tbody>
<tr>
<td>Timeout</td>
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<tr>
<td>Verbal Warning</td>
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Students who choose to not follow school rules will be dealt with in a firm, fair, and consistent approach designed to help them learn from their choices.

ATTENDANCE

ABSENCES
Parent/Guardian, please call 453-0258 between 7:30 a.m. and 8:00 a.m.

Written legal excuses should be taken to the Main Office before classes begin. Legal excuses include: sickness, quarantine, religious observances, unsafe travel, sickness or death in the family, school supervised project, court appearances and suspensions.

EARLY DISMISSAL
If it is necessary to leave the building early, the student must provide a parent/guardian note to the Main Office before classes begin.

LATE ARRIVAL
For arrival after 8:05 a.m., the student must go to the Main Office, report in, and receive a pass to class. Illegal tardiness may result in the assignment of after school detention or other disciplinary action.

REQUEST FOR HOMEWORK
For students home for two or more days, please call 453-0258 between the hours of 8:00 a.m. and 9:00 a.m. Generally this work can be picked up after 2:30 p.m. on the day of the call. If a locker visit is necessary, please have your child’s locker number and combination when reporting in to the Main Office.

COUNSELING OFFICE
The Counseling Office helps students in many ways. The Counseling Office is responsible for attendance, standardized testing, permanent records, 7th grade orientation, individual and group counseling, registering new students, parent/teacher conferences, as well as others. The LMS counselors are trained to help students and families with both school and non-school related issues. LMS has two counselors Ms. Burnett and Mrs. Mone. If students need to see a counselor they should go to the Counseling Office with a teacher pass and schedule an appointment.
APPLICATIONS FOR WORKING PAPERS
Applications for working papers are made through the Counseling Office.

SCHOOL PSYCHOLOGIST
LMS also offers our students the services of a school psychologist. The school psychologist, Mrs. Tehan, performs a full range of psychological testing as well as individual counseling. Additionally she works with teachers and teacher teams to develop individualized education plans for students.

HEALTH SERVICES
Students who become ill during the school day should report to the Health Suite with a teacher’s pass. If necessary the nurse (Mrs. Scimone) will contact a parent to come to school and take the child home.

VISION & HEARING TESTS
7th grade students will have their hearing checked using the sweep check pure tone method. If a loss is detected the parent is informed by phone or letter.

Each student has an annual vision test at LMS.

SPINAL SCREENING
New York State Law requires each student between the ages of 8-16 be screened for curvature of the spine (scoliosis). This is done annually by the school nurse. If she suspects a problem she will contact a parent.

PHYSICAL EXAMINATIONS
A physical examination is required for all 7th grade students, as well as, all new students to the district and all Special Education students. Examination by the family physician is preferred but students who do not have evidence of an exam will be examined by the school physician.

MEDICATION
Under certain circumstances the school nurse may cooperate with the family physician and the parents to administer medication. The parent must submit a written request accompanied by the physician’s written request that includes the frequency, dosage, and name of the prescribed medication.

Hepatitis Shots are required by New York State for all incoming Seventh Graders.

PHYSICAL EDUCATION EXCUSE
A physician’s note is required to excuse a student from participation in physical education if the student will miss more than three consecutive days of class.

EMERGENCY EVACUATION DRILLS
Fire drills are held throughout the school year. Students are to proceed with no noise to the exit specified. Walk quickly and quietly out of the building. When the drill is over students are to re-enter the building in the same manner that they exited.
GRADING POLICY
Liverpool Middle School uses a numerical grading system. The lowest passing grade is 65. A grade of 50 is the lowest mark a teacher can submit for a student even if the student has an average lower than 50.

PROMOTION PROCEDURES
Generally, students will be retained in a grade level if they do not pass two or more academic subjects (math, English, social studies, science).

The promotion or retention of a student in the middle grades is a complicated matter. Each student is reviewed individually with specific needs being considered. A thorough case study will be made when considering promotion or retention.

LIBRARY MEDIA CENTER
The LMS Library Media Center is home to a collection of over 7,000 books, videos and books-on-tape, as well as over 25 magazine subscriptions.

The library houses 13 computers and networks a variety of databases to every computer in the school. Several of these databases are also available online (via the INTERNET) so students can do their research in the comfort of their own homes.

The library runs on an open, flexible schedule. Teachers schedule their classes into the library, as needed, to work on a variety of research projects and to receive instruction on information skills from the librarian. The rest of the time, the library is open for students to use independently during Team Support and Lunch.

Link to the library’s web site from the Liverpool Middle School home page to find out more about the “heart” of the school, the library media center.

STUDENT COUNCIL
The student council is a service organization. Faculty advisors works with the student council to plan activities for the year. Each fall student representatives are chosen for each homeroom. The student council Officers are elected by the entire student body from homeroom representatives who have decided to seek these Offices. Student council meets after school and during team support.

PERFORMING ARTS
Students at LMS may participate in band, chorus, and orchestra. Band students are provided individual lessons during the school day. All three performing arts groups are graded classes and as such require a firm commitment for the entire school year.

INTERSchOLASTIC SPORTS
Modified interscholastic competition is offered to LMS students in the following areas: football, soccer, track, swimming, basketball, volleyball, wrestling, softball and lacrosse. Academic and behavioral standards are strictly enforced for students who wish to participate in these sports.

PATHS CLASSES
P.A.T.H.S (Parents and Teachers Helping Students) is a 6 week program that runs directly after school until 3:10 unless otherwise noted. Students participate in a variety of activities such as photography, chess & checkers, keyboarding, scrapbooking etc.
OTHER ITEMS
This agenda handbook is not all encompassing. It is intended as a beginning guide for our students and their families. If you have other questions please contact our Office at 453-0258.

NOTES: