

Sherburne-Earlville

Middle School

***Student
Handbook***

This agenda belongs to:

Name _____

Grade _____

Dear Student,

Welcome back to “**YOUR**” Middle School. Hopefully you had a great summer and you are ready for an exciting new school year. Once again you will be issued a locker. For safety of your own personal items, **please keep your combination to yourself.** Let’s make this the **BEST** school year possible. Get involved. Join a club, organization, or athletic team.

S-E Middle School Office Personnel

Principal	Ms. Emhof
Assistant Principal/Athletic Director	Mr. Perry
Counselor	Mrs. Ford
Counselor	Ms. Snogles
Typist	Mrs. Gager
Typist	Ms. Bigford

Extra Curricular Activities

All students in the middle school are encouraged to participate in the activities made available to them. These activities include:

Sports

Baseball
Basketball
Bowling
Field Hockey
Football
Golf
Soccer
Softball
Swimming
Track & Field
Volleyball
Wrestling
X Country

Clubs & Extracurricular Activities

Art Club
Activity Nights/Dances
Chess Club
French Club
Gay-Straight Alliance
Honor Society
Running Club
Ski Club
Spanish Club
Student Council
Technology Club
Winter Guard
Writing Club

Music

MS Musical
Marching Band
Color Guard

***Students may not participate in any club or extra curricular activity, including dances/activity nights, on the day of an absence. Students must be in attendance at least 1/2 day (8:00-11:00 am or 11:00 am until the end of the day) in order**

to participate in extra curricular activities that afternoon/evening.

School Dances/Activity Nights

Only S-E Middle School students and approved guests may attend these events. If you would like to bring a guest you must have that person approved through the middle school office one week prior to the event. No guest passes will be granted for students in elementary or high school. Dances/activity nights will take place from 6:30 -8:30 pm.

Grade 8 Semi-formal Dance

The grade 8 semi-formal dance is an end of year dance for grade 8 students only. Each eighth grader may invite one guest. Guests must be in sixth grade or higher. They must be approved through the middle school office one week prior to the semi-formal. Students who are not in good standing will not be allowed to attend. The semi-formal will take place from 7-9 pm.

Computer/Technology Use

Use of the school's computers and related technology is a privilege and students are expected to adhere to the following computer/technology rules. Failure to follow these rules may result in a student being denied the opportunity to use the district's computers or technology.

- Not deliberately access educationally inappropriate materials or show others how to do the same.
- Not deliberately or willfully cause damage to computer equipment, other related software, equipment, or assist others in doing the same.
- Respect the privacy of others and will not view their files without the owner's permission or alter/damage said files.
- Respect and uphold copyright laws and school board policy.
- Follow any other regulations posted in the computer classroom or other rooms where computers are in use.
- Follow the directions of the adult in charge of the computer classroom or other room where computers or technology are in use.

Middle School Attendance Policy

The Middle School Program involves the middle level child in daily activities that include intellectual, physical, social, and emotional development. Daily instruction is designed for sequential learning, and therefore, the skills that are learned in one lesson need to be reviewed and reinforced through completion of homework assignments and future classroom studies. The class discussions, sharing of ideas, and hands on lab experiences of middle level instruction cannot be duplicated outside of the normal instructional day. Therefore, we believe that the emotional, social, and intellectual success of our students is closely linked to daily attendance. Accordingly, all students, pursuant to Education Law 3205 (1)(a), are expected to attend full time instruction at a public or private school. Students who are tardy or absent from instruction will be monitored, and students with chronic tardy/absence problems will be dealt with according to Middle School attendance procedures.

