

AMHERST **MIDDLE SCHOOL**

Parent & Student Handbook **2023-24**



AMHERST
MIDDLE SCHOOL

MR. SCOTT LAWNICZAK – PRINCIPAL

MR. DEREK KISE - ASSISTANT PRINCIPAL

MRS. JULIE DOYLE – ASSISTANT PRINCIPAL/DEAN OF STUDENTS

2023-2024 Amherst Middle School Parent Handbook

This handbook is published so that all families with students attending Amherst Middle School can have easy access to information regarding the processes and procedures that will ensure safety and a positive learning environment for all. It is essential that parents and students read the Student Handbook. We are more than happy to answer any questions or address any concerns that you may have.

A constructive partnership between families and school is vital to high student achievement. We look forward to working with each student and their family throughout the school year so that each student can be successful.

Any policy or procedure contained herein is subject to change at any time.

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THE MISSION OF AMHERST MIDDLE SCHOOL IS TO NURTURE AND EDUCATE EACH STUDENT TO HIS OR HER HIGHEST POTENTIAL.

It is understood that parental involvement, community support, and student commitment is essential. We all must be responsive to the intellectual, social, physical, and emotional needs of our students, creating an atmosphere of respect and value for each individual. By encouraging curiosity, creativity, and initiative through a variety of outlets, Amherst Middle School students will become responsible, resilient and confident lifelong learners and productive citizens.

Contact Information

Main Office	362-7100
Scott Lawniczak, Principal	362-7190
Derek Kise, Asst. Principal	362-7191
Julie Doyle, Asst. Principal/Dean of Students	362-7103
Karol Faust	362-7192
Lisa Naegely	362-7193
Deanna Johnson	362-7194
Counseling Office:	
Donna DiSilvestro-Admin. Asst.	362-7177
Tammie Hobler – Gr. 6	362-7173
Amanda Hallmark - Gr. 7	362-7171
Julie Terry - Gr. 8	362-7174
Pam Primerano-Social Worker	362-7175
April Whiting	362-7176
Attendance, Erin McHugh	362-7157 / Absence# 362-7249
Health Office Nicole Perna	362-7104
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Zubairi, Sana	szubairi@amherstschoools.org

E-Mailing Amherst Middle School Teachers: Any Amherst Middle School Teachers can be e-mailed by using the first letter of their first name and the complete last name, followed by amherstschoools.org. The only exceptions are Deborah Starks (DZStarks), and Kirsten Cole (kicole).

GENERAL INFORMATION

SCHOOL HOURS

8:15 AM - Only those students who have pre-arranged appointments with teachers can be admitted

8:45 AM – Earliest time for general student admittance

9:01 AM - School begins

3:45 PM - School ends (Monday– Friday)

*If you arrive after 9:00 AM, you must report to the Attendance Office.

Car drop-offs and walkers utilize Main Entrance.

Bikers/Skateboarders should utilize Bike Rack Entrance.

Bus Riders utilize Bus Entrance behind school.

LOCKERS

Lockers are the property of the school. Lockers will be assigned to you for the school year. You will have one in the hallway outside your homebase room and one in the gymnasium locker room. **Students are required to secure their hallway locker with a lock purchased from Amherst Middle School. No other locks will be permitted for this purpose.** Each student is responsible for keeping his or her locker clean both inside and out. **Decorating lockers for any reason (i.e. birthdays) is not permitted.** For security reasons, students MUST keep their lockers locked at all times, and are not to give out their combinations to other students, or share their locker with another student. The school will NOT BE responsible for items stolen from lockers or left in locker rooms.

HALLWAY PASSES

Hallway passes are required when students are out of a classroom at all times other than regularly scheduled passing times. Students must exhibit appropriate behavior in the halls at all times. A hallway passport must be signed by a teacher or other Amherst staff member to be allowed in the hallway, health office, or lavatories during times other than passing times.

Students who exhibit unsafe behavior, loitering, excessive tardiness, or any other related misconduct may be placed on “pass restriction.” Students already on pass restriction who continue to exhibit such behaviors will be subject to further disciplinary actions.

LATE BUSES

Late buses are available Tuesday, Wednesday, and Thursday only for students who are eligible for bus transportation and who wish to stay after school for extra help or to participate in a club or activity. Late buses depart from AMS at 4:30pm.

The AMS Code of Conduct is still in effect for all after-school activities. After-school privileges may be suspended by an administrator for violations which occur after school, including conduct on late buses.

CAFETERIA

It is everyone's responsibility to keep the cafeteria clean. Students are expected to clean up after themselves and make sure that their table is wiped and the floor is clean underneath. Only reading books and agenda books are permitted in the cafeteria during lunch.

FOOD AND DRINKS

Food and drinks are not allowed anywhere other than the cafeteria unless authorized by a teacher.

B-SK (Before School Program)

Our Before School Kids Program is provided for middle school students Monday through Friday from 8:15 AM to 8:55 AM in the Library. The B-SK Program is in addition to the "extra help days" available to you by your individual teachers.

EXTRA HELP

Students may receive help with their work in the following ways:

- Each teacher reserves one afternoon per week for extra help after school. Students should check the extra help schedule posted in all classrooms for each teacher's assigned day and time.
- The B-SK (Before School Kids Program) is a place for enriching, developing and remediating skills and getting help with homework. It is open before school each day from 8:15 AM to 8:55 AM.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are scheduled once each year in the fall. Dates and times are posted on the AMS school calendar. Parents who would like to meet with teachers at a time other than formal Parent/Teacher conference time can call the counseling center for an appointment.

VALUABLES AT SCHOOL

Students are responsible for their own personal property. Items of significant monetary or personal value should not be brought to school. Amherst Middle School is not responsible for lost or stolen items.

VISITORS

To insure the safety of our learning environment, all doors to the school are locked to the outside at 9:05. Everyone entering school after 9:05 will be required to state their name and purpose at school before being admitted.

Adults - Visitors should call ahead will be directed to either the Main Office or Attendance Office.

BUS REGULATIONS

Students have the privilege of using the transportation services of the Amherst Central School District. While on the bus, the bus driver is in charge. It is crucial for students to behave appropriately while riding district buses. This will ensure the safety and well-being of all passengers on the bus and will avoid distracting the driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

The bus loading area is at the entrance to the corridor leading to the gym and music rooms. All bus students must use only this corridor when arriving at or leaving the school by bus, except if they are boarding our late buses which are located outside our main entrance. The same school rules apply for good behavior and courtesy when you use the school bus. You must ride only your assigned bus and permission cannot be granted to leave the bus at any place except the stop nearest your home.

STUDENT ATTENDANCE

School attendance is mandatory in New York State from the age of six (6) until the age of seventeen (17). By law, parents are held responsible for their child's unexcused absences.

Excused Absences, Tardies and Early Departures:

- Personal illness
- Illness or death in family
- Unsafe travel condition (may not be used when busses are running)
- Religious observance
- Medical appointment
- Quarantine
- Required court appearance
- Late bus

UNEXCUSED ABSENCES/LATENESS

Examples of unexcused absence or lateness to school include, but are not limited to:

- Family vacation
- Hunting
- Babysitting
- Haircut
- Oversleeping
- Missed bus
- Private instruction

If your child will be late or absent to school, parents should call the 24-hour parent call in number at

362-7249 before 8:00 AM or as soon as possible and leave a message. In order for an absence or late arrival to be recorded as excused, a note must be written and sent to the Attendance Office or emailed to

(msattendance@amherstschools.org). The note must include date, child's name, and reason for absence or late arrival. Calls to the Attendance Office do not take the place of an absence note. Any absence without a note is considered unexcused. Students are considered "Present" for the day only when a student is present for more than 50% of the instructional day.

The literature on student achievement clearly indicates that regular attendance is one of the most essential elements to academic success and every effort should be made to schedule appointments outside of the school day.

MAKING UP MISSED WORK

In the case of an excused absence, students will have the opportunity to make up work that is assigned or collected on the day of that absence. The student will be responsible for meeting with teachers regarding missed assignments. Students should check in Google classroom for each teacher and the school's website under the Homework section for assignments. If a student misses a class due to a music lesson, field trip, special activity, etc., they are responsible for checking with their teacher(s) PRIOR to this absence to obtain work that will be covered that day. Each student will be expected to complete all work that was missed.

Teachers are not required to give a student credit for work assigned or collected on the day of an unexcused absence.

EARLY DISMISSAL

Early Dismissal from school for reasons other than medical or dental appointments is discouraged. If an early dismissal is necessary, a written request giving a brief explanation, signed by a parent or guardian needs to be presented in the Attendance Office before 9:05 AM. A pass to leave the building will be issued for the time requested. Students returning to school after an early dismissal are to report back to the Attendance Office for re-admittance. If no specific reason for early dismissal is given, the absence resulting from the early dismissal may be recorded by the Attendance Office as an "Unexcused Absence."

HEALTH SERVICES

A Registered Nurse is always available to students from 8:45 a.m. until 4:00 p.m. Monday through Friday. Students needing to see the nurse should ask their teacher to sign a pass, and then report directly to the health office.

For the safety of your child, any relevant health information should be included, and kept up to date, in your child's medical file. This information is kept confidential.

Any request for an elevator key, or questions regarding health policies and procedures should be referred to the health office at 362-7104.

If a student is to be excused from Physical Education for one to two days, please send a note to school with your child. If a student is to be excused from Physical Education for more than two

days, a physician's note is required. Once a student is excused from PE/sports by a physician, he/she **must** receive clearance by the physician to resume activities. PLEASE NOTE: THE NURSE DOES NOT EXCUSE STUDENTS FROM PHYSICAL EDUCATION.

To control the spread of illness, please keep your child at home if they exhibit any of the following symptoms:

- Temperature in excess of 100 degrees
- Acute sore throat
- Nausea, vomiting, diarrhea
- Inflammation of the eyes or crusting of the eyelids

MEDICATION POLICY:

FOR PRESCRIPTION MEDICATION:

Written orders from your child's physician must be on file stating:

- a) Student's name
 - b) Name of drug
 - c) Dosage
 - d) Purpose of the medication
 - e) Time of day medication is to be given
 - f) Number of days it needs to be given
 - g) Possible side effects
- The medication must be brought to school in a container appropriately labeled by the pharmacy by a parent/guardian. No medication should be transported by students.
 - Any prescription medication administration will be recorded in the student's medical file.
 - Medication will be stored in a clean, locked cabinet or container. Any exceptions (i.e. asthma inhalers / student may self-carry) to this provision must be specifically stated by the physician on the written form.
 - Unless these requirements can be met, medications will not be administered at school.
 - Medication needs to be picked up by a parent/guardian at the end of the school year. No medication will be sent home with students, this includes diabetic supplies.
 - New written orders must be on file for each school year.

FOR NON-PRESCRIPTION MEDICATION:

Please request or download the non-prescription form included in Health Services.

In order to comply with NYS laws and the physician for the Amherst Central School District, the following information is required for non-prescription medications:

- a) Written permission from a parent or guardian
- b) The name of the medication

- c) Dosing instructions
 - d) Specific symptoms for which the medication is to be given
-
- The medication must be in the original container or package.
 - Acetaminophen, ibuprofen, cough drops, throat lozenges, non-drowsy alcohol free decongestants, antacids and eye drops are the only medications that may be given without a medical provider's written order.
 - Herbal/alternative remedies are not allowed.
 - New written orders must be on file for each school year.
 - Any non-prescription medication administration will be recorded in the student's medical file.

Amherst Middle School
2023-2024 School Supply List
6th Grade Supply List

- | | |
|--|---|
| 1 1 inch Binder – Purple (ELA Perspectives)
4 Orange Pocket Folders (ELA-Novels)
6 Blue Pocket Folders (Math)
8 Red Pocket Folders (Social Studies)
2 Green Pocket Folders (Science)
2 Composition Notebooks (50 pages)
1 Cloth Pencil Bag
1 Combination Lock (purchased in Main Office)
1 Set of wired earbuds | 7 Boxes of 12, #2 pencils (Ticonderoga)
4 Yellow Hi-lighters
1 Large Eraser (Pink Pearl or other)
1 Pack of Colored Pencils (8 pk)
1 Calculator - TI30XIIS (Texas Instrument)***

Optional Materials:
1 Stylus/Mouse
1 Hanging locker ladder organizer |
|--|---|

7th Grade Supply List

- | | |
|--|--|
| 1 1.5 inch Binder
1 2 inch Binder
1 Composition Notebook
19 Pocket Folders with prongs (1 red, 10 green, 8 blue)
8 Folders (any color or design)
1 Plastic Take Home Folder**
2 Packages notebook paper **
1 Scientific calculator (TI-30XIIS)***
1 Set of Earbuds/Headphones with Microphone (placed in a bag labeled with student's name) | 1 Pen/Pencil zipper pouch
2 Boxes of #2 pencils (Ticonderoga) (1 Box to Homebase Teacher)
1 Set of colored pencils (12 count)
2 Boxes of pens (blue or black ink) **
1 4-pack dry erase markers
1 4-pack of multi-colored hi-lighters |
|--|--|

8th Grade Supply List

- | | |
|--|--|
| 4 1.5" or 2" binders, 1 red, 1 black, 1 green, 1 white
10 Blue pocket folders with prongs
1 Red pocket folder
3 Packages of dividers (5 per package)
1 4-pack of multi-colored hi-lighters
1 Box of blue pens**
1 Set of Earbuds/Headphones | 1 Box of pencils
2 Packages of college rule notebook paper 200 count**
1 Pencil/pen zipper pouch
1 Pencil sharpener
1 Scientific calculator TI-30XIIS (Math 8 only)***
1 TI-84 Plus calculator (Algebra only) |
|--|--|

Off-Team Supply List

General Music:

- 1 1" 3-ring binder
1 Pen & Pencil

Orchestra:

- 1 Folder with pockets and prongs
1 Pencil

Career & Life Skills (Grades 6 & 7)

- 1 Folder with pockets and prongs

Math Lab/Intensive Math

- 1 1 inch binder

PE/Health:

- 1 Combination lock for Gym Locker Room
1 Folder
1 Colored pencils
1 Wireless mouse (optional but helpful)

Band:

- 1 Folder with pockets and prongs
1 Pencil**

Music Performing Ensembles (Band/Orchestra/Chorus)

- Black pants or long black skirt
Plain white shirt or blouse
Dress shoes

Art Grades (6 & 8)

- | | |
|--------------------------|------------------------------|
| 1 Colored Pencil (Set) | Sketchbook (approx 9.5 x 11) |
| 1 pencil & sharpener | 1 folder |
| 1 fine tip black sharpie | 1 eraser |

Technology (Grades 7 & 8)

- Teachers will inform students of supply needs on the first day of class

Specialized Reading

- 1 ½ inch binder (with pockets), 6 dividers

- We ask that students/parents **DO NOT PURCHASE** large trapper keeper notebooks as they do not fit properly in lockers.
- ** May need to replenish during the school year (pens, pencils, paper).
- ***Calculators are recommended, however, one will be provided if student does not have their own

EXTRACURRICULAR ACTIVITIES AND CLUBS

After-school activities and clubs will be announced in the daily bulletin, on our digital sign, and on morning and afternoon announcements. A full listing of all clubs and activities for 2023-2024 will be published in September of 2023. Interested students should watch for these announcements. Students are encouraged to participate in extracurricular activities during the school year.

