

# Voorheesville Middle School Student-Parent/Guardian Handbook 2024-2025

Voorheesville Middle School  
432 New Salem Road  
Voorheesville, New York 12186

Telephone: (518) 765-3314  
Fax: (518) 765-5547



## Mission Statement

*Voorheesville Middle School believes that all middle school students have a right to a rigorous and relevant academic program provided in an autonomous environment that addresses intellectual and developmental needs of young adolescents. To keep pace with the skills required in the 21<sup>st</sup> Century, Voorheesville Middle School will offer students the learning tools that will enable them to work toward becoming compassionate, productive, and successful citizens. Addressing the unique needs of the middle school student requires a passionate commitment to lifelong learning on the part of the entire middle school community with a focus on nurturing and developing the whole child.*

**Voorheesville Middle School  
Voorheesville Central School District**

432 New Salem Road  
Voorheesville, NY 12186  
(518) 765-3314

<https://www.voorheesville.org/>

**Board of Education Members**

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Robert J. Samson.....Vice President  
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Kathy Fiero.....Trustee  
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**Central Administration**

Frank Macri.....Superintendent of Schools  
James Southard.....Assistant Superintendent of Business  
Karen Conroy.....Director of Curriculum  
Karen Jones.....Pupil Personnel Services Director

**Voorheesville Middle School  
2024-2025**

Dear Students and Parents/Guardians:

Welcome to Voorheesville Middle School! We recognize that our students are most successful when all stakeholders work collaboratively to create an enriching educational experience for our students. This handbook is designed to provide information and procedures to help students and their families experience success throughout this school year. We ask that you read and discuss the contents of the handbook together.

Brianna Olsen, Principal  
Cathleen Goodwin, Assistant Principal  
Joe Sapienza, Dean of Students

The information contained in this handbook provides a quick overview of policies and procedures that can guide students to successful academic and extracurricular experiences at Voorheesville Middle School. Whenever applicable, a bold guide number is printed next to an item to direct the reader to the appropriate section of the Board of Education Policies and Regulations. Where there is an ambiguity, the Code of Conduct will be the governing document.

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## Voorheesville Middle School Staff Directory

Voorheesville Middle School Main Office: (518) 765-3314

Mrs. Brianna Olsen, Principal (bolsen@voorheesville.org)  
Cathleen Goodwin, Assistant Principal (cgoodwin@voorheesville.org)  
Mr. Daniel Bartoszek, Middle School Counselor (dbartoszek@voorheesville.org)  
Ms. Amber Neidrauer, Middle School Secretary (aneidrauer@voorheesville.org)  
Mrs. Dorothy Martin, Licensed Practical Nurse (dmartin@voorheesville.org)  
Mrs. Candy Hillmann, Attendance Secretary (attendancehms@voorheesville.org)  
Transportation Department (transportation@voorheesville.org)

### 6<sup>th</sup> Grade:

Mr. Chaize: dchaize@voorheesville.org  
Mrs. George: egeorge@voorheesville.org  
Mr. Glisson: jglisson@voorheesville.org  
Ms. Mercier: jmercier@voorheesville.org  
Mrs. Hemming: jhemming@voorheesville.org

### 7<sup>th</sup> Grade:

Mrs. Bradshaw: jbradshaw@voorheesville.org  
Mrs. Kelly: lkelly@voorheesville.org  
Mrs. Seaburg: aseaburg@voorheesville.org  
Mrs. Young: jyoung@voorheesville.org  
Ms. Countryman: acountryman@voorheesville.org

### 8<sup>th</sup> Grade:

Mrs. Furlong: lfurlong@voorheesville.org  
Mrs. Glisson: cglisson@voorheesville.org  
Mr. Iannotti: jiannotti@voorheesville.org  
Mrs. Kramer: rkramer@voorheesville.org  
Mrs. Gasner: mgasner@voorheesville.org