Middle School Attendance Procedures

The following procedures will be followed when a student misses school:

1. When a child is absent without a note from the parent a phone call will be made to the parent/guardian notifying him/her of the absence and asking him/her to call the school if they have received this call in error.
2. At the end of each 10-week marking period the school counselor will review student absences and a letter will be sent to the parent of any student with 10 or more absences.
3. Student absences will be monitored throughout the school year via the attendance success program, which reviews absences at increments of 10, 15, 20, 25, 30 etc. Interventions for chronic absences may include:
 - Phone call to the parent from a team representative
 - Referral to the school nurse, counselor, or social worker, as appropriate.
 - Meeting between the attendance officer and student
 - Parent conferences with the student's teachers, school nurse, school counselor, attendance officer, and/or middle school principal or assistant principal, as necessary.
 - Home visits conducted by the attendance officer, and/or building administrator, as needed.
 - Referral of the student to the Student Assistance Team
 - Referral of the student/family to an outside agency, such as CPS, PINS, mental health, etc.

What To Do:

If You Are Going to be Absent:

Your parent needs to call the attendance office at 674-7325 to notify us that you will not be coming to school that day.

If you are Tardy:

Report to the Attendance Office at once. You must obtain an admission slip which will readmit you to your class when presented to the teacher in charge.

When you return to school after an absence:

Report to the attendance office with an excuse signed by your parent or guardian. School work missed on account of absence will be considered failed until it has been made up in a manner satisfactory to the teacher.

If You Are Sick During The School Day:

Ask to be excused by your classroom teacher. Report to the school nurse. In the event that the school nurse is not in the building, report to the Middle School Office.

If You Must Leave School Early:

Bring a signed request from your parents on the day that you are to be excused. You will be issued a blue slip from the Attendance Office. Every effort should be made to schedule appointments after school hours.

If You Are Late To Class:

Obtain a pass from the teacher who detained you. Present it to the teacher of your next class. Passes will **NOT** be issued by any of the office personnel, the principal, or the school counselor.

If You Are Unable To Take Part In Physical Education:

Get a written excuse from your doctor and present it to the school nurse.

If You Receive An Incomplete Grade:

All incomplete grades must be made up within a two week period.

If You Miss A Class:

Report to the teacher whose class you missed for any missed work. School work missed on account of any absence will be

considered failed until it has been made up in a manner satisfactory to the teacher.

If You will be Absent for 2 or More Days:

Contact the Middle School Office at 674-7350 as soon as possible to request homework.

If you need to ride a bus that is different than the one you normally ride:

Your parent needs to call the transportation supervisor at 674-7353 to make those arrangements.

Homework Success Program

The S-E Middle School wants to create a school environment that encourages student success. One strategy to achieve this goal is to increase homework completion. In order to ensure that students complete homework on time, the following homework plan will be followed for students in grades 6-8.

Procedure

All homework must be completed, of good quality (as determined by the teacher) and turned in to the teacher during class on the date it is due. Teachers will check homework at the beginning of class. If a student's homework is incomplete or of poor quality the teacher will send the student to the office to call a parent and notify him or her that the student needs to make up the assignment at homework center that day.

For mods 1-4, if a student does not complete the homework with good quality, he or she will be required to attend homework center during lunch (period 5) where he or she will eat lunch and then complete the assignment. If the assignment is not completed during period 5 the student will be required to stay after school at homework center to finish the assignment.

For classes during mods 6-9, homework center will be held from 3-4 p.m. The student may leave the after school homework center at 3:15 pm, once the assignment is completed with good quality, if he or she lives in town, will be attending a club or sports practice, or has a ride home. If the student lives out of town and does not have a ride, he or she will be required to stay at homework center and take the 4 p.m. bus home.

The homework assignment will be worth a minimum of a 65% if completed on the first day of homework center. The teacher has the option of providing a higher grade, according to his or her grading procedures. If a student is uncooperative during Homework Center, he or she will receive a discipline referral.

Tips for Student Success

1. Record your daily assignments in your planner. Check your planner at the end of the day and take home any materials needed to do your homework.
2. Do your homework on the day it is assigned. Complete the assignment and give it your best effort!
2. See your teacher as soon as possible if you have questions or need help with your homework.
3. Go to class prepared with your completed homework on the day it is due.
4. Turn your assignment in on time for full credit!