The following requirements must be met for a student to participate:

- Students must be marked “Present” by 12:15 p.m. for the school day to participate in an after school activity. Under certain conditions an administrator may issue special permission for participation.
- A student who does not participate in their regularly scheduled physical education class may be ineligible to participate in that day’s intra/extramural activity or any club, which is sport-related. Please see your physical education teacher immediately regarding questions.
- All Amherst Middle School students are subject to the requirements of the ACSD Extra-Curricular Eligibility Policy.

STUDENT COUNCIL

The Student Council consists of officers from all three grade levels. It conducts activities designed for the entire school.

Students interested in serving as officers may do so by petitioning the student body for support. In order to qualify, a student needs a number of signatures of the qualified voters. The number is determined by the class size. If they qualify, they may then campaign for office. All officers must maintain passing grades in all classes. Elections are conducted in June.

When the representatives arrive at the Student Council meeting, they will find that the organization is not a governing body, but simply seeks to cooperate with the administration to make the school a better and happier place. Some of the activities of the Student Council include conducting fundraising campaigns, assisting in PTSA and other civic events, serving as guides for guests and visitors, and in general, exercising all powers given them under the constitution.

WHERE EVERYBODY BELONGS (WEB) LEADERS

WEB Leaders are selected using criteria that are consistent with the WEB Coordinator’s Handbook.

They are:

- Leaders must represent a cross section of the students in your school.
- Leaders should not be over-committed.
- Leaders should meet the qualities of a leader.

A committee of teachers and counselors will make WEB Leader selections.

COUNSELING CENTER

School Counselor

Our Middle School Counselors are certified, master's level educators trained in the theory and practice of counseling. They have unique skills which enable them to address students' academic, personal, social, and developmental needs. The role of the School Counselor is to help all students achieve success in school and develop personal strengths. School Counselors provide services to students, parents, and school staff that include:

- individual and group counseling
- parent consultation
- teacher collaboration
- crisis intervention
- conflict resolution
- transition programs
- academic support, planning and goal setting
- skill development
- classroom presentations
- connections/referrals to community resources

School Counselors work together with parents and school staff to assist students in whatever ways we can.

School Social Worker

The School Social Worker assists students with academic learning by providing strategic services that identify and address social-emotional, behavioral, and environmental issues that interfere with the educational process. Working with students, parents/guardians, teachers/staff, administrators, and community based resources, the school social worker implements strategies that promote students' positive school adjustment. Some examples of school-based services include: individual and group counseling for general and special education students, progress monitoring and reporting, conducting social history interviews, and coordinating holiday giving drives during the school year.

School Psychologist

The School Psychologist performs a number of functions within the school environment including consultation with families, teachers, and support staff, individual, group, and crisis counseling, and standardized and curriculum-based assessment both at the building level, and district-wide. Within these roles, the School Psychologist serves all Amherst students, both in general and special education settings, housed within and outside of the district.

As a Committee on Special Education Chairperson (CSE), the School Psychologist is also involved with the development of the Individualized Education Plans (IEP'S), and helps to make eligibility decisions for program and placement. At the building level, the School Psychologist also participates in the implementation and development of Section 504 Accommodation Plans and Response to Intervention (RTI), including the administration and evaluation of building-wide curriculum-based probes, facilitation of ongoing academic and behavioral progress monitoring of students, and development of Intervention Plans through the Instructional Support Team.

The School Psychologist is also involved with research and planning of interventions, and provides training to other professionals, working to find the best solutions for students, using different strategies to address student needs and to improve school district-wide support systems.

ACADEMIC PROGRAM

Homework

Homework is assigned to help reinforce a skill or concept that was taught that day, review a previously learned concept, or introduce new information. The amount of homework assigned will grow incrementally each year and will vary with each subject area.

If your child struggles with a particular assignment at home and cannot complete it, please call or e-mail the teacher to explain the difficulty your child experienced. Teachers can help when they are aware that your child made a sincere attempt to complete the assignment, but was confused and could not go on.

Grading

All report card grades will be reflected numerically. In the event that a student's actual quarterly grade is below a 50, the grade will be reflected as a *50, indicating that the actual grade was lower than a 50. In the event that a student's actual quarterly grade is above 100, the grade will be reflected as a *100, indicating that the actual grade was higher than 100. The same is true for all final assessment marks, with the exception of Regents exams in Honors Earth Science and Honors Algebra.

Students whose overall quarterly average is 85 – 92.4 will be placed on the Honor Roll for that quarter. Students whose overall quarterly average is 92.5 or higher will be placed on the High Honor Roll for that quarter. For the 2023-24 school year, 6th, 7th and 8th grade students will have all class averages included in their overall quarterly average proportionately according to the number of minutes each class met during the quarter.