### Reading:

Mrs. Luther: sluther@voorheesville.org

### World Language:

Mrs. Fuld: jfuld@voorheesville.org  
Mrs. Mason: amason@voorheesville.org

### Physical Ed/Health:

Mr. Fiato: mfiato@voorheesville.org  
Mr. Karins: akarins@voorheesville.org  
Ms. Sanders: asanders@voorheesville.org

### Business:

Mrs. Peck: mpeck@voorheesville.org

### Art/Music Teachers:

Mrs. Coppola: mcoppola@voorheesville.org  
Mr. Kaplan: bkapan@voorheesville.org  
Mrs. Parks: eparks@voorheesville.org  
Mr. Purington: jpurington@voorheesville.org  
Mrs. Wells: kwells@voorheesville.org

### Technology:

Mr. Calhoun: dcalhoun@voorheesville.org

### Family and Consumer Science:

Mrs. Crawford: kcrawford@voorheesville.org

**School Day Hours: The school day begins at 7:40 am and ends at 2:25 pm**

**Bell Schedules**

**Regular Day**

Warning Bell:	7:35 a.m.
Period 1:	7:40 a.m. – 8:25 a.m. (includes three minute homeroom)
Period 2:	8:28 a.m. – 9:10 a.m.
Period 3:	9:13 a.m. – 9:55 a.m.
Period 4:	9:58 a.m. – 10:40 a.m.
Period 5:	10:43 a.m. – 11:25 a.m.
Period 6:	11:28 a.m. – 12:10 p.m.
Period 7:	12:13 p.m. – 12:55 p.m.
Period 8:	12:58 p.m. – 1:40 p.m.
Period 9:	1:43 p.m. – 2:25 p.m.

**Delay Schedules**

**One Hour Delay Schedule**

Warning Bell:	8:35 a.m.
Period 1:	8:40 a.m. – 9:18 a.m.
Period 2:	9:21 a.m. – 9:56 a.m.
Period 3:	9:59 a.m. – 10:34 a.m.
Period 4:	10:37 a.m. – 11:12 a.m.
Period 5:	11:15 a.m. – 11:50 a.m.
Period 6:	11:53 a.m. – 12:28 p.m.
Period 7:	12:31 p.m. – 1:06 p.m.
Period 8:	1:09 p.m. – 1:44 p.m.
Period 9:	1:47 p.m. – 2:25 p.m.

**Two Hour Delay Schedule**

Warning Bell:	9:35 a.m.
Period 1:	9:40 a.m. – 10:12 a.m.
Period 2:	10:15 a.m. – 10:44 a.m.
Period 3:	10:47 a.m. – 11:16 a.m.
Period 4:	11:19 a.m. – 11:48 a.m.
Period 5:	11:51 a.m. – 12:20 p.m.
Period 6:	12:23 p.m. – 12:52 p.m.
Period 7:	12:55 p.m. – 1:24 p.m.
Period 8:	1:27 p.m. – 1:56 p.m.
Period 9:	1:59 p.m. – 2:25 p.m.

**Assembly Schedules**

**AM Assembly Schedule**

Warning Bell:	7:35 a.m.
Assembly:	7:40 a.m. – 8:22 a.m.
Period 1:	8:25 a.m. – 9:05 a.m.
Period 2:	9:08 a.m. – 9:45 a.m.
Period 3:	9:48 a.m. – 10:25 a.m.
Period 4:	10:28 a.m. – 11:05 a.m.
Period 5:	11:08 a.m. – 11:45 a.m.
Period 6:	11:48 a.m. – 12:25 p.m.
Period 7:	12:28 p.m. – 1:05 p.m.
Period 8:	1:08 p.m. – 1:45 p.m.
Period 9:	1:48 p.m. – 2:25 p.m.

**PM Assembly Schedule**

Warning Bell:	7:35 a.m.
Period 1:	7:40 a.m. – 8:20 a.m.
Period 2:	8:23 a.m. – 9:00 a.m.
Period 3:	9:03 a.m. – 9:40 a.m.
Period 4:	9:43 a.m. – 10:20 a.m.
Period 5:	10:23 a.m. – 11:00 a.m.
Period 6:	11:03 a.m. – 11:40 a.m.
Period 7:	11:43 a.m. – 12:20 p.m.
Period 8:	12:23 p.m. – 1:00 p.m.
Period 9:	1:03 p.m. – 1:40 p.m.
Assembly:	1:43 p.m. – 2:25 p.m.