Homework Hotline

Parents and students may contact the middle school homework hotline after 4 p.m. each day in order to check on daily assignments. You may listen to the phone version. Please follow the directions below:

Homework Hotline Phone Version

- | | |
|--------|---|
| Step 1 | Dial 674-8444 |
| Step 2 | Choose the corresponding grade level |
| Step 3 | Listen to the homework message. It will automatically play 3 times and then go back to the main menu. |

Being Promoted to the Next Grade

Students are expected to pass all of their academic subjects. Any student who fails 3 or more core subjects (English, Math, Social Studies, or Science) will be required to repeat the grade. Any student who fails 1 or 2 core subjects will be required to take and pass summer school courses, in order to be promoted to the next grade. The principal will review all grades and make final decisions regarding promotion.

Honor and High Honor Roll Requirements

Honor Roll lists will be announced at the end of each marking period. Each marking period will produce its own honor roll, therefore it is not cumulative from marking period to marking period. Students must maintain a 94 or above average to make the high honor roll, and an 87-93 average to make the honor roll. Grades are taken from all required courses where a course grade (not an effort grade) is given.

Bus Rider Regulations

It is expected that all students obey the rules posted on each bus. Any infraction of the rules posted on each bus will make the student subject to the discipline code of the district. Discipline may include suspension from school and/or bus privileges, or whatever discipline is deemed appropriate by the administration.

Add/Drop of Elective Courses

Students must add or drop elective courses within the first two weeks of the class. Students will not be allowed to make schedule changes after the two-week point.

Student Searches

It is district policy to search students based on reasonable suspicion. A search of a student's person can only be conducted when there is sufficient cause for such a search. Factors to be considered are: the student's age, school record, seriousness of the problem, and the need to make the search without delay.

Damage to Property/Loss of Materials

Students are responsible for materials (textbooks, calculators, library materials, etc.) loaned to them. Damage to property or loss of materials will be assessed and students are responsible for payment in a timely fashion.

8th Grade Science Acceleration

To be considered for the Accelerated 8th Grade Science program (Living Environment), prospective students must meet 2 out of the 3 criteria listed below and achieve a score of 21-25 on the evaluation rubric:

Skill	5	3	1
Attendance	Rarely absent, and makes up all missed work immediately, requests work when absent more than a day	Rarely absent, makes up missed work when reminded	Frequent absences, often work is not requested or completed
Organization	Maintains and brings to class an orderly binder with all required pieces	Has a science binder with most items, needs improvement in some areas, usually brings to class	Binder is disorganized and often not brought to class
Class Participation	Participates in class activities and initiates discussion, an avid science student	Participates in class activities and discussions	Little participation, a passive learner
Homework Preparation	All homework completed on time and with quality	Most assignments are complete on time	Homework seldom completed
Exam Scores (10 unit exams)	Average of all exams 92% or above	Average of all exams between 87%-91%	Average of all exams 86% and below

1. A student's overall class average in Science 7 must be 90% or higher at the 30-week mark.
2. The student maintained a final average of 90% or higher in Science 6.
3. The student's score must be in the top 20% or higher on the placement exam.

Once students are enrolled in Living Environment, all students must maintain an overall average of 85% or higher in the course. At the end of the first quarter, the student's grades will be evaluated. If their grades have fallen below 85% they will be removed from the course and placed in Science 8. After quarter one, the student must continue to maintain an overall average of 85%. Student's grades will be checked at each five-week marking period. If their overall average in the class falls below 85% at any five-week point they will be removed from the class.

Math Honors Program

The Math Acceleration Program allows students to earn regents credit for Algebra 1 in grade 8, by accelerating identified students beginning in grade 7. In the Math Honors Program students will learn the grade 7 and grade 8 math standards during their grade 7 year. Students who are successful in this course will then take Algebra I in grade 8.

