

ALGONQUIN MIDDLE SCHOOL

Student Handbook

2019-2020



ALGONQUIN MIDDLE SCHOOL

333 NY 351
AVERILL PARK, NEW YORK 12018

Robert Messia, Principal
Joshua Gela, Assistant Principal

Main Office: 674-7100

Counseling Center: 674-7114

Dear Parent / Guardian,

Thank you for taking the time to review this handbook. We ask that you read the student handbook with your son/daughter to become more familiar with our building's policies. Knowledge of the information listed in this document and in our district-wide code of conduct, is critical to your child's success in school. Please contact your child's homeroom teacher or the main office if you have any questions related to this document.

GOOGLE CLASSROOM, THE HOMEWORK CALENDAR, AND SCHOOLTOOL

Google Classroom, SchoolTool and the AMS website are being used by the Averill Park CSD for communication between teachers, students and parents.

Students and parents can access a homework calendar from a link on the school's website in order to view homework assignments, projects, upcoming exams from teachers, and important school and class information. Teachers regularly post their students' homework assignments on the homework calendar.

Parents and students have their own separate log-in accounts for SchoolTool. Parents can obtain their log-in information by stopping by the Algonquin main office. SchoolTool provides access in *realtime* for grades, attendance, students' schedules, etc. Please note that teachers are asked to post grades weekly so the class average shown may not be reflective of students' actual grades. SchoolTool is accessible from the AMS website.

Students have access to Google Classroom from the AMS website. Teachers will provide students a code in order to join their classes. Google Classroom helps teachers create, assign, and collect student classwork and homework paperlessly. Students can work on assignments in Google Docs and turn it in with a few clicks.

THE WARRIOR WAY

PRINCIPLE 1

I will respect myself and all members of the AMS community.

PRINCIPLE 2

I will never settle for anything less than my best.

PRINCIPLE 3

I will make AMS a better place through my words and actions.

Start to Finish Everyday, We Embody The "Warrior Way"

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AMS Mission Statement & Core Values

The mission of Algonquin Middle School is to empower students by cultivating creativity, instilling respect and responsibility, and fostering success and achievement through whole-child, student-centered learning.

Core Values

Success - A journey of individual growth and lifelong learning

Achievement - Constantly striving for academic success

Creativity - Imagining possibilities, exploring the world, & expressing one's self

Responsibility - Being honest and accountable to self and community

Respect - Accepting others through words and actions

PUBLIC NOTIFICATION

The Averill Park Central School District's Board of Education, its officers and employees shall not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender, genetic predisposition, carrier status, sexual orientation in its educational programs, services, or activities. A complete copy of the grievance procedures regarding discrimination may be obtained in any of the school offices.

Inquiries regarding Title IX may be directed to:

Kimberly Nugent
Averill Park High School
146 Gettle Road, Station 2
Averill Park, NY 12018

In compliance with Section 504 (of the Rehabilitation Act of 1973) Averill Park offers assistance to students, parents (for school related purposes pertaining to their child) and staff qualifying as having a disabling condition as defined under Section 504. For further information or to make a referral for such assistance, you may contact:

Kate Dorgan
Algonquin Middle School
333 NY 351
Averill Park, NY 12018

PERSONAL CONDUCT

Underlying all of the rules and guidelines for students and teachers at Algonquin Middle School is one basic idea: ***All of us, no matter who we are, will live better if we treat each other with courtesy and respect and with a genuine concern for each other as well as for ourselves.***

STUDENT CONDUCT

Observance of the following rules by each student will protect the rights of all students and be the best way to make time in school pleasant and conducive to learning.

- You should arrive in each class fully prepared with all necessary materials (Textbooks, homework assignments, notebooks, pens, pencils, Chromebook, etc.)
- You should be attentive and participate in class.
- You will be expected to be respectful to all teachers and other staff members at all times. Insolence, talking back to teachers and disobedience of reasonable directions by staff members will not be tolerated.
- Keep your locker clean and in order. Do not kick your locker, or mark or write on the inside or outside of your locker. Students are encouraged to clean out their lockers at the end of each marking period.