## Early Dismissal Schedules

### 10:30 Dismissal Schedule

Warning Bell:	7:35 a.m.
Period 1:	7:40 a.m. – 7:58 a.m.
Period 2:	8:01 a.m. – 8:17 a.m.
Period 3:	8:20 a.m. – 8:36 a.m.
Period 4:	8:39 a.m. – 8:55 a.m.
Period 5:	8:58 a.m. – 9:14 a.m.
Period 6:	9:17 a.m. – 9:33 a.m.
Period 7:	9:36 a.m. – 9:52 a.m.
Period 8:	9:55 a.m. – 10:11 a.m.
Period 9:	10:14 a.m. – 10:30 a.m.

### 11:30 Dismissal Schedule

Warning Bell:	7:35 a.m.
Period 1:	7:40 a.m. – 8:03 a.m.
Period 2:	8:06 a.m. – 8:29 a.m.
Period 3:	8:32 a.m. – 8:55 a.m.
Period 4:	8:58 a.m. – 9:21 a.m.
Period 5:	9:24 a.m. – 9:47 a.m.
Period 6:	9:50 a.m. – 10:13 a.m.
Period 7:	10:16 a.m. – 10:39 a.m.
Period 8:	10:42 a.m. – 11:05 a.m.
Period 9:	11:08 a.m. – 11:31 a.m.

### **Access to Student Information**

Section 9528(a)(1) of the federal “No Child Left Behind Act” states that “each local educational agency receiving assistance under the act shall provide, on request made by military recruiters or an institution of high learning, access to secondary school student names, addresses and telephone listings.” Students or parents of students may request that this information not be released. This request must be made in writing to the principal at the beginning of the school year.

### **After School Activity Period (Tuesday – Thursday 2:30 – 3:25 p.m.)**

Students may remain after school in the Homework Center, with a specific teacher (if previously arranged), to practice a sport, or to participate in a club. Please get permission from your teacher or coach in advance. Students may not, however, remain after school to “hang out” in the halls or congregate with friends in unsupervised areas. Students not receiving help or participating in a school activity may be assigned detention until the late bus arrives and/or have their parents/guardians notified. Students who wish to attend late afternoon or evening athletic events may not remain after school for this purpose beyond 3:30 p.m. These students should leave at dismissal and return at the time of the event, with a parent who will provide supervision.

Homework Center will be open after school on Tuesdays, Wednesdays, and Thursdays from 2:30 to 3:25 p.m. Homework Center is a quiet supervised classroom that students can utilize to do homework. They may also go if they are finished seeing a teacher and there is time before the arrival of the late bus, or if they are participating in an after school sport but there is a delay in the supervision of that event. Homework Center attendance may be required if a student is failing a subject either at the time of gradebook updates or report cards.

### **Athletics**

The Voorheesville Central School District has a wide variety of interscholastic sports teams. See your physical education teacher for more information. Athletes are required to follow the Co-Curricular and Extracurricular Code of Conduct which is distributed to all athletes at the start of the sport’s season and is

available on the Voorheesville CSD website. Athletes will be subject to consequences from the Co-Curricular and Extracurricular Code of Conduct and the District Code of Conduct.

**MIDDLE SCHOOL SPORTS**  
**Grades 7 & 8**

**(7th and 8th grade students are eligible for modified sports teams)**

**FALL**

Cross-Country

Football

Boys' Golf

Girls' Golf

Boys' Soccer

Girls' Soccer

Girls' Swimming/Diving

Girls' Tennis

Girls' Volleyball

Cheerleading

**TEAMS**

Varsity, Modified

Varsity, Modified

Varsity

Varsity

Varsity, J.V., Modified

Varsity, J.V., Modified

Varsity (Combined with Guilderland)

Varsity

Varsity, J.V., Modified

Varsity, Modified

**WINTER**

Boys' Basketball

Girls' Basketball

Boys' Bowling

Boys' Swimming/Diving

Cheerleading

Ice Hockey

Indoor Track (co-ed)

Boys' Volleyball

Varsity, J.V., Modified

Varsity, J.V., Modified

Varsity

Varsity (Combined with Guilderland)

Varsity, J.V.