To be considered for the Math Honors Program prospective students must meet three (3) out of the four (4) criteria listed beneath this chart:

Skill	5	3	1
Attendance	Rarely absent, and makes up all missed work immediately, requests work when absent more than a day	Rarely absent, makes up missed work when reminded	Frequent absences, often work is not requested or completed
Organization	Maintains and brings to class an orderly binder with all required pieces	Has a math binder with most items, needs improvement in some areas, usually brings to class	Binder is disorganized and often not brought to class
Class Participation	Participates in class activities and initiates discussion, an avid math student	Participates in class activities and discussions	Little participation, a passive learner
Homework Preparation	All homework completed on time and with quality	Most assignments are complete on time	Homework seldom completed

1. Score 18 -20 points on the above rubric.
2. A student's overall class average in Math 6 must be 87% or higher at the 30-week mark.
3. The student's score on the grade 6 summative assessment must be in the top 20%
4. The student's score on the placement exam must be 80% or higher.

Once students are enrolled in the math honors program, all students must maintain an overall average of 85% or higher in the Math 7 honors course and the Algebra I course. At the end of the first quarter, for each course, the student's grades will be evaluated. If their grades have fallen below 85% they will be removed from the course and placed in the regular math course for their respective grade. After quarter one, the student must continue to maintain an overall average of 85%. Student's grades will be checked at each five-week marking period. If their overall average in the class falls below 85% at any five-week point they will be removed from the class.

National Junior Honor Society

Selection as a member of the National Junior Honor Society (NJHS) is an honor recognized throughout the nation. It is a privilege, not a right. Students do not apply for membership, but rather provide information to be used by the selection committee to support their candidacy for membership. Membership is not conveyed simply because a student has met a specific academic level of performance, but also because he/she demonstrates outstanding performance in all five criteria of scholarship, leadership, service, citizenship, and character.

The scholarship requirement set forth by the Faculty Council of Sherburne-Earlville Middle School (SEMS) is based on the student's cumulative grade point average. This refers to the total academic performance as demonstrated from the grades received by the student while in attendance at SEMS. In order for a student to be eligible, a student must: be a 7th or 8th grader; have attended SEMS for the equivalent of two quarters; have maintained from sixth grade to the time of selection, a cumulative average of 94 or higher (Averages are NOT rounded off to 94% if below a 94%.); continue membership by maintaining a 94% cumulative grade point average for the remainder of middle school (averages will be checked every 10 weeks).

Selection Process

After the student meets the scholarship criterion for NJHS, the student will be asked to complete a student activity information form, based on the NJHS criteria of scholarship, leadership, character, service, and citizenship. **Although returning the student activity information sheet will not automatically guarantee selection, only those students who return their completed sheets by the specified date will be considered for membership.** The students will then be evaluated by the members of the SEMS faculty at large, and finally by the Faculty Council of SEMS. This council consists of five voting faculty members appointed annually by the Principal. The advisor works with the Faculty Council in selecting, disciplining, or dismissing members.

Dismissal Procedures

Students are subject to dismissal if they do not maintain the standards of scholarship, leadership, service, citizenship, and character that were used as a basis for their selection. Students who fall below any standard will receive a written warning. The Faculty Council will determine when a student has exceeded a reasonable number of warnings, thus warranting dismissal. In cases of impending dismissal, a member will be notified of the offenses in writing and will be entitled to a pre-dismissal hearing before the Faculty Council. Students will be notified of any action being taken by the Faculty Council, the reasons for the action, the date and time of the hearing, and the opportunity for the student to respond either in writing or orally.

