Welcome to the 2018-2019 school year at Soule Road Middle School. In the year ahead, each student will have the opportunity to grow as a learner, to discover new interests and to set new academic and personal goals.

The faculty and staff at Soule Road look forward to working with students in class and beyond. We will provide each student with an excellent academic experience, as well as support of extracurricular interests through clubs, sports and other activities. Please use this handbook as a resource to answer questions throughout the course of the year.

GENERAL BUILDING INFORMATION

Address: 8340 Soule Road
Phone: 315-453-1283
Fax: 315-453-1286
Office Hours: 7:30 - 3:30
Web Page: http://srm.liverpool.k12.ny.us/

OFFICE STAFF
Principal: Amanda Caldwell
Main Office Secretary: Joanne Bilello
Guidance Secretary: Maryanne Nash
Attendance Aide: Jeanne Cronise
R Teams Guidance Counselor: Jessica Kersey
S Teams Guidance Counselor: Beth Serafin

SCHOOL HOURS
Doors will be open at 7:45 a.m. and students will proceed directly to the cafeteria for breakfast.

Homeroom will begin promptly at 7:55 a.m.

Dismissal will be at 2:45 p.m. or when all buses are in place, and the busses will depart the lot at approximately 2:55.

Late buses are available on Tuesdays and Thursdays at 3:45 p.m. Only those students who are staying for a teacher, detention or a supervised activity are allowed on a late bus with a pass.

SCHOOL VISITORS
All visitors to SRM must report to the main office upon arrival and sign in. Visitors must present a valid picture ID. A Visitor Badge will be issued and it must be worn at all times.

ATTENDANCE INFORMATION
Absences- Parents/guardians, please call 453-1283 to report absences. If you leave a voicemail, please state the student’s name, a reason for the absence, and a phone number where you can be reached.
Written legal excuses should be brought to the main office before classes begin. Legal excuses include: sickness, quarantine, religious observation, unsafe travel conditions, sickness or death in the family, school supervised project, court appearances, and suspensions.

Request for Homework - For students who are legally absent for two days or more, please call 453-1283. Requests received by 8:00 a.m. can generally be picked up at the end of that school day.

Early Dismissal - If a student has a planned early dismissal, he/she must provide a written excuse from a parent/guardian to the main office before classes begin.

Tardy Arrivals - When arriving after 8:02 a.m., students must report to the main office to receive a pass. The school will address excessive illegal tardiness through communication with home and disciplinary action, if necessary.

School Closings - When school is delayed or canceled due to inclement weather or other emergencies, an announcement will be made on all local radio and television stations and will also be posted on the Liverpool Central School District web site.

GRADE REPORTING
Report cards are issued every 10 weeks, and progress reports are issued every 5 weeks. Report dates can be found on the SRM school calendar online. All reports will be electronically published via Schooltool. Parents/students must sign into the School Tool Parent Portal to view the report card.

In the interim, students and parents can access the Schooltool web site via the Soule Road Middle School web page to check on the status of grades and assignments.

SCHOOL SERVICES AND SUPPORTS

Guidance Office
Guidance counselors help students in many ways. The guidance office is responsible for standardized testing, permanent records, individual and group counseling, conflict mediation, registering new students, and parent/teacher conferences. The guidance counselors are trained to help students and families with both school and non-school related issues. Should students and/or families feel the need for support regarding academic or social issues, please contact the student’s counselor immediately.

School Psychologist
SRM offers our students the services of a school psychologist. The school psychologist, Mrs. Knopp, performs a full range of psychological testing. 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 office with a teacher’s pass. If necessary, the nurse will contact a parent to come to school and take the child home. Students should not call or text parents from a personal cell phone to be dismissed from school due to illness. It is a safety issue when students are ill in the building and they have not sought out an adult.

The Health Office also provides the following services:

Hearing and Vision Tests- 7th grade students will have their hearing checked. Parents are informed if a loss is detected either by phone or letter. Each student also has an annual vision test at SRM.

Spinal Screening- New York State Law requires each student between the ages of 8-16 be screened for curvature of the spine (scoliosis). The school nurse does this annually. If she suspects a problem, she will contact a parent.

Physical Examinations- A physical examination is required for all 7th grade students. Examination by the family physician is preferred; but the school physician will examine students who do not have evidence of an exam.
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.

Physical Education Excuse— A physician’s note is required to excuse a student from participation in physical education.

Working Papers— Applications for working papers are made through the Health Office.

CURRICULAR AND EXTRACURRICULAR INFORMATION

Academic Courses - Students must take:
- English
- Science
- Social Studies
- Math
- Food and Consumer Science (.5 year)
- Technology (.5 year)
- Health (.25 year)
- Physical Education (.5 year)
- World Language
- Music- Band, Chorus, Orchestra or General Music
- Art (.25 year)

Library Media Center
The library media center is open Monday through Friday during regular school hours. The center is a place for research, leisure reading, and the use of audiovisual materials. Students who want to use the center for leisure reading or study must have a signed pass from a teacher.

Interscholastic Sports
Modified interscholastic competition is offered to SRM 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. **An adult must accompany student spectators for home games in the SRM gym.**

**Student Council**
The student council is a service organization. Teacher advisors work with the student council to plan activities for the year. Each fall, student representatives are chosen for each homeroom. The student body elects the student council officers from homeroom representatives who have decided to seek these offices. Student council usually meets during academic support.

**SRM Yearbook**
Students who would like to help with the yearbook should respond to the announcements made each fall seeking interested participants. Our nationally recognized yearbook is called *The Steppingstone.*

**SCHOOL SAFETY**

**Emergency Evacuation Drills**
Fire drills and lockdown drills are held throughout the school year. Safety expectations and guidelines will be reviewed with students prior to drills taking place. Guidelines will also be posted in each classroom.

**SCHOOL PROPERTY**

**Textbooks and Computers**
Textbooks and computers are the property of the school. Please use extreme care in handling both. Students are responsible for damaged or lost school property. Each student and his/her guardian will be required to sign a Chromebook User Agreement prior to the computer being issued.

**Lockers**
Lockers are also 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. No stickers or other adhesive decorations are allowed in or on the lockers. Lockers should be locked at all times.
DO NOT share your combination with anyone. The locking mechanism is not to be altered or overridden. 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 guidance office.

**SRM SCHOOL CONDUCT POLICIES**

*Bicycles/Skateboards/Rollerblades*
Students are only allowed to ride bicycles to school. Skateboards or rollerblades are not allowed. Students are expected to walk their bicycles on school property.

*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.

*Cafeteria Rules and Expectations*
Students are expected to conduct themselves responsibly and respectfully in the cafeteria, including:
- Cleaning up one’s own trash.
- Being responsible for the cleanliness of the area around one’s table as well as the table and chairs.
- Consuming all food in the cafeteria unless eating with a teacher in his/her classroom.
- Using basic manners and conduct appropriate to mealtime.

Students should not borrow or lend money to others.
Student seating arrangements are the responsibility of the staff supervising the lunch. The privilege of eating lunch in the cafeteria will be denied to students who misuse the facility.
**Cell Phones, And Electronic Devices**

The use of cell phones and other electronic entertainment or communication devices are prohibited from use during the school day. Phones and other devices that are brought to school should be locked in a student’s locker at all times. **Please be advised: The school is not responsible for electronic devices that are lost, broken or stolen. Students who bring them to school, do so at their own risk.**

**Dress Code**

All students are expected to give attention to personal grooming 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 thereby helping students develop an understanding of appropriate appearance in the school setting. 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.

A student’s dress, grooming, and appearance shall:
1. Be safe, and not disrupt or interfere with the educational process.
2. Not include any item that is vulgar, obscene, libelous, or that denigrates another’s race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, disability or any other legally protected status.
3. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs, and/or encourage other illegal or violent activities.

Students who violate the student dress code 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 considered insubordinate and shall be subject to further discipline, up to and including out-of-school suspension.

**Fast Food Deliveries**
Delivery of fast food to students is not one of the roles of the office staff, and fast food in cafeteria is disruptive to the lunch environment. As such, we ask that parents/guardians not deliver fast food to school. In the event that a person does deliver fast food to school, a student will only be permitted to consume that food in the main office.

**Public Displays of Affection**

Being overly affectionate in school creates an environment that is not focused on education, and can be a distraction from learning for one’s self and others. Students are expected to refrain from intimate behaviors on campus or within the school. These behaviors include, but are not limited to:

- Kissing
- Cuddling
- Inappropriate touching
- Caressing/massaging
- Excessive/prolonged hugging

Student who fail to comply with this expectation will be considered insubordinate according to the District’s Code of Conduct and will be disciplined accordingly.

**STUDENT DISCIPLINE AND CODE OF CONDUCT**

Students at Soule Road Middle School are expected to be respectful to others and responsible for their own behavior. They are also expected to follow the policies outlined above, as well as to adhere to LCS District’s Code of Conduct.

The school will assist students by setting clear expectations and consistent application of the rules. When students make poor choices and violate those rules, a progressive discipline approach is used. Students who do not follow school rules will be held accountable in a firm, fair, and consistent manner designed to help them learn from their mistakes. Some possible consequences for inappropriate conduct are: parent contacts, parent conferences, after school detention, in-school suspension, lunch detention, building restriction, out-of-school suspension, and Superintendent’s Hearing.

The Liverpool Central School District Code of Conduct can be found in its entirety on the District web site.
**Dignity Act for All Students**

No student shall be subjected to harassment or bullying by employees or students on school property or at a school function; nor shall any student be subjected to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression), or sex by school employees or students on school property or at a school function.

Harassment and bullying means the creation of a hostile environment by conduct or by threats, intimidation, or abuse, including cyberbullying, that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional, or physical well-being; or reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

Acts of harassment and bullying shall include, but not be limited to, those acts based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. For the purposes of this definition the term “threats, intimidation or abuse” shall include verbal and non-verbal actions. (Education Law §11[7]).

A key principle in the Dignity Act relates to reporting incidents of harassment, bullying, and/or discrimination. Pursuant to §100.2(kk) of the Commissioner’s regulations, when an incident is reported and an investigation verifies that a material incident of harassment, bullying, and/or discrimination has occurred, the superintendent, principal or designee shall take prompt action consistent with the district’s Code of Conduct, reasonably calculated to end the harassment, bullying, and/or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student(s) against whom such behavior was directed.
The Commissioner’s regulations define material incidents of harassment, bullying, and/or discrimination to include:
a single verified incident or a series of related verified incidents where a student is subjected to harassment, bullying, and/or discrimination by a student and/or employee on school property or at a school function. The term also includes a verified incident of series of related incidents of harassment or bullying that occur off school property (where such acts create or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property) and is the subject of a written or oral complaint to the superintendent, principal, or their designee or other school employee.

Included in the Dignity Act is the prohibition of “cyberbullying,” which is defined as harassment or bullying which occurs through any form of electronic communication (Education law §11[8]). The regulation of harassment in the form of cyberbullying may involve free speech, including constitutional matters regarding the ability of a school district, BOCES, or charter school to restrict these forms of speech and expression and to discipline individuals for engaging in them (see e.g. Tinker v. Des Moines Indep. Community Sch. Dist., 393 US 503 [1969]).

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, or refer to the school’s web site or LCSD Policies and/or full Code of Conduct.