



Addison Middle School

Grades 6-7-8
1 Colwell Street
Addison, NY 14801
607-359-1114

WELCOME

Addison Middle School Mission Statement

The Addison Central School District is to provide each student a diverse education in a safe, supportive environment that promotes self-discipline, motivation, and excellence in learning. The Addison Middle School team joins the parents and community to assist students in developing skills to become independent and self-sufficient learners who will succeed and contribute responsibly in our community. Together we encourage our students to accept challenges, creatively solve problems, show strong work ethic, and demonstrate social responsibility.

Addison Middle School Beliefs

Students, family, school and community all share the responsibility for education.

All people can learn, and learning is a life-long process. Each individual is of inherent worth.

Continuous evaluation, development and improvement of educational programs benefit all students.

Trust and fairness should permeate all relationships. Diversity and respect for one another must be honored.

A safe, supportive and educationally challenging environment that respects individual differences is essential for learning.

Self-confidence, self-respect and self-discipline are the result of personal growth, development and achievement.

A wide range of educational experiences expands options for life.

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Addison Middle School Community Expectations

To promote a positive school environment for learning,

Students Can Expect

- To be treated with courtesy, respect, honesty and fairness.
- To learn in a safe, orderly, supportive environment.
- To be monitored and to self-monitor to ensure safety for all students.
- To expect consequences for improper behavior.

Students Will Be Expected

- To attend school and classes regularly and punctually and be prepared to learn.
- To use appropriate language and to show common courtesy in school, on the way to and from school and at school activities.
- To show respect toward teachers, staff, other students, school property and the personal property of others.
- To resolve interpersonal conflicts with discussions, peer mediation, or seeking assistance from school personnel.
- To complete assignments, to study and to actively participate in class.
- To wear attire that does not disrupt the learning environment.

Staff Can Expect

- To be treated with courtesy, respect, honesty and fairness.
- To work in a safe, orderly, supportive environment.
- To receive the assistance and cooperation of students, parents, administrative staff and the School Board.

Staff Will Be Expected

- To establish and maintain a safe, orderly, non-threatening learning environment.
- To be good role models by showing common courtesy, using appropriate language, being sensitive to individual needs and being respectful to all.
- To treat individual students fairly and consistently.
- To communicate effectively on student progress and behavior with students, parents and staff.
- To use teaching methods that actively engage all students in learning.

Communication is the Key

Telephone

The main telephone number for Addison Middle School is 359-1114. Please feel free to send all school communication (example: bus notes and excuses) through email to Mrs. Dickerson at tdickers@addisoncsd.org.

Web Site

The Addison Middle School website is located at www.addisoncsd.org and contains current information about our school. Supply lists, calendars, club activities/offerings, team homework, schedules and more. Be sure to check this web site regularly.

E-mail

Need to reach a teacher, but can't get to the phone? Send an e-mail. Every staff member at Addison Middle School has an e-mail account. If you are unsure of the teacher's email address, you may use the directory search at www.addisoncsd.org.

School Address

The address of our school is **1 Colwell Street, New York 14801.**

Who Should You Call?

Main Number: (607)359-1136

Fax: (607) 359-3443

Middle School Main Office 359-1114

Principal: Mrs. Benton

School Counselor: Mrs. M. Clark

Dean of Students: Mrs. Reidy

Administrative Assistant: Mrs. Dickerson -Attendance, early dismissal, excuses, late arrivals, homework requests, absences, and transportation changes

Nurse: Mrs. Lockwood

Cafeteria: Mrs. Drumm, Mrs. Mitchell

Library: Mrs. Ingles

Transportation: Mr. Lewis – 359-2415

Team Contacts

Information about homework and assignments is available at www.addisoncsd.org.