Student Valuables

Students are cautioned not to bring large amounts of money or other valuables to school. Students are responsible for their personal property. If it is absolutely necessary to bring large amounts of money or other valuables to school, please leave them in the office for safe keeping. **Do not leave valuables in gym or hall lockers. MP3 player, cell phone, and/or camera use is not permitted in the building during school hours. The school is not responsible for damage or theft of any of these items.**

Gym and Hall Lockers

All lockers, locks, combinations and/or keys, and other storage spaces are the exclusive property of the school, and the students should have no expectation of privacy in these areas. Students are provided lockers to store school related materials. Lockers are locked only to maintain privacy between students and to

maintain ownership of property. **Schools maintain the right to access the lockers, and their contents, at any time.** Plan ahead! Use lockers only during the passing periods and before and after school. No lockers may be used during lunch time. All items needed for use at home, (books, coats, bags, etc.) are to be removed from the student's lockers by 4:00 pm. Only school owned locks are to be attached to lockers. **The district will, from time to time, conduct searches of lockers and their contents on District property. These searches will be conducted using dogs trained for the discovery of various forms of contraband including but not limited to drugs (including marijuana) and look alike drugs, firearms and explosives.**

Code of Conduct

Note: The following policies were enacted in accordance with Project SAVE (Safe Schools Against Violence in Education) legislation. Our Code of Conduct is too long to print on these pages in its entirety. What follows are excerpts from the Code of Conduct, which we feel every student should have at hand, followed by other important information regarding school procedures. If you would like a copy of the Code in its entirety you may obtain one from the school office.

Student Responsibilities

- Contribute to maintaining a safe and orderly learning environment that is conducive to learning and show respect to other persons and to property.
- Be familiar with and abide by all SECS D policies, rules, and regulations dealing with student conduct.
- Attend classes every scheduled day and period unless legally excused, and be on time and prepared to learn.
- Work to the best of their ability in all academic and extracurricular pursuits, and strive toward their highest level of achievement possible.
- React to direction given by teachers, administrators, and other SECS D personnel in a respectful, positive manner.
- Work to develop mechanisms to control their anger.
- Ask questions when they do not understand.
- Seek help in solving problems that might lead to discipline.
- Dress appropriately for school and SECS D functions.
- Accept responsibilities for their actions.
- Conduct themselves as representatives of SECS D when participating in or attending SECS D sponsored extracurricular

events, and hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

- Notify a teacher or school official if they have knowledge of any student being harassed or abused.
- Tell a responsible adult if they have knowledge of any planned violence, criminal activity, or behavior that is in violation of the SECSO code of conduct.

Essential Partners in Education

Parents

All parents are expected to:

- Ensure their children attend school regularly and on time.
- Ensure that all legal absences are accompanied by written excuses.
- Insist that their children be dressed and groomed in a manner consistent with the student dress code.
- Help their children learn and understand SECSO rules.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Ensure homework assignments are completed.
- Initiate contact with teachers, counselors, and school officials as a way to resolve problems.

Offenses: A student shall be subject to disciplinary action in relation to the following:

Alcohol Violation

Arson/Fire

Bomb Threat/False Alarm

Bullying

Bus Misbehavior

Cheating/Academic dishonesty

Computer/Electronic Communication Misuse

Cutting class

Disrespect toward others

Disruption- Classroom

Disruption- School Environment

Disruptive Item- Possession of

Driving/Parking violation

Drug Violation

Failure to serve assigned consequences

Fighting

Fireworks/Explosives

Forgery

Gambling

Hands On/Physical Contact

Harassment/Hate speech

Hazing
Indecent exposure
Insubordination
Intimidation
Leaving school grounds without permission
Loitering
Lookout
Physical attack
Profanity
Public Display of Affection
Reckless Endangerment
Repeatedly Disruptive Conduct
Sexual Harassment
Sexual Misconduct
Skateboards/Scooters/Rollerblades-unauthorized use
Tardiness
Theft
Threat to staff, student, or other person
Tobacco violation
Trespassing
Truancy
Vandalism/Destruction of Property
Weapons possession
In Unauthorized Area

Student Behavior: Misconduct and Consequences

Disciplinary measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous disciplinary record of the student. As a general rule, discipline will be progressive. If the conduct of a student is related to a disability or suspected disability, the Director of Special Education will be notified. The type and extent of consequence for violations shall be determined by the assistant principal, building principal or superintendent. In the absence of the building principal the assistant principal is the designated “acting principal.”