Accelerated Class Placement

Accelerated and/or Honors options are available by teacher recommendation in 3 subject areas. In Math, we offer Pre-Algebra (Grade 7) and Honors Algebra (Grade 8, weighted and high school credit obtainable). In Science, we offer Honors Earth Science (Grade 8, weighted and high school credit obtainable). Lastly, in Art, we offer Studio-in-Art (Grade 8, high school credit obtainable). Teacher Recommendations are based on specific prerequisites. Due to class size limitations, classes may be closed. Please be advised that student performance will be assessed quarterly to determine the continuation of the placement.

Final Assessments

Each June, students participate in final summative assessments. Some final assessments are administered during class periods, while others (Math, Science, Social Studies, English) are administered throughout the last week of school during ½ days of student attendance. Some teachers will choose to give a non-test type of assessment, such as a portfolio, final paper, or a performance assessment. In all cases, these assessments are designed to assess what each

student has learned during the school year. Students should work hard to ensure their best performance on these exams.

Final assessments will be a substantial grade for all students. All 6th grade courses are structured to average the final assessment into the 4th Quarter average as a double test grade. All 7th and 8th grade courses are structured to count the final assessment as 20% of the overall course average for the year (1st Q + 2nd Q + 3rd Q + 4th Q + Final Assessment) / 5 = Final Course Average).

ACADEMIC HONESTY

(Plagiarism/Cheating)

Purpose:

Students at Amherst Middle School are expected to take responsibility for their conduct in both their social and academic actions. Academic honesty requires that students turn in work that is their own and shows their best effort. Academic dishonesty includes copying someone else's homework, offering to a student or accepting help from another student on a test or a quiz, and plagiarism. Students who violate the academic honesty policy may be denied credit on the assignment/assessment in question, and may also be subject to disciplinary action.

Definition of Plagiarize: to steal and pass off as one's own (the ideas or words of another); use (a created production) without crediting the source; to commit literary theft; present as new and original an idea or product derived from an existing source. (*Webster's Third New International Dictionary, 1986, p. 1728*)

Plagiarism may include:

- Lack of in-text documentation
- Not using quotation marks for, and giving credit for, direct quotes
- Paraphrasing and not giving credit
- Direct copying and submitting as the student's own work

Cheating may include:

- Submitting work obtained or copied from another student or obtained from a teacher without permission
- Allowing another student to copy or obtain work

MARKING PERIODS ARE AS FOLLOWS:

1ST QUARTER - 09/05/23 - 11/10/23
2ND QUARTER - 11/13/23 - 01/26/24
3RD QUARTER - 01/29/24 - 04/12/24
4TH QUARTER - 04/15/24 - 06/25/24

· FINAL EXAMS BEGIN AT THE END OF MAY IN SOME CLASSES AND END WITH FOUR 1/2 DAYS OF EXAMS
06/18/24 - 06/24/24.

PROGRESS REPORTS – 5 WEEKS

1ST QUARTER - 10/11/23
2ND QUARTER - 12/20/23
3RD QUARTER - 03/13/24
4TH QUARTER - 05/22/24

AMS 2023-24 Bell Schedule

8:45 am-Doors Open For All Walkers, Bikers, Car Drop-offs, & Buses

9:05 am-Homebase Begins (Warning Bell 9:01)

GRADE 6		Grade 7		Grade 8	
Arrival	8:45- 9:01	Arrival	8:45- 9:01	Arrival	8:45- 9:01
Homebase	9:05 - 9:15	Homebase	9:05 - 9:15	Homebase	9:05 - 9:15
Per. 1	9:19 - 10:00	Per. 1	9:19 - 10:00	Per. 1	9:19 - 10:00
Per. 2	10:04 - 10:45	Per. 2	10:04 - 10:45	Per. 2	10:04 - 10:45
Per. 3	10:49 - 11:30	Per. 3	10:49 - 11:30	Per. 3	10:49 - 11:30
LUNCH	11:30 - 12:00	Per. 4	11:34 - 12:15	Per. 4	11:34 - 12:15
Per. 4	12:04 - 12:45	LUNCH	12:15 - 12:45	Per. 5	12:19 - 1:00
Per. 5	12:49 - 1:30	Per. 5	12:49 - 1:30	LUNCH	1:00 - 1:30
Per. 6	1:34 - 2:15	Per. 6	1:34 - 2:15	Per. 6	1:34 - 2:15
Per. 7	2:19 - 3:00	Per. 7	2:19 - 3:00	Per. 7	2:19 - 3:00
Per. 8	3:04 - 3:45	Per. 8	3:04 - 3:45	Per. 8	3:04 - 3:45

(Mondays, Tuesdays, Thursdays, Fridays)

GRADE 6		Grade 7		Grade 8	
Arrival	8:45- 9:01	Arrival	8:45- 9:01	Arrival	8:45- 9:01
Homebase	9:05 - 9:45	Homebase	9:05 - 9:45	Homebase	9:05 - 9:45
Per. 1	9:49 - 10:26	Per. 1	9:49 - 10:26	Per. 1	9:49 - 10:26
Per. 2	10:30 - 11:07	Per. 2	10:30 - 11:07	Per. 2	10:30 - 11:07
Per. 3	11:11 - 11:48	Per. 3	11:11 - 11:48	Per. 3	11:11 - 11:48
LUNCH	11:48 - 12:18	Per. 4	11:52 - 12:29	Per. 4	11:52 - 12:29
Per. 4	12:22 - 12:59	LUNCH	12:29 - 12:59	Per. 5	12:33 - 1:10
Per. 5	1:03 - 1:40	Per. 5	1:03 - 1:40	LUNCH	1:10 - 1:40
Per. 6	1:44 - 2:21	Per. 6	1:44 - 2:21	Per. 6	1:44 - 2:21
Per. 7	2:25 - 3:02	Per. 7	2:25 - 3:02	Per. 7	2:25 - 3:02
Per. 8	3:06 - 3:45	Per. 8	3:06 - 3:45	Per. 8	3:06 - 3:45