6th Grade Team

Ms. York –Math

Mrs. Moultrup – Science

Mrs. Hall – Social Studies

Mr. Knowles – ELA

Mrs. R. Kerwan – DCT

7th Grade Team

Mr. Howard - Math

Mrs. Olander - Science

Mr. Schea – Social Studies

Mrs. Painter - ELA

Mrs. R. Kerwan - DCT

8th Grade Team

Mrs. A. Hand-ELA

Mrs. Price-ELA/Reading

Ms. Fry-Math

Mr. Palko-Science

Mrs. Lyons-Social Studies

Mrs. Gerber-DCT

Specialty Classes

Music: Ms. Hamblin, Mrs. Vroman

Physical Education: Mrs. Thompson, Mr. Oliverio

Visual arts: Mrs. Buchanan, Mrs. Hill

Technology: Mrs. Kujawski

Health: Mr. Lyons, Mr. Oliverio

Family and Consumer Science: Mrs. Hill

Spanish: Mrs. Jones, Mrs. Gaona

Addison Middle School Pillars

Addison Middle School	
Determination	<ul style="list-style-type: none">• Being mindful of the needs and differences of students and teachers• Actively engaging in school academics and activities (School Spirit)• Positive interactions between yourself and all members of the school community• Helping others in need• Respectful and polite social interactions between all persons• Student's are treated justly in application of the school's code of conduct• Making sure everyone has the chance to achieve the highest quality education• Treat others as you would like to be treated
Citizenship	<ul style="list-style-type: none">• Positive attitude regarding school• Active participation• Demonstrating a stewardship for the welfare of Addison MS/HS• Volunteering for the betterment of the school community• Takes an active role in learning• Working with others cooperatively• Follow school code of conduct
Respect	<ul style="list-style-type: none">• Polite expressions of consideration towards yourself and all members of the school community• Mutually holding high esteem towards each other• An attitude of deference towards the person in authority as well as a thoughtfulness towards the rights of others• Follow established procedures and policies for the school setting

Responsibility	<ul style="list-style-type: none">• Being prepared, organized and accountable during your time at Addison• Willing to seek help to ensure your success at Addison• Accessing all the resources available to achieve your highest quality education• Providing yourself with the opportunity to achieve your personal best (i.e. have high standards, set personal goals, addressing mistakes)
Trustworthiness	<ul style="list-style-type: none">• Being mindful enough to address both positive and negative behaviors or attitudes of yourself and your peers• Being loyal, truthful, and reliable in your behaviors and academics in order to nurture positive and long lasting relationships• Respect other individuals' and school's property
Work Ethic	<ul style="list-style-type: none">• Working to full potential• Seeks additional help when necessary• Comes to class with materials daily• Actively engaged in all aspects of the learning process• Meets deadlines• Assignments are complete

Attendance

Regular attendance is vital for success in school. Irregular attendance may lead to disorganization, confusion, and academic difficulty. Students are expected to be in school on a daily basis except in cases of illness, legal matters, religious observance, or emergency. Contact will be made when a student is absent and/or tardy to school. If your child will not be in school, we request that parents call the school office at 359-1114 by 10:00am to acknowledge the absence or to request work.

In addition, parents are required to provide a note that includes:

- Explaining the cause of the absence
- Student's full name
- Grade
- Date of absence
- Parent signature on note

Regular school attendance will contribute to a successful school experience and create a habit much sought after in the world of employment. Please help us make school a top priority by encouraging daily attendance.

When a student is absent, he/she should see the teacher immediately upon returning to school to obtain any assignments and notes, arrange for help, etc. Parents should plan to make arrangements for their children to make up missed instruction.

Breakfast/Lunch

Breakfast and lunch are to be an enjoyable time for all students. Respectful behavior toward other students and staff supervisors is expected at all times. Lunch periods are 20 minutes in duration. Please consult the lunch menu for lunch prices. Free and/or reduced lunch prices will be offered to families who qualify under federal guidelines.

The following cafeteria rules will be enforced daily. Students are expected to:

- Be courteous at all times.
- Wait patiently and talk quietly at their seats.
- Remain seated in the middle school cafeteria until dismissal.
- Get permission and use the agenda pass system before leaving the cafeteria.
- Remove all hats/headwear when in the building.
- Keep all food and drink in the cafeteria area.

Failure to follow these rules will result in the following disciplinary action.

- Verbal warning/assigned a seat
- Loss of privileges
- Lunch detention

Lunch Detention – Lunch detention takes place during the lunch period. It is supervised by an adult and held in a separate setting.

Afterschool Detention – Detention is held after school from 3:00-4:30pm in a supervised setting. The Principal or the Dean of Students can assign it.

Dress Guidelines

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including jewelry shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments, but not limited to tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not permitted. Midriff must be covered at all times. (In the human body, the midriff is the section of the body between the chest and the waist, the area around the diaphragm. Its primary external physical feature is the navel.)
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed. Footwear must provide the proper support necessary to prevent accidental tripping, slipping and/or falling. All footwear must fit properly.
5. Not include the wearing of hats, any form of bandana, or anything that covers the top portion of the head in the building except for medical or religious purpose.

Any hat and/or head item worn in the building will be placed in the student's locker. Progressive discipline will be used for non-compliance

6. Not include items that are vulgar, obscene (any material or performance either actual or simulated that administration, considering community standards, would deem offensive or indecent), and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

8. Not be construed as intimidating.
9. Fit appropriately.
10. Skirt and short hems must come to the “mid-thigh” on the student’s leg.