CODE OF CONDUCT

In order to ensure the best possible learning environment for all students, the Averill Park Central School District Board of Education, in compliance with the Safe Schools Against Violence in Education Legislation, has adopted a K-12 code of conduct.

The K-12 Code of Conduct is available on the building website under the pull down tab for Parent/Student Resources. Please see APCSD Code of Conduct for full policy.

STUDENT/COMMUNITY SAFETY AND WELL-BEING **(Condensed from APCSD Code of Conduct)**

The well-being and safety of the students and staff at the middle and high schools are of prime importance and concern to all. Everyone in at Algonquin and Averill Park High School has a right to a safe and orderly environment.

Orderly schools and orderly classes allow the maximum opportunity for teaching and learning and provide for the safety of students and staff. Serious and repeated violations may result in more severe consequences. Serious or repeated violations may also result in a referral to the school's Child Study Team, who will consider referral to the Court for a Person in Need of Supervision petition or to a human services agency for the purpose of obtaining family support for improved behavior and performance on the part of each student. All consequences will be applied consistently and without exception, always in response to the individual need of the student and circumstance.

Please see APCSD Code of Conduct for full policy.

ALCOHOL AND OTHER DRUGS **(Condensed from APCSD Code of Conduct)**

Students are expected to participate in maintaining a safe and orderly environment which is conducive to the academic and personal development of everyone. The use, possession, or sale of drugs (including synthetic cannabinoids), paraphernalia, alcohol or tobacco, in accordance with NYS Law, will not be tolerated at the middle or high school at any time. Students at the middle and high school will not bring items into the building which are not conducive to the school environment, have the potential to disrupt others, or create a safety concern.

Please see APCSD Code of Conduct for full policy.

SEXUAL HARASSMENT

(Condensed from School Board Education Policy)

It continues to be the policy of the Averill Park Central School District that sexual harassment of students in any form is unacceptable conduct that will not be tolerated. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Sexual harassment also includes the following actions: unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual; a display in the school or any working place of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault. Any student who feels she or he is a victim of sexual harassment, including but not limited to, any of the conduct listed above, should report it immediately to their teacher, counselor, assistant principal, or principal.

Please see APCSD Code of Conduct for full policy.

ATTENDANCE

(Condensed from APCSD Code of Conduct)

Regular school attendance is the focus of all learning and is required of all students at the middle and high school.

The following actions are not consistent with the value stated above and are, therefore, subject to the disciplinary actions listed below. Serious or repeated violations may result in more severe consequences, including a principal's conference. Serious or repeated violations will also result in a referral to the school's child study team, who will consider referral to the court for a Person in Need of Supervision petition or to a human services agency for the purpose of obtaining family support for improved behavior and performance on the part of each student. **The consequences listed in this code provide a framework within which the disciplinarians operate. They may be modified or tailored to meet the circumstances of special situations as they arise.** Additionally, consideration may be given to suspension of parking privileges.

Students at Algonquin Middle School are expected to arrive to Morning Meeting by 7:55 AM. Students are expected to arrive to classes throughout the day on time. This means that students are in the classroom and ready to learn at the start of each block. It is expected that students will attend all classes to which they are assigned each day. Algonquin Middle School students will remain on campus at all times, from their arrival in the morning, until dismissal. Once a student has arrived to campus, either by bus or a car, they may not leave without permission. Students are expected to attend school when in session at all times

Please see APCSD Code of Conduct for full policy.

ATTENDANCE AT EXTRACURRICULAR ACTIVITIES

Attending after-school and evening activities is a privilege. Chronic office referrals is not only detrimental to the student, but to their relationship with the school community. Consequently, at the discretion of the administration, students receiving repeated office referrals may not be allowed to attend events that take place after the end of the school day.

REPORT CARDS AND HONOR ROLLS

Report cards will be shared electronically with parents/guardians four times during the year. An honor roll, including a High Honor Roll, Honor Roll, and Merit Roll, will be published each quarter. Students earn membership on the honor roll based on their average for the marking quarter as seen in the chart below. A student will be disqualified from any honor roll if they have a grade that is less than 70 or has an Incomplete for any class.