Varsity (Combined with Guilderland,  
Schalmont, Scotia, Mohonasen)

Varsity

Varsity

**SPRING**

Baseball

Softball

Track (co-ed)

Boys' Lacrosse

Girls' Lacrosse

Varsity, J.V., Modified

Varsity, J.V., Modified

Varsity, Modified

Varsity, Modified

Varsity, Modified

\*In order to participate on a varsity or junior varsity team, middle school students must pass the Athletic Placement Procedure. More information on the Athletic Placement Process may be obtained from the Athletic Director, Joseph Sapienza.



## **Academic Intervention Services (AIS)**

Academic Intervention Services at Voorheesville Middle School are intended to assist students who are at risk of not achieving the State Learning Standards in English Language Arts and/or Mathematics, or who are at risk of not gaining the knowledge and skills needed to meet or exceed designated performance levels on State Assessments. This intervention program provides additional instruction and student support as a supplement to the general curriculum. Academic Intervention Services shall be made available to all eligible students.

## **Attendance (5100)**

Attendance Affects Everything! There is a distinct relationship between punctuality, good attendance, and academic success. Most academic failures are attributed to chronic attendance problems. Students are expected to be on time for school and attend all classes. Parents are asked to call the school to report absences and to send notes with the student when they return to school. Parents can also email or fax absence notes- absences will not be excused without written documentation.

The district's attendance policy defines absences as excused or unexcused and it identifies the school's protocol for addressing student absences. Regardless of reason, any absence negatively impacts a student's educational profile and should be made up.

Note: See district website for complete regulation.

Absences will remain unexcused unless a note is submitted within 5 business days of the absence. Support teams can recommend to administration that absences should be excused if a student is unable to get a note for extenuating circumstances. Students should plan with their teachers within 5 days of absence on how/when they are making up work.

Absences, lateness, and early departures will be considered unexcused unless they meet the following standards: personal illness, death in the family, school approved educational trips, religious observations, impassable roads or weather, court appearance, music lessons, approved college visitation, military service, emergency doctor or dental appointments and Take Your Child to Work Day.

Voorheesville Middle School has the right to ask for a doctor's note when a student is out for 5 consecutive days. Once absences become excessive, even when excused, Voorheesville Central School District may require medical documentation. The documentation should be a formal medical document.

## **Late to School**

Students who are not in their first period class by 7:40am are late to school. They will need a tardy pass from the office to enter their first period class. They must enter the school building through the Clayton A. Bouton main entrance and report directly to the attendance office. **Students must be signed in by a parent/guardian.** Students who arrive after period 1 concludes (8:25am) should enter through the Voorheesville Middle School entrance to obtain a tardy pass.

Students who arrive late with a written legal excuse will be marked as such. Late notes must be submitted within 24 hours of occurrence to be credited. Late arrivals will be coded as either excused or unexcused per the Board of Education Attendance Policy..

### **Leaving School During the School Day**

Students may not leave campus without permission. If a student needs to leave school during the school day, a parent /guardian must call the Attendance Office at 518-765-3314 ext. 2102 or send a note or email to [attendancehms@voorheesville.org](mailto:attendancehms@voorheesville.org). Also, a parent must sign their child in and out in the Middle School office when the child is leaving early or arrives late.

### **Truancy**

A student absent from school without knowledge or consent from a person in parental roles, is considered truant. Truancy is a violation of the New York State Education Law and is subject to disciplinary measures that can be imposed by both Voorheesville Middle School and Albany County Family Court.

### **Unexcused Absences**

The Attendance Office will notify a parent and Principal when a student reaches 3, 5, and 7 unexcused absences.