(DEAR Day Schedule - Wednesdays)

3:45 pm - Dismissal for all Walkers, Bikers, Car Pick-ups & Buses

STUDENT CODE OF CONDUCT

All students are expected to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, school personnel, and for the care of school facilities and equipment. The best discipline is self-imposed, with students accepting responsibility for their own behavior.

In accordance with, and in addition to, the Amherst Central School District's Code of Conduct, students at Amherst Middle School may be subject to disciplinary action up to and including suspension from school when they engage in conduct that school officials have deemed to be prohibited conduct. Examples of prohibited conduct include, but are not limited to:

BUS CONDUCT

Students are prohibited from conduct on buses contracted for use by the school district that endangers the safety of others or is distracting to the bus driver. Students should conduct themselves on a bus according to the same established standards for classroom behavior. Excessive noise, the use of cell phones, pushing, eating, shoving and fighting will not be tolerated.

COMPUTER USE/INTERNET POLICY

Inappropriate use of technology (e.g. cell phones, computers, etc.) and/or the Internet to engage in behaviors including, but not limited to, bullying, intimidating, threatening, harassing, maligning, and/or defaming others is strictly prohibited. Students are required to adhere to District policy and its accompanying regulation concerning Student Access to networked Information and to the current Acceptable Use Policy.

CLASS CUTS/LATE TO CLASS

Any student who cuts a class, or who is late for class, for any reason is subject to disciplinary action. A class cut counts as an unexcused absence and credit will not be given for work assigned or collected on the day of a class cut.

DANGEROUS OR DISRUPTIVE BEHAVIOR

No student may display behavior, or attempt to engage in behavior, that could endanger the health, safety and welfare of themselves, other students, teachers and/or staff. Students are also prohibited from engaging in any behavior that disrupts their learning, or the learning of other students.

Dangerous or disruptive behavior includes, but is not limited to:

<ul style="list-style-type: none">• setting false fire alarms• bomb threats• weapon possession, including toys or replicas• lying to school personnel	<ul style="list-style-type: none">• threats/harassment of others• possession of any flammable materials• fighting• vandalism
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<ul style="list-style-type: none"> ● electronic transmission (i.e. cell phone, e-mail, instant messaging, text messaging, or posts on social media platforms), or possession of material that is inappropriate, defamatory, or damaging to others 	<ul style="list-style-type: none"> ● activities that are actually, or perceived to be gang activity ● Any other behavior that disrupts the normal operation of the school in any way.
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DRESS CODE

Due to frequent changes in fashion, it is impossible to specifically describe all clothing styles that might be considered unacceptable to wear to school. Students should be dressed and groomed in a manner that is clean, neat, and appropriate for the school setting. Students are prohibited from wearing the following items:

1. Brief, see-through, or extremely tight-fitting garments including, but not limited to: tube tops, halter-tops, and tank tops with less than one-inch (1") straps and/or that reveal undergarments.
2. Torn or altered clothing that is revealing or suggestive.
3. Very brief shorts, skirts and dresses.
4. Visible undergarments.
5. Backpacks and fanny/hip packs are not to be worn throughout the school day unless a medical excuse is on file with the nurse.
6. Head coverings, other than those that are for religious purposes, are not allowed to be worn inside the building. Hats, bandanas, sunglasses, hoods or outside jackets are prohibited.
7. Apparel or accessories that display any of the following:
Obscene words, threatening pictures or designs, sexually explicit or suggestive remarks, promotion of alcohol, tobacco, drugs and/or weapons.
Items that are vulgar, obscene, libelous, or denigrate others based on race, color, creed, religion, gender, sexual orientation, national origin, political affiliate, age, military status, or disability are prohibited.

Students are also required by state and local health regulations to wear footwear.

Students wearing clothing that is not in compliance with the student dress code will be offered an opportunity to change their clothes into something more appropriate. Any student who refuses this opportunity, or who violates the school dress code on more than one occasion may be considered insubordinate, and be assigned an appropriate consequence.

School administrators will make the final decision on any questionable dress code issues.

ELECTRONIC DEVICES

Electronic devices should be stored in student lockers between 9:05am and 3:45pm. Upon entering the building and until 3:55pm, students are not permitted to use electronic devices anywhere inside the building unless the use is for instructional purposes as outlined in the next section. However, after 3:55pm, students are also not permitted to use electronic devices during after-school programming unless the advisor, coach, or monitor consents. Examples of electronic devices include, but are not limited to, cell phones, headphones (earbuds/airpods) cameras, MP3 players, laser pointers, recording equipment, and “smart” watches. A student who does not comply with this expectation will have the item confiscated, and the student will be assigned an appropriate consequence. Any student who refuses to turn over a device to any school personnel will be considered insubordinate.