	Grade Range
Merit Roll	Average between 88 and 91
Honor Roll	Average between 92 and 95
High Honor Roll	Average between 96 and 100

PROMOTION POLICY

At the end of the school year, all the marking period grades will be averaged for a course. A student who scores below a 65 in a course for a marking period is considered to have failed that course for the marking period in question. A student who earns below a 65 for the year will be considered to have failed that course for the school year. It should be noted that, when determining a final average, courses that are less than a full year will be combined with the other courses that a student took in the same block. For example, if a sixth grade student has Spanish the first semester and Family and Consumer Sciences the second semester, then his/her final average for that block will be a combination of those two classes.

A student who has failed zero or one course will have passed that grade level for the year. A team comprised of the student's teachers, counselor, and administrator will decide whether a student who has failed more than one course should be promoted into the next grade, placed into the next grade, or retained in the current grade. If the team votes to retain a student in the current grade, then that student's name and supporting documentation will be forwarded to the district office for final determination regarding placement or retention.

If a student fails a course for the year, then he/she may take that course during the summer, either in Averill Park, if offered, or in another school district. Students can earn credit for a course they took in summer school in an effort to minimize the number of classes they have failed for the school year, which may change whether they are promoted, versus placed or retained.

COMPUTER USE POLICY

All students at the Averill Park Central School District are expected to abide by the conditions set forth in the board-adopted Acceptable Use Policy in order to access the technology available for student use. The policy is printed below. Please feel free to contact a school administrator with any questions you may have.

The Board of Education of the Averill Park Central School District encourages the use of computer resources as a valuable tool for education and an integral part of the curriculum. Computer resources shall be defined to include but are not limited to the following: computers, computer programs, electronic library resources and the network, along with access to the Internet, communication (e-mail) with teachers and the development and testing of staff and student programs. Included in this document are guidelines and regulations covering student and staff use of district computer resources, including:

- who shall have access to, and level of access to
- acceptable uses of
- sanctions for inappropriate use of
- proper use of copyrighted material

These guidelines and regulations shall be made known to all staff, parents and students prior to their use of district computer resources.

General Guidelines

Student and staff use of district computer resources is for school related use only. Computer resources are available to users solely for the purpose of supporting our educational programs (classroom activities, career exploration and limited directed discovery activities) and professional development. The use of district computer resources is a privilege, not a right and may be revoked at anytime. Each user must agree with and comply with the Board of Education Policy and related guidelines.

Procedures

All users of Averill Park Computer Resources are expected to become familiar with, and follow, the Acceptable Users Policy (AUP) as agreement to the terms and conditions of their use of any Averill Park Central School District Computer Resources, as well as agreement to the publication of any material developed while a student or staff member of the Averill Park Central School District.

In order to best utilize online and other research related computer resources users first should develop a search plan defining the problem or area of study.

Staff may access personal accounts for school-related purposes if computer resources are not in demand by another staff or student pursuing a curriculum or school-related project. Failure to comply with any of the policies or guidelines related to computer resources will result in appropriate disciplinary action including, but not limited to:

- loss of usage privileges related to computer resources
- monetary restitution for any damages caused
- possible civil or criminal proceedings
- loss of school privileges
- detention
- suspension from school
- any other school penalties deemed appropriate

Acceptable Uses

The use of district computer resources must be in support of education and research consistent with the educational objectives of the Averill Park Central School District.

The purpose of district computer resources is to support research and education in and among academic institutions by providing access to these unique resources and by allowing for the opportunity to engage in collaborative work. All material obtained by means of these resources should be considered copyrighted and included on a works cited page; furthermore, the Averill Park Central School District assumes no responsibility for the quality or accuracy of such material. Users may have access to e-mail. Elementary students' e-mail access will be via a classroom account under the supervision of the classroom teacher. Secondary students may be provided with an individual e-mail account, but must have the approval of the administration and their parents for such an account. Staff may request an e-mail account. Each user is to report to the system administrator any message that is received that the user feels is inappropriate or makes them feel uncomfortable.