### **Unexcused Tardies**

The Attendance Office will notify a parent and Principal when a student reaches 3, 5, and 7 unexcused tardies. Consequences may include verbal warning, lunch detention, after school detention, loss of privileges, parent meetings, etc.

### **Bullying/Harassment (0115)**

Voorheesville Middle School is committed to safeguarding the right for all students to learn in an environment that is free from harassment. There will be disciplinary consequences for action, verbal assault, or abuse based on racial, ethnic, religious, political, social, or life-style differences, or gender expression, etc.

Conduct is deemed to be sexual harassment when a student perceives a behavior as unwelcome, such as inappropriate touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes or pictures. Students who believe they are being harassed, should immediately report their concerns to the DASA Coordinator, Brianna Olsen.

- **Dignity For All Students Act (DASA)**
  - Voorheesville Central School District complies with the Dignity for All Students Act (DASA) passed into law effective July 1, 2012. Student harassment and bullying is prohibited on school property or at school functions. Harassment is defined as conduct, or verbal threats, intimidation or abuse that interferes with a student's educational performance, benefits or opportunities, emotional or physical well-being or which causes a student to fear for his or her safety. This extends to cyber bullying that occurs on or off school property. Also prohibited is student discrimination based on, among other things, a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientations, gender, or sex. Any person having reasonable cause to suspect that a student is being subjected to discrimination, harassment, or bullying should report the suspicions to the building principal. People

who report such incidents in good faith are immune from civil liability and from retaliation. Please refer to the posted Code of Conduct for more information.

At Voorheesville Middle School:

Every student will be respected and safe.

We celebrate differences in people; each person is one of a kind!

We will be kind and thoughtful.

We will not say mean things to each other, or tease, or hurt other people's feelings.

If we see someone getting picked on, we will tell the teacher, counselor or the principal – that is not tattling – that is standing up for what is right!

### **Backpacks/bags**

To maintain a safe and orderly learning environment, students are not permitted to carry backpacks/bags during the school day. Backpacks/bags must be stored in lockers before the first class and can only be retrieved at the end of the school day. This rule is designed to reduce classroom clutter, ensure safety, and prevent distractions.

An exception is made for students who need to transport their Physical Education clothes to and from class. They are allowed to use a small bag specifically for this purpose. Students are encouraged to use binders or folders for other necessary materials between classes.

### **Behavioral Expectations**

All students will be required to adhere to our [Behavioral Expectations Matrix](#). Copies are posted throughout the building and are available in the main office.

### **Cafeteria**

Our cafeteria opens at 7:30 a.m. for breakfast and closes at 9:30 a.m. Middle school students can purchase “breakfast-to-go” each morning in our main lobby. The cafeteria offers a variety of nutritious and appetizing hot and cold lunch options. Lunch is served during periods 5 (7th grade/8th grade) and 6 (6th grade). Students are allowed to enter the cafeteria only during their assigned lunch periods. Cost for breakfast is \$2.25 and for lunch it is \$3.50.

- Cafeteria Expectations
  - Welcome others to your table
  - Keep your table clean
  - Be patient and wait your turn
  - Make healthy food choices

### **Change of Address and Contact Information**

If they have a change of address, they must complete the VCSD Change in Residence form. It is located on the website, under the registration tab, and on the right-hand side of the page.

<https://www.voorheesville.org/about-us/student-registration/>

It has to be approved by the district registrar, Jeff Vivenzo, before the change can be entered into the system.

A change of student home address should be immediately reported to the attendance office, the student’s school counselor and/or Principal. Proof of residency is required along with a change of information form.

It is critical that parents provide the school with updated home and cell phone numbers. Please notify the attendance office and your school counselor of any changes.

**Clubs**

Clubs and student activities take place during the school day and after school from 2:30 p.m. to 3:25 p.m. Students may ride the late bus home on most days Tuesday, Wednesday, and Thursday. Student participation in co-curricular and extracurricular activities requires both student and parent/guardian to sign a co-curricular and extracurricular code of conduct agreement.