Students who violate our policy will be subject to the following:

- 1st offense: The device will be confiscated and will be returned only to the parent. One night of detention will be assigned.
- 2nd offense: The device will be confiscated and will be returned only to the parent. Two nights of detention will be assigned.
- 3rd offense: The device will be confiscated and will be returned only to the parent. One day of In-School Suspension will be assigned.

Any device that is disabled, or has the battery removed, will be turned over to an administrator to verify ownership. At any time a student may be prohibited from bringing a cell phone or electronic device on school property.

ELECTRONIC DEVICES FOR INSTRUCTIONAL USE

Some electronic devices, such as cell phones, music/video players, recording/playback devices or other mobile devices may be used in the classroom for educational purposes. These devices may only be used under the direction of teachers for classroom activities and projects that are approved in advance by the Principal. Students and families will be provided advance notification when such use may occur, and therefore will know when it is appropriate to bring and use electronic devices in the classroom.

ELECTRONIC DEVICES FOR DEAR PERIODS ONLY

During DEAR periods only (Wednesday mornings from 9:05 - 9:45), students may use a Kindle, iPad, or Nook device to access books for silent reading. Any student who uses their device for any other purpose, or who uses their device to access material that is inappropriate or offensive or otherwise violates our Code of Conduct, during this time will have the privilege of using their device during DEAR revoked permanently. This means that all downloads of reading material

must be done prior to arriving at school.

Amherst Middle School will not be responsible for lost or stolen devices, so it is important that students understand that by bringing a device to school for this purpose on DEAR days they are accepting the responsibility of properly securing it in their locker to keep it safe.

FORGERY

Forgery is the signing of another person's name with, or without, their knowledge. It is considered forgery even if it is done with the consent of the parent/person in parental relation whose name was forged. No student may at any time write his/her own notes for early dismissals or for absences.

GAMBLING/SELLING/TRADING OF ITEMS

Students observed participating in, or conducting any activity that may be construed as gambling will be disciplined appropriately. Exchanging of personal property is not conducive to the educational environment and those items may be confiscated and appropriate disciplinary measures may be taken. Individual students are prohibited from selling items.

GUM CHEWING

Chewing gum is not allowed in school at any time.

HAT/HEAD COVERINGS

Head coverings, other than those that are for religious purposes, are not allowed to be worn inside the building.

HARASSMENT/HAZING/BULLYING/DISCRIMINATION

All students of the Amherst school community are to treat each other with dignity and respect. Any student who engages in physical, sexual, verbal, or electronic harassment, discrimination, bullying or hazing will be subject to disciplinary consequences consistent with District policies and Dignity for All Students Act (DASA) www.p12.nysed.gov/dignityact/. Any student who has been discriminated against, harassed, hazed, or bullied (or who has witnessed such conduct) should report the matter to a teacher, administrator, or to a Title IX officer. Bullying or harassment can be confidentially reported via email at: tipline@amherstschoools.org

INSUBORDINATION

Students may not be insubordinate, vulgar or display disregard of the school rules or disrespect for school personnel, which includes, but is not limited to not completing assignments, failing to comply with directions from school personnel and being unprepared for class.

LEAVING SCHOOL BUILDING/GROUNDS

Students are not permitted to leave the school building or grounds at any time during the school day without a duly authorized pass from the Office. Students who become ill must be sent home through the Nurse's Office.

In order to provide the safest possible learning environment, we reserve the right to search any student, who returns to school after having left the building and/or grounds without following appropriate school policies.

LOITERING/TRESPASSING

Students are not permitted in any school building other than the one that they regularly attend unless the Principal of the building that the student is to visit grants specific permission. Additionally, unauthorized persons, including students, are prohibited from loitering in the building or on school grounds, or from being in an unauthorized area. All students are required to be directly supervised by a teacher beginning at 4:00 p.m. No students are to be unsupervised anywhere on school grounds for any reason after 4:00 p.m.

PHYSICAL ALTERCATIONS

Students are prohibited from engaging in physical altercations on school grounds or at a school related event. Examples of physical altercations include, but are not limited to, hitting, fighting, play fighting, pushing, shoving, punching, throwing items, spitting, biting or scratching.

PROFANITY/IMPROPER BEHAVIOR

The use of language or gestures that are profane, lewd, vulgar, or abusive is prohibited at all times. Additionally, public displays of affection, indecent exposure, possession of, buying, selling or distributing obscene or inappropriate materials, or any other inappropriate behavior are strictly prohibited.

PROHIBITED SUBSTANCES

Possessing, distributing, or smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco on district property, at school sponsored or school related activities, and all athletic contests is prohibited. Students are also prohibited from possessing, distributing, or using

smokeless cigarettes of any kind and any substance associated with their use. This may include property adjacent to school buildings.

Students are prohibited from possessing, being under the influence of, consuming, using, buying or attempting to buy, selling or attempting to sell, distributing, sharing or exchanging alcoholic beverages, tobacco (of any kind, see above), and/or other drugs (including the misuse of a prescription or over the counter medication or the consumption of medication or drugs for any purpose other than its intended purpose) on District property, at school-sponsored or school related activities, and athletic contests.