Range of Consequences

Includes, but is not limited to:
Written Warning/Verbal Reprimand
Loss of Privileges
Lunch Detention
After School Detention
In School Suspension
Out of School Suspension
Restitution

Alternative Placement/Involuntary Transfer
Superintendent's Hearing
Law Enforcement Referral
Expulsion (Permanent Suspension)

Note: Students who are either suspended or assigned to long-term alternative instruction (ISS) are to be excluded from all school sponsored extracurricular and social activities during the dates of their disciplinary action. These activities include, but are not limited to, participation in athletic practices and contests, and attendance at any school sponsored event.

Electronic Devices/Cell Phones

Students are prohibited from using or having on, or in any operational mode, any cellular phone, paging device, laser pointer or pen, or any other type of telecommunications or imaging device during the school day, except as expressly permitted in conjunction with a class assignment. If a student violates this rule, then he/she is subject to discipline under the Code of Conduct.

Parents who need to contact their children during the school day should do so by calling the main office at 674-7350. Please do not call or text your child during the school day.

Student use of electronic devices with photographic, audio, video, and/or text messaging capability, including but not limited to cell phones, cameras, personal data assistants and other devices, creates the potential for violations of privacy as well as threats to testing/examination security.

CD's, cell phones, IPOD's, MP3 Players, video games, cameras and any other electronic equipment are not permitted during the school day. They must be turned off and put away. This includes lunch and study hall. Not only do they interfere with the learning process, but they are often lost or stolen. If found or seen, they will be confiscated. The school is not responsible for items damaged, lost or stolen.

Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for SECS D programs. Teachers and all other SECS D personnel should exemplify and reinforce acceptable attire, and help students develop an understanding of appropriate appearance in the educational setting. A student's clothing, jewelry, grooming, and appearance shall be safe, appropriate, and not interfere with the educational process.

A. Ensure that underwear is completely covered with outer clothing

B. Exclude brief garments such as short shirts, (no portion of the midriff will be exposed at any time), tube tops, halter tops, plunging necklines (front and/or back), short shorts and short skirts.

C. Include footwear at all times.

D. Exclude the wearing of outdoor clothing (coats, vests, etc.)

E. Exclude head dressings, including, but not limited to hats, visors, sunglasses, wigs, masks, etc.

F. Exclude "weapon jewelry", spikes, dog chains, choke chains, chains that hang from belts or pockets, fish hooks, or other such things worn on the body that could injure oneself or others.

G. Exclude items which school personnel determine to be vulgar, obscene, libelous, or that denigrate others on account of race, color, religion, ancestry, national origin, gender, gender identity, sexual orientation, or disability.

H. Exclude the endorsement of alcohol, tobacco, or illegal drugs and/or the encouragement of other illegal or violent activities.

I. Exclude the carrying of backpacks and/or anything but a small purse or string bag to take clothes to/from PE. These items will be stored in student's lockers during the school day.

J. Swim wear must be appropriate for instructional purposes.

K. Exclude the wearing of pajamas and slippers

Students who violate the dress code will be required to modify their appearance by covering or removing the offending item, and possibly replacing it with an acceptable item. Any student who refuses to do so will be subject to discipline.

Visitors

Visitors must report to the attendance office upon arrival at the school. They must comply with all of the school rules while on school grounds and must have business in the building. Visitors must sign in and obtain a visitor's pass, which must be displayed at all times. They will be escorted to and from their destination by an SE staff member. Upon completion of their visit, visitors must return the visitors pass and sign out.

HEALTH OFFICE

ILLNESS IN SCHOOL:

Students that become ill during the school day should request a pass from the classroom teacher to visit the nurse. The nurse then determines whether the student should return to class, rest in the Health Office, or be sent home. **STUDENTS THAT BECOME ILL DURING THE SCHOOL DAY MUST GO THROUGH THE HEALTH OFFICE. THE PARENT/GUARDIAN FROM THE STUDENT'S INFORMATION SHEET WILL BE CONTACTED FOR PERMISSION FOR THE STUDENT TO LEAVE DUE TO ILLNESS.**

~If your child is diagnosed with a contagious disease such as strep throat, your child must be on prescribed medication for 24 hours before returning to school.