Prohibited Activities

Following is a partial list of generally prohibited activities. This list is not all inclusive and is intended as a general guide for the user of district computer resources and may be updated at any time without notice. Users are not allowed to:

- engage in activities for commercial purposes or political lobbying
- post personal contact information about yourself or others
- engage in activities that will disrupt the system in any way
- alter the operation system or application software on the district computers in any way
- engage in any illegal activity
- arrange to meet with anyone you meet online
- share your password or account with others
- use profane, vulgar, rude, disrespectful or threatening language in any correspondence
- post or access obscene or profane material
- establish unauthorized web sites or web pages
- copy software
- download unauthorized information or applications
- load personal software or disks
- alter, tamper with or destroy the material of another user or the district
- use the computer to access data from secure areas (no hacking)
- use personal diskettes without authorization

TEAMING & TEAM LEADERS

Each student at Algonquin is assigned to a team. Teaming provides a better opportunity for teachers and students to get to know each other. Since teachers will know all of their students very well, they will be able to individualize instruction and help students to do their best.

Each team will have a team leader. The team leader will provide help and support to students throughout the school year by promoting a respectful, productive, and positive school culture. In addition, team leaders will assist and problem solve individualized plans to help students to do their best.

LOCKERS

Each student will be assigned to a locker for his/her belongings. It is important that your combination remains confidential and that the locker is closed securely when not in use. You are responsible for the condition of your locker, both inside and outside. For student convenience, a hall and a gym locker have been assigned to students. All lockers must be kept locked at all times. Please be advised, all lockers are the exclusive property of the Averill Park Central School District and students have no expectation of privacy with respect to their lockers. The School District maintains full ownership of all locks, combinations, lockers and keys. Students are merely provided with a locker as a courtesy to place school-related materials. Lockers are secured only to maintain privacy between students and to safeguard a students' belongings from other students. School District officials have the right to access students' lockers at any time, with or without a reasonable suspicion to do so. In addition, the School District may utilize the services of law enforcement agencies to conduct locker searches. Generally, the purpose of any such searches, whether conducted solely by District officials, law enforcement personnel, or in tandem, is to ensure the safety, morals, health and welfare of all District students, staff and visitors, and to prevent potential disruptions to the learning environment. If at any time a locker is searched and illegal drugs, alcohol, weapons, or other inappropriate items are found (perhaps in violation of the District's Code of Conduct), law enforcement will be notified and the student may face formal disciplinary action. It is our hope that students will use their lockers in a responsible and appropriate manner, and that no disciplinary action or law enforcement involvement will be necessary.

BEFORE SCHOOL

If you arrive at school before the buses, you must enter the building and remain in **the main office foyer**. No student will leave the main foyer prior to 7:45 without a pre-signed pass from a teacher. Students, including athletes bringing equipment to school, should not go beyond the front hallway until the signal sounds. Students **should not** congregate in the music wing or gym foyer. At the signal, students will enter from the buses. Go directly to your locker and then directly to your Morning Meeting. If you ride a bike, park it in the bike rack near the main entrance. We advise you to always lock your bike.

GRADE 8 BREAKFAST PRIVILEGE

As a special privilege, Grade 8 students are invited to participate in a morning breakfast from 7:25 to 7:45am. Students will receive a pass that can be used to exit their bus at 7:25am and enter the main foyer. This pass must be shown to the monitor at the end of the main foyer, who will then allow the student to proceed to the cafeteria. Once in the cafeteria, students may purchase breakfast items from the kitchen. All students should be seated at a table of their choosing and maintain proper voice volume and conduct while in the cafeteria. Should a student fail to use their pass properly or display misconduct, this privilege may be revoked.

MORNING MEETING PERIOD

You are expected to be in your Morning Meeting as soon as you come from the bus by way of your locker. Do not leave your Morning Meeting until your teacher excuses you to do so. Your Morning Meeting teacher will establish rules governing the behavior of you and your classmates for this time. This is the time when you pledge allegiance to the flag and remain quiet to hear the morning announcements. It is the time you should use to prepare yourself for the school day by checking your schedule, taking the books you need out of your locker, and making sure you have with you all the things you will need during the morning.

CLOSE OF SCHOOL

Regular dismissal is at approximately 2:25 P.M. If you have an activity, intramural, review class, or make-up class, you must wait for the second dismissal and then report directly to that activity. **Students must be under the supervision of a teacher / coach if they are staying after school. These arrangements must be made prior to the end of the day. Students staying after with a teacher must make arrangements for transportation with their family.**

CLASS PERIODS

You are responsible for arriving at your classes on time. You can accomplish this best by going directly to the class you are scheduled for from the class you leave with no unnecessary stops along the way. You should not leave your class until your teacher excuses you to do so.

ACCESS PERIOD

Access Period is designed to afford you the help you need to successfully complete your studies. This is a time when you may ask for extra help with any school subject which you do not understand completely. If you have missed some explanations or directions because of absence from class, this is a time to contact your teachers in order to learn what you have missed. Access Period is also a time when you can use the library for reference or to return or borrow materials.

Access Period can become your most important time in school if you have the interest to make it work for you. Because of the importance of Access Period, there are certain rules to ensure you the proper conditions for independent learning:

- Students must be on time for Access Period as for any other class. Band, Orchestra and Chorus members will report directly to those activities. All other students must report directly to their Access room.
- Students with a pre-signed pass to an activity, such as art, must first report to their Access room, to be excused by the supervising teacher.
- Each student must be well behaved during Access Period in order to accomplish independent work and to allow his/her fellow students the opportunity for serious learning.
- Students must use devices appropriately during Access. Students should ask their Access teacher and state the academic reason for wanting to use a device prior to using it. If a student uses a device for other reasons than originally stated, they will lose the privilege of using a device for the remainder of the period. If the behavior continues, more long term consequences will occur.

LUNCH PERIOD

Lunch period is a time when you have more freedom than you do at any other time of the day. Lunch periods are done by grade level so that students can enjoy a comfortable cafeteria situation. Lunch is a chance for you to enjoy the company of your friends and to relax a bit. When the weather permits, you may use the outdoor area as well as the cafeteria itself.

Your courtesy and consideration become especially important during lunchtime. Your conduct will determine to a great extent the rules and regulations which govern you during this time. All students are expected to follow the cafeteria rules and the directions of the adult monitors.

SCHOOL BUS

Bus Passes: Students may obtain permanent bus passes for child care purposes by turning in a signed note from a parent/guardian to the Counseling Center. Bus passes are not otherwise available.

Late Buses: Students will have the opportunity to take late buses home on Tuesday, Wednesday, and Thursday, provided that they make arrangements ahead of time to stay after school with a teacher. Late bus dismissal is 3:20pm.

BUILDING TRAFFIC

At Algonquin we have rules and regulations which grow out of the idea of courtesy and consideration for others. It is difficult in a building as large as ours is, with halls as crowded as ours often get, to go to the place we have to go unless all of us follow a few simple rules:

- Keep to the right.
- Do not stop to chat. Keep traffic moving. Keep your voice at a conversational level.
- Do not run. Your safety and the safety of others are involved here. All of us are required to act in a way that does not create harmful situations for others.
- Do not push or shove or do anything to anyone else that may cause him/her to trip or fall.
- Keep in line. Do not run around others.

FIELD TRIPS

From time to time, field trips are scheduled for each grade during the school year. Students should know these trips are a privilege and may be denied to a student who misbehaves in school. Any student who violates the Code of Conduct may be banned from attending any class trips offered.

DRESS CODE

The home and school need to work together to cooperate in the matter of dress. School is considered the “workplace” for students and they are expected to dress as such.

Please see APCSD Code of Conduct for full policy.

VENDING MACHINES

The vending machines in the cafeteria foyer are off limits during the school day. However, students may purchase snacks after school with permission from the person supervising them.

EMERGENCY DRILLS

The fire bell will ring only when there is a fire drill or actual fire. Fire drills are an important safety precaution. It is essential that you follow instructions promptly and clear the building quickly and quietly when the signal rings. Follow fire evacuation plans posted in each classroom.

In addition to practicing fire drills, students will also participate in lockdown drills during the course of the school year. It is essential for students to follow instructions quickly and remain silent for the duration of the drill.