A list of clubs is as follows:

<b>Club</b>	<b>Advisor</b>	<b>Description</b>
Art Club	Mrs. Erin Parks (eparks@voorheesville.org)	Art club is for students who want to explore and express their creative ideas in a judgment free and helpful environment. Activities vary but may include helping with the set designs for our MS and HS plays, group projects, individual creativity, and learning from visiting artists.
Blackbird TV	Mrs. Shauna Worthley (sworthley@voorheesville.org)	Blackbird TV produces the morning announcements that are shown to all middle school students, every day, throughout the school year. Students film and assist in editing each day’s announcements, which are then streamed to classrooms. Students from 6th, 7th, and 8th grade are welcome to join, but spots are limited and dependent on students’ schedules. Even though the announcements are produced every day, our schedule rotates so that each student may contribute only once per week. Most of the work is done during the school day, but filming may be after school one day

		per week so students may need to stay after school.
Book Club	Mrs. Menetti (cmenetti@voorheesville.org)	Middle School Book Club is a program sponsored by the Voorheesville Public Library and held monthly in the Middle School Library. For additional information, please visit <a href="https://voorheesvillelibrary.org/teens-the-voorpl-on-demand/">https://voorheesvillelibrary.org/teens-the-voorpl-on-demand/</a> .
Builder's Club	Ms. Jamie Mercier (jmercier@voorheesville.org)	The Middle School Builder's Club meets twice a month and more often, if needed. The purpose of the club is to serve others and have fun while doing it. Members can look forward to service projects and working with Kiwanis. Meetings are announced on the P.A. or on Blackbird TV. All middle school students are welcome to join. Builder's Club is looking for members who are leaders, demonstrate commitment and possess the desire to follow through with projects.
Chess Club	Mr. Ted Simons (tsimons@voorheesville.org)	The Chess Club is open to students 6-12. We welcome students who currently play chess or have an interest in learning.
Dance Club	Mrs. Jennifer Fuld (jfuld@voorheesville.org)	This is a combination high school/middle school club.
Drama Club	Mrs. Desiree Chappelle (dchappelle@voorheesville.org)	Drama Club productions are held in the Fall. All students are welcome to participate. Auditions are the 1st week of school.
Esports	Mrs. Shauna Worthley (sworthley@voorheesville.org)	Join our Esports Club! We meet on Tuesdays to battle it out in Super Smash Brothers and Rocket League. So, what are you waiting for? Let's game on!
Equity Club	Mrs. Cathleen Goodwin (cgoodwin@voorheesville.org)	The focus is to promote respect, inclusion, diversity and equity. The promotion of student voice as we share and learn about different cultures,

		religions, communities and impactful people is our goal.
Game Club	Mr. Dan Bartoszek (dbartoszek@voorheesville.org)	Available to all students, Game Club gives students the opportunity to play board and card games after school with their peers. It's an opportunity to socialize and have fun!
Guitar Club	Mr. Joseph Iannotti (jiannotti@voorheesville.org)	Students do not need to have a guitar or any playing experience to be in this club.
Jazz Band	Mr. Brian Kaplan (bkaplan@voorheesville.org)	Any student in middle school may join.
Student Council	Mrs. Jessica Bradshaw (jbradshaw@voorheesville.org)	The Middle School Student Council discusses issues of concern to students in grades 6-8. They will also be planning some service activities, which are open to all students in grades 6-8. Officers, representatives and alternates are elected. Representatives and alternates are elected from their social studies classes.
Visibility Club	Mrs. Jamie Gray jgray@voorheesville.org	Visibility Club is a GSA for people in the LGBTQ+ community and their allies. Goals include fun social activities, such as movie events and crafting; activism, such as raising money for the Trevor Project, which provides mental health resources for the LGBTQ+ community; and education, such as sharing the different pride flags during pride month, and making a gallery of art and poetry to highlight LGBTQ+ artists. Most importantly, the club provides a safe space for members, where they know they will be accepted and heard.
Yearbook	Mrs. Rachel Kramer (rkramer@voorheesville.org)	Yearbook club is for grade 8 only and responsible for producing the Middle School yearbook. As the year progresses members will be involved in the organization and layout of the yearbook, as well as editing and taking pictures for

		<p>the book. Students will use the computer and related software to manage the organization and editing of each aspect of the yearbook. Meetings will be held twice a month, and more often as the time of publication draws near.</p>
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\*Additional clubs and extracurricular opportunities may be announced throughout the year. If parents are interested in volunteering to host a club or extracurricular activity, please contact Mrs. Olsen.