~**Please keep your child home for fever greater than 100.0°** orally, including a fever that requires control with medication, like Tylenol/Advil. ***Students must be fever-free for 24 hours without medication before returning to school.***

~If your child has an **injury or illness** that prevents him or her from participating in Physical Education, we may excuse the child for **one day**. If the child will be unable to participate for more than one day, a note from the child's health care provider must be provided to the Health Office. Physical Education is a state

required course. The Health office will send copies of the restrictions to the PE staff, coaches and athletic director as needed.

~Repeated visits to the health office will result in an evaluation.

PHYSICAL EXAMINATIONS

New York State Education Law requires school districts to provide a program of health services for the health and safety of its students.

- This includes a satisfactory **health examination and health history** conducted by a health care provider upon the student's entrance into school at any grade level, and for each student **entering pre-kindergarten or kindergarten and in the 2nd, 4th, 7th, and 10th grades.** These **required** physical exams may be scheduled at school through the School Based Health Center or the student's primary care provider.
- Students participating in athletics must have a physical exam each year. **A COPY OF THE PHYSICAL EXAM MUST BE ON FILE IN THE HEALTH OFFICE.**

Health screenings that include hearing, vision and scoliosis are also required:

* A **vision screening** will be provided to all students within six months of admission to school and in grades Kindergarten, 1, 2, 3, 5, 7 and 10, and at any other time deemed necessary.

* **Hearing screenings** will be provided to all students within six months of admission to school and in grades Kindergarten, 1, 3, 5, 7 and 10, and at any other time deemed necessary.

* **Scoliosis screening** will be done at least once each school year for all students in grades 5 through 9 by the school nurse.

The results of all screening examinations will be recorded on the student's permanent health record. Parents/Guardians will be notified in writing of any concern that may require further professional attention with regard to health.

Immunizations: All students must provide proof of immunization against poliomyelitis, diphtheria, tetanus, pertussis, measles, mumps, rubella varicella, hepatitis B and

meningitis in accordance with Public Health Law section 2164.

PROCEDURES FOR DISPENSING MEDICATION

District procedures for administration of medication will mirror those adopted by the New York State Education Department. These procedures are as follows:

1. Medication administered in the school setting will be managed and supervised by school nursing personnel. **Students are not to take any medication outside the school Health Office.** Emergent medication, such as an Inhaler or an Epipen, may be carried by a student with a health care provider order and approval of the school nurse.
2. **A written order from a licensed prescriber is required for a student to take medication during school.** Medication prescribed one, two, or three times a day need not be administered in school unless otherwise specified by the physician.
3. **A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.**
4. **The parent or guardian must assume responsibility to have the medication sent in a properly labeled, original container. Medication refers to both prescription and non-prescription drugs. *Non-prescription drugs are sometimes referred to as “over the counter” drugs and include, but are not limited to oral, inhalation, and topical forms. (These include Tylenol, Ibuprofen, and cold medicines.)***

The medication authorization will need to be completed for each medication administered at school. The **medication authorization** can be obtained on-line at the SECSO site; follow the Middle or High School link to the Health Office. The form is also available in the Health Office.

Only those medications that are necessary to maintain the student in school and must be given during school hours should be administered.

Accidents: All personal injury accidents in the school building, on the school grounds, or at any event sponsored by the school, must be reported immediately to the person in charge and to the school Health Office. The person in charge will fill out an accident report. In the event of an accident or illness, school personnel are permitted to give limited emergency care

only. Parents are responsible for any additional care that might be necessary.

BASSETT SCHOOL-BASED HEALTH CLINIC

Parents may enroll students in the School-Based Health Clinic to receive a variety of medical services (physical examinations, testing, prescriptions, vaccines, etc.) beyond the scope of the school health office. Please call 674-8416 for information or appointments.

Planner17-18finalsmall.doc