Students who do not meet these guidelines shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to an including out-of-school suspension.

Health Services

Accidents: All injuries or accidents occurring on school property must be reported to the Nurse’s office immediately. An accident report must be completed. The district carries a secondary insurance policy on students for accidents.

Medication: All medications (prescription and “over the counter”) must have a written signed order from the physician as well as a signed permission note from the parent/guardian. This strict requirement is mandated to all NYS schools by the NYS Board of Nursing:

- Parents are responsible for complying with the following guidelines set forth by the NYS Education Department which enables the nurse to administer medications to students.
- Provide the School Nurse with a signed written authorization from the licensed prescriber which includes the name, dosage, route, frequency, and time of the medication. It must also include the reason for the medication, and any possible side effects.
- Provide the School Nurse with a signed written authorization from the parent or guardian for each medication the licensed prescriber has requested.
- All medication must be delivered to the Health Office by an adult, in the original pharmacy or store container. (A second pharmacy labeled bottle is necessary for field trips.)
- Each medication and any change in medication (dosage, frequency, etc.) must be accompanied with a new authorization from the licensed prescriber and parent/guardian.

- All medications have to be kept in the Health Office and administered under the supervision of the School Nurse.
- A special authorization from the licensed prescriber and parent/ guardian is required for any student who needs to carry and self- administer a medication such as an inhaler or an epi-pen.
- Authorization forms can be obtained from the School Nurse.
- Medications must be picked up from the Health Office at the completion of classes each June by an adult.

Physical Examination: The Education Law of New York State requires students new to the district, students in grades K, 2, 4, 7, 10 and students participating in sports to have a physical exam. We urge this examination to be done by the family physician who knows the student best. Any 7th grader or new student who has not returned a report to school by October 1 will be examined by the school physician. No student will be allowed to try out or attend any athletic practice until a physical exam report is on file.

Wellness Promotion

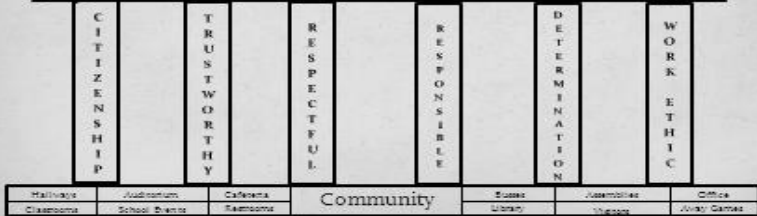
Based on the District’s Wellness Policy, “the entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student’s understanding, beliefs, and habits as they relate to good nutrition and regular physical activity.” **To support the District’s Wellness Policy and promote good nutrition, the middle school will be an environment free of energy drinks, which are high in caffeine content.**

Addison Knights



Enter with
High Expectations
Leave with
Confidence
and Pride

Pillars of Knighthood



Be Respectful
Be Responsible
Be Safe

Creating an Environment of Respect

To uphold the Pillars Of Knighthood, it is expected that all students will be respectful of themselves and others. **This means that the middle school is an environment free from public displays of affection.**

Electronic Devices/Cell Phones

If students choose to bring personal items (iPod, MP3 Players, Cell Phones, Cameras, Money, or other valuable, etc.) onto school property, the students are responsible for them. The Addison Central School District will not be held responsible for the theft, loss, or damage to any of these items if brought onto school property. Therefore, it is advised to keep these items at home.

In order to create an environment that is focused on academic learning and social development, students will have limited access to cell phones. The intent of this is to promote safety and provide students with the ability to readily communicate with parents and/or family *after school hours*.

To create this atmosphere, students who choose to bring cell phones to school will be expected to turn off and store phones/devices in lockers from 8:00a.m. to the dismissal of school.

During school hours, all parent contact with students should happen through the middle school office.

Phones/devices are not permitted in the restrooms and/or locker rooms.

Locks and Lockers

Please be aware that locks and lockers are the property of the school district and are provided for student convenience. Lockers may be searched at any time. Combination locks and lockers will be issued to all students. The following guidelines will apply to locker usage.

1. Do not share your combination with any other student. (This may result in damaged or stolen property). Students are not permitted to use their own locks.
2. Locker visitations will be limited according to individual grade levels.
3. Students are not to share lockers with anyone else.



Marking Period Dates

Marking Period	Report	Ending Date
1 st Marking Period 9/6/17-11/15/17	5 week progress report 10 week report card	10/11/17 11/15/17
2 nd Marking Period 11/16/17-1/31/18	5 week progress report 10 week report card	12/20/17 1/31/18
3 rd Marking Period 2/1/18-4/11/18	5 week progress report 10 week report card	3/7/18 4/11/18
4 th Marking Period 4/12/18-6/13/18	5 week progress report 10 week report card	5/16/18 6/11/18

Board of Review Dates

12/6/2017

1/3/2018

2/28/2018

3/28/2018

5/9/2018

Bell Schedule

Regular Bell

Times	Period
8:03-8:51	Period 1
8:54-9:36	Period 2
9:39-10:21	Period 3
10:24-11:06	Period 4
11:09-11:29	Period 5A
11:31-11:51	Period 5B
11:54-12:14	Period 6A
12:16-12:36	Period 6B
12:39-12:59	Period 7A
1:01-1:21	Period 7B
1:24-2:06	Period 8
2:09-2:50	Period 9

Half Day Bell

Times	Period
8:03-8:27	Period 1
8:29-8:48	Period 2
8:50-9:12	Period 3
9:14-9:36	Period 4
9:38-9:50	Period 5A
9:50-10:02	Period 5B
10:04-10:16	Period 6A
10:16-10:28	Period 6B
10:30-10:42	Period 7A
10:42-10:55	Period 7B
10:57-11:19	Period 8
11:21-11:42	Period 9

2 Hr. Delay

Times	Period
10:03-10:38	Period 1
10:41-11:09	Period 2
11:12-11:40	Period 3
11:43-12:12	Period 4
12:15-12:30	Period 5A
12:30-12:45	Period 5B
12:48-1:03	Period 6A
1:03-1:18	Period 6B
1:21-1:36	Period 7A
1:36-1:52	Period 7B
1:55-2:22	Period 8
2:25-2:50	Period 9

Afternoon Enrichment

Times	Period
8:03-8:31	Period 1
8:34-9:02	Period 2
9:05-9:33	Period 3
9:36-10:06	Period 8
10:09-10:39	Period 9
10:42-10:57	Period 4A
10:57-11:12	Period 4B
11:15-11:30	Period 5A
11:30-11:45	Period 5B
11:48-12:02	Period 6A
12:02-12:16	Period 6B
12:19-12:34	Period 7A
12:34-12:48	Period 7B
12:48-2:50	Enrichment

Transportation

The bus driver's responsibility is to transport the students safely and bring them to school ready to learn. The bus drivers will assign seats for riding to and from school. It is the student's responsibility to conduct him/herself in an orderly and safe manner. Respect between student and driver is the key to a safe ride to school. Safety is our main goal. To achieve it we must have a cooperative effort by all. Distractions to the driver from behavioral problems present a serious danger to all passengers. The privilege of transportation will be suspended for any student who does not conduct him/herself appropriately.

Riding a Different Bus Home: In order to ride a bus other than your regularly assigned bus, you must have a note signed by your parent or guardian. The note must be turned in to the Main Office in the morning, stating the name and street address of your destination and a pass will be issued.

Late buses: Late buses are available on Monday through Thursday at 4:30 p.m. To ride a late bus, students must have signed up for the late bus and state why they are staying and with whom. They must sign up before 12:00 p.m.

Bus loop: The bus loop (roadway immediately in front of the building) is for buses and emergency vehicles only. All other vehicles are prohibited from the bus circle.

Pick-Up During the Day: If a student must be picked up during the day, use the designated visitors parking to park and then enter the building at the pillars to pick up the student.

Dismissal

If it is necessary for a student to leave school for any reason, a note explaining the early dismissal is required. All students **must** be signed out in the school office by parent or designee before leaving school for an early dismissal.

Extracurricular Activities

We encourage all students to get involved in extracurricular clubs and activities. Research suggests that students involved in these types of activities do better in school, have less behavior difficulties and a lower drop-out rate than those that choose not to participate. This is a description of just some activities that have been held in the past.

Extracurricular activities

There are a variety of extracurricular activities in which middle school students may participate. Listed below are some of the clubs and sports which may be available:

Bowling Club

Ski Club

Skating Club

Architectural Awareness

Middle School Drama Club

Middle School Musical Production

Middle School Student Council

Middle School Art Club

Peer Leader Program (7th & 8th Graders)

Computer Club

Extracurricular Sports

Seventh and eighth graders are eligible to participate on sports teams that compete against other schools. The emphasis of our modified program is on inclusion, but high participation numbers sometimes means that there is competition for a spot on a team. At the present time, students have opportunities to participate in:

- Boys' Soccer
- Girls' Soccer
- Girls'/Boys' Swimming
- Girls'/Boys' Cross Country
- Boys' Basketball
- Girls' Basketball
- Wrestling
- Boys' Baseball
- Girls' Softball
- Boys'/Girls' Track and Field