ELECTRONIC DEVICES including PHONES

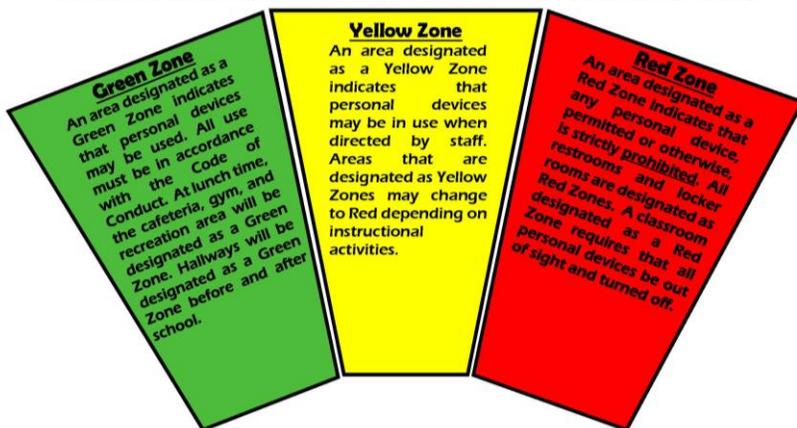
The school will not be held responsible if any personal electronic devices are stolen on school property.

If students bring a device to school, the device should be locked in their hallway locker, and they should have the serial number recorded at home. The use of personal electronic devices in classrooms will be determined by the individual teacher based upon the Green, Yellow, and Red Zones illustrated below. A Green, Yellow, or Red card will be displayed as students enter their classroom as a reminder of what is allowed in each classroom throughout the day. Cell phones that staff members see in a Red Zone or Yellow Zone without permission may be taken from the student and sent to the

main office. Repeated violations of this policy may result in a parent having to pick up the cell phone from the main office and/or disciplinary consequences for the student.

A.M.S. Personal Device Meter

The use of personal devices in specific locations will be determined by the AMS Personal Device Meter. In addition all student use must be in accordance with the Code of Conduct.



For telephone calls related to school, students are encouraged to use their classroom telephone with permission from the teacher. For calls of a personal nature, there is a phone in the main office.

In the case of an emergency during the day, students should be contacted through the main office phone number (674-7100).

BICYCLES, SKATEBOARDS, AND ROLLERBLADES

Students may walk or ride their bicycles to school **with written parental consent**. Parental written consent should clearly specify when their child can walk / ride to school (example – *all year*). If a student rides his/her bike to school, they must wear a helmet and walk their bicycle on school sidewalks. As soon as students arrive at school, they should park and lock their bicycles in the appropriate area. The school is not responsible for stolen or damaged bicycles.

Skateboards, roller-skates, and roller blades are not allowed to be used on school property. If a student brings these items to school, they must leave them in the main office until the end of the day.

WAM

Announcements made each morning and afternoon are very important as they concern so many students. When a broadcast is made, you should stop work and give full attention to the broadcast.

LOST AND FOUND

Articles found in the building should be taken to the main office. When seeking lost articles, stop at the office. The physical education teachers also provide arrangements for the recovery of lost gym articles.

In a large school where students move about considerably, it is particularly important to avoid carelessness in the use of possessions. Being certain that gym clothing and sneakers are marked with your name, are placed in gym lockers, and that they are locked securely are of utmost importance to avoid loss.

You should keep your corridor and gym lock combinations secret so that your valuables will be safe. You will be wise to leave electronics, excess money, and other valuables at home in order to prevent losing them on the bus or in school.

EXTRACURRICULAR EVENTS

Algonquin offers a variety of extracurricular activities after school, during the evening and on weekends. These include but are not limited to events such as class trips, athletic contests, concerts, dances and Enrichment classes. Students who consistently cooperate with teachers and staff during the school day will be allowed to attend or participate in these activities. Failure to be cooperative in school or at previous events such as these will result in the loss of this privilege.

DANCES

Dances for middle school students are held several times throughout the school year. These dances are sponsored by Student Council or the Algonquin Parent Organization to provide a social activity appropriate for middle level students. The following guidelines are used to provide a safe and orderly environment.

1. All regular school day behavior guidelines apply, including proper attire.
2. Tickets will be offered by pre-sale only. No tickets will be sold at the door.
3. Students may not exchange tickets with another student.
4. Only Algonquin students may attend. Visitors will not be allowed at any dances.
5. Dances are held from 7:00-9:00 PM. Doors open at 6:55 PM and student rides home should be here no later than 9:00 PM.
6. Doors for entrance to the dance will close at 7:30 PM. Once students enter the dance they may not leave. If they choose to leave early they will not be allowed to re-enter.
7. Students who have received two (2) or more office referrals since the previous dance or who have been assigned a bus suspension, extended school detention or out-of-school suspension will not be allowed to attend. Also, students absent from school on the day of a dance will not be allowed to attend the dance without approval from the building administrator.

STUDENT ACTIVITIES

Activities are a very important part of student life at Algonquin, and you are invited to take part. You have a chance to sing in chorus, to play a musical instrument, to take part in intramural sports, write a news story, or pursue an interesting hobby. If you are interested in starting a club, your first step is to go to your school administrator and discuss your plans.

One of our most important and active organizations is Student Council. This group offers an opportunity for students to learn something about the challenges of living in a democracy. The difficulties of getting people to agree on a course of action, and to do the work involved in actually carrying out a plan, soon become apparent to any student who has participated in Student Council. It is important, especially in these times, to learn how to work together to solve problems and how to govern ourselves to preserve as much individual freedom as possible.

COUNSELING CENTER

All students at Algonquin Middle School are assigned to a school counselor and encouraged to regularly connect with that counselor. To that end, there are several systems and programs that will provide opportunities for every student to meet with their counselor during the school year. New York State Education Regulations state that all students, grades 6 through 12, will meet in an individualized setting with their school counselor to develop academic and college/career plans.

The Counseling Center is located across from the library. Students may request an appointment with their school counselor by signing up in the Counseling Center. Counselors work with students, parents, teachers, and administrators to help students meet with academic success. Counselors provide assistance to students with educational planning, academic progress, and personal concerns. Students are encouraged to take advantage of the counseling services available at AMS.

SCHOOL BOOKSTORE

The school store is located in the main corridor and sells supplies and other special items. It is always open during morning Morning Meeting. Before visiting the school store students must check in with their Morning Meeting teacher. Additional store hours will be posted or announced.

HEADING FOR WRITTEN ASSIGNMENTS

In order to avoid confusion for you and your classmates, your teachers will request you to use this heading on the top of your written work:

Date	Your Name
Subject (including title and grade)	Class and Morning Meeting

VISITORS TO SCHOOL

Parents of students and others are always welcome in school with or without an appointment. **However, they must stop in the main office to obtain a Visitor's Pass.** This pass should be worn in full view while visiting Algonquin Middle School.

Occasionally a student may wish to have a friend attend classes for a day. In this instance arrangements for visitors must be made with the principal at least one full day prior to the planned visit. The visitor must be a student in grade 6, 7, or 8 and their school must not be in session that day. Visitors may not ride Averill Park School buses.

USE OF STUDENT PICTURES IN PUBLICATIONS

From time to time, the Averill Park Central School District publishes student directory information, including photos, on the district website, in school publications, or in media releases in order to recognize student achievement or depict activities of the district. For parents who are ok with the release of directory information, they do not need to do anything.

Parents who do NOT want the School District to disclose any or all types of directory information, including photos, without their prior written consent, must complete a form and return it to your child's principal. A copy of the form can be found in the AMS August Jottings publication or by contacting your child's school.

SCHOOL PROPERTY

It is the responsibility of students and staff to care for school property, including furniture like desks and lockers, as well as materials such as textbooks, and Chromebooks/chargers. Students are reminded to show respect by not destroying or defacing school property. Proper usage of the school computers is defined by the district's Acceptable User Policy.

ETHICAL BEHAVIOR (Condensed from APCSD Code of Conduct)

All students and staff have the right to be treated with respect. Respect and ethical behavior are expected of all members of the middle school community at all times.

The following behavior is not consistent with the values stated above and is, therefore, subject to the disciplinary actions listed below. Serious and repeated violations may result in more severe consequences, including a principal's conference. The consequences listed in this code provide a framework within which the disciplinarians operate. They may be modified or tailored to meet the circumstances of special situations as they arise.

Academic Integrity: It is expected that all students at the middle and high school will complete their own academic work to the best of their ability.

Please see APCSD Code of Conduct for full policy.