A drug may include, but is not limited to:

- Any illicit drug prohibited by New York State Law
- Inhalants
- Look-alike drugs
- Unprescribed medications
- Medications prescribed for another individual
- Drug paraphernalia.
- Over-the-counter medications.

Students are prohibited from possessing, being under the influence of, consuming, using, buying or attempting to buy, selling or attempting to sell, distributing, sharing or exchanging paraphernalia used in connection with alcoholic beverages, tobacco (including matches or lighters), smokeless cigarettes, illegal substances or drugs (prescription or over the counter) on District property, at school-sponsored or school related activities, and athletic contests.

Students are also prohibited from possessing, consuming, distributing, or sharing energy drinks, including, but not limited to Amp, Monster, Red Bull, Rockstar, and Full Throttle.

Amherst Middle School will confiscate all prohibited items. The confiscated items will not be returned to students or adult family members, and may be turned over to law enforcement.

THEFT

Students are prohibited from taking (including assisting in the taking/theft of), or from being in possession of, property that does not belong to them.

VANDALISM

Damaging or destroying school district property, the personal property of a student, teacher, administrator, other district employee or any other person lawfully on school property is prohibited. Students will be assessed for damages or loss of any school property or equipment for which they are responsible.

WEAPONS

Only authorized law enforcement personnel are permitted to possess a weapon on school property or at a school function. Students are prohibited from possessing, or threatening to use, a weapon on school property or at school functions at all times. Students are also prohibited from possessing or displaying anything that appears to be a weapon on school property or at a school function at all times. A weapon is any device, instrument, material, or substance that is used for or is readily capable of causing death or serious bodily injury.

Students in possession of a firearm or a weapon, as defined by NYS Education Law 3214(3)(d), may be subject to suspension of one year, according to the requirements of that law. Any student in possession of an instrument designed to inflict harm or has the capability to inflict harm, regardless of intent, may also be subject to suspension.

DISCIPLINARY POLICIES

DETENTION

- Students must report directly to the main office for Lunch Detention no later than 4 minutes after their dismissal from the previous class period just prior to lunch. Lunch detention is 30 minutes with an administrator or designated staff member.
- Students must report to the main office for after-school detention by 3:55 PM. No late passes will be accepted. Detention is from 3:55 PM – 4:30 PM on Tuesdays, Wednesdays, and Thursdays.
- When Detention is canceled, all assigned detentions for that night will be served the next night.
- Failure to attend a scheduled detention could result in further disciplinary action.

IN SCHOOL SUSPENSION

In-School-Suspension (ISS) is designed to help students reflect on the choices that they've made. Students may spend time in ISS as a disciplinary action. It is a very structured environment in which each student receives the day's assignments from his/her classroom teacher. A certified teacher will provide instruction for students who are assigned to In-School-Suspension.

A student assigned In-School Suspension has the following responsibilities:

- To report to the Assistant Principal's Office by 9:05 AM
- To bring all books and materials that will be needed.
- To remain quiet.
- To complete all assignments.
- To return completed assignments to the ISS Teacher to receive credit for the day.

Any disruption or failure to meet responsibilities may result in more serious disciplinary action.

Students serving in-school suspension cannot stay after school or participate in any school related clubs, sports or activities, including dances on any full day of in-school suspension assigned, for the duration of the ISS assignment.

OUT OF SCHOOL SUSPENSION

Students who are suspended out of school will report to the off-site suspension facility for a mandatory supervised suspension. The supervised suspension program is located at the BOCES facility located at the Northtowns Academy on Dexter Terrace in Amherst. Instruction during Out-of-School Suspension is provided by certified teachers on staff at Northtowns. Students will be transported according to specific instructions, which will be provided by Main Office staff.

Students who choose not to attend the Out of School Suspension program will be considered “Absent Unexcused”, which means that students cannot make up any work that is assigned or collected on that day. Any disruption or failure to meet responsibilities that is reported to us may result in more serious disciplinary action.

Students serving in-school or out of school suspension are prohibited from all school and extra-curricular activities for the duration of the suspension and are prohibited from being on any district property.

SUSPENSION FROM DANCES/ACTIVITY NIGHTS & FIELD TRIPS

Any student assigned one (1) full day, or more, of Out-of-School suspension, may be prohibited from attending the next school dance, activity night and/or field trip following their suspension. Additionally, at administrative discretion, any student assigned one (1) full day, or more, of In-School suspension, may also be prohibited from attending the next school dance, activity night and/or field trip following their suspension.

SEARCH/SEIZURE BY SCHOOL PERSONNEL

(Further information pertaining to student searches and interrogations can be found in the District’s Code of Conduct)

School officials will conduct searches of students and their belongings, as well as of school property, when there are reasonable grounds to believe that students may be in possession of drugs, weapons, alcohol or other materials (“contraband”) in violation of School District Policy or State or Local Law. Such searches may also be conducted when there is reason to believe that a student could be a danger to others or to themselves. School property shall remain under the control of school officials and shall be subject to search at any time without notice.