### **Chromebooks Use**

Students must have the Voorheesville School District’s Acceptable Use and Internet Safety Policy User Agreement and Waiver Form signed and on file to be eligible to use any of the school district’s computers. The district will then issue individual student computer access passwords and an email account. Students are not permitted to loan their account information to any other student. Failure to comply with the contents of the agreement may result in disciplinary action which may include academic ineligibility.

Students will be issued a Chromebook upon entering grade 6. Chromebooks are checked at the end of the year and replaced as needed. All students must complete the appropriate paperwork and are responsible for using hardware appropriately, as inappropriate usage will be monitored, and the students held accountable.

- **Chrome Depot/Loaner Procedures**

- Students are required to bring their Chromebooks to school daily. Should a student forget theirs, they may borrow one from the middle school main office. Students must come to the main office during 1st period to check out a Chromebook. The Chromebook must be returned to the main office at the end of 9th period. No exceptions can be made for pick-up or drop-off times.

- **Broken Chromebook**

- If a student’s Chromebook or charge is broken, they should bring their Chromebook to the Chrome Depot between 7:40 and 8:00am or 2:05-2:25pm. Students will be responsible to fill out a form indicating the problem and then may receive a loaner Chromebook. An email will be sent to the student’s account from the IT department when the Chromebook is fixed and ready for pick-up. Parents/guardians will be notified of all damaged Chromebooks. Students will be notified when their Chromebook can be picked up. If chromebooks are intentionally damaged or a trend of intentional damage is evident, a discipline referral will be written.

- **Charging a Chromebook**
  - A fully charged Chromebook will last the full school day. However, if a student arrives to school with a low or dead battery, there are options. The library has secured charging stations that students may utilize when the library is open.

## **Code of Conduct (5300)**

The Code of Conduct is reviewed annually and approved by the Board of Education.

## **Communication Between Home and School**

The purpose of our reporting system is to establish an effective line of communication between home and school. To accomplish this, the following system is used:

- **The Purple Newsletter**
  - Each week, the Purple Newsletter is posted to our website and sent to parents/guardians via School Messenger. This weekly communication is designed to provide information about important dates and what your child is studying in school.
- **Parent Portal**
  - The Parent Portal enables us to improve our home-school communication by allowing you to monitor your child's grades and assignments via the website of our student management system, eSchool Data. In addition, updates will be announced via School Messenger at 3 and 6 week intervals to check the portal for an up to date average. Electronic versions of the most recent report card will be posted approximately every 10 weeks.
  - Parents/guardians are encouraged to monitor the portal regularly to check for missing work and unsatisfactory grades. If there are questions or concerns, the parent/guardian should then contact the individual teacher through their e-mail address. To contact a teacher by e-mail, use the following procedure:  
first name initial last name @voorheesville.org  
example: [jsmith@voorheesville.org](mailto:jsmith@voorheesville.org)
- **Gradebook Updates**
  - Gradebook updates are posted on the Parent Portal at 3 weeks and 6 weeks of the marking period under the gradebook. The current average and missing work will be marked. A School Messenger will be sent notifying parents to check the portal.
- **Report Cards**
  - Report cards are posted on Parent Portal every ten weeks. The report card includes a grade in each subject plus additional comments made by the teacher to explain the student's progress during the marking period. Number grades are used in Middle School. Individual teacher grading policies are covered at Open House in September. The passing grade is a 65.
  - There are four marking periods in a school year, approximately ten weeks in duration.  
Quarter 1 ends: 11/8/2024  
Quarter 2 ends: 1/24/2025  
Quarter 3 ends: 4/11/2025  
Quarter 4 ends: 6/27/2025



- **Parent/Teacher Conference**
  - Conferences with parents/guardians are an important part of the reporting process. A conference may be initiated by the student, parent, or staff members. Call or email our middle school counselor to make an appointment - [dbartoszek@voorheesville.org](mailto:dbartoszek@voorheesville.org).
- **Agenda Books**
  - Agenda books are a middle level organizational tool. They will be provided to students in grades 6-8 to take to all classes and used to record both their daily and long term assignments. If the agenda book is lost or damaged, students may purchase a new one for \$5 if they are available.

## **Detention**

Students will be assigned school detention for low level disciplinary infractions as stated in the Code of Conduct. Teacher assigned detentions could be served after school with the teacher who assigned such or in the designated detention room. Detention assigned through an administrator will be served in the designated detention room(s) during lunch and/or after school. Failure to serve detention will be considered insubordination and will result in more serious consequences.

## **Drug and Alcohol Use**

Issues of drug and alcohol abuse are serious. In addition to disciplinary action, students should expect to be referred to a school social worker to address issues that need to be dealt with cooperatively with school and families. Students should also expect to be denied the privilege to participate in school activities that may include field trips, special events, proms, or graduation.

## **Electronic and Telecommunications Devices (i.e., cell phones)**

Students in possession of telecommunication devices and or electronic devices, including, but not limited to, cell phones, smartwatches, non-medical listening devices, and headsets, while on school property will observe the following conditions:

- Telecommunication devices will be accessed and operated only before and after the regular school day, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device;
- Electronic devices, which include cell phones, iPods, tablets, airpods, iPads, and video games will not be allowed between 7:35am and 2:25pm. Certain actions will not be allowed with electronic devices, including recording videos, taking pictures, using the devices in an attempt to cheat, or any form of bullying/harassment.
- Parents/guardians are expected to call the main office to have a message given to their child. If a student needs to contact their parent/guardian, they may request to do so during a non-instructional time. Phone calls home should not interfere with the educational process.
- Students will not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy rights of others;
- All classrooms have a Phone Storage Organizer that teachers may utilize;
- All electronic devices must be put away for all assessments;
- Students will not send, share, view, or possess pictures, text messages, emails, or other material depicting sexually explicit conduct, in electronic or any other form on a cell phone or other

electronic device, while the student is on school grounds, at school-sponsored events or on school buses or vehicles provided by the district;

- Students are responsible for devices they bring to school. The district will not be responsible for loss, theft or destruction of devices brought onto school property or to school-sponsored events;
- Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices; and
- Students who violate these rules will be subject to disciplinary action.
- Electronic devices observed to be in use will be confiscated by the staff member and sent to the main office. If a student refuses to turn their electronic device over to the staff member, then a discipline referral will be written for insubordination and the student will be sent to the main office. If a student uses an electronic device during the school day the following will be applied:
  - First Offense: The device will be held in the main office and returned to the student at the end of the day. The student's parent/guardian will be notified by the staff member.
  - Second Offense: The device will be held in the main office and returned to the student at the end of the day. The student's parent/guardian will be notified by the staff member. Additionally, lunch detention will be scheduled.
  - Third Offense: The device will be held in the main office and the staff member will enter a discipline referral. The student's parent/guardian will be notified by an administrator and the parent/guardian may be required to pick up the device. A disposition will be provided by the administrator.
  - Subsequent use of devices after the third offense will result in an individualized student plan for electronic devices facilitated by administration.

### **Emergency School Closing (1500)**

Information about school closings and delays is posted on the homepage of the District website: <https://www.voorheesville.org/>. School closing procedures for the District in the event of inclement weather or other emergencies will be announced through School Messenger and on local news stations.

### **Equal Opportunity**

All students will have equal access to educational programs, courses, extra-curricular activities, and services. Factors such as race, color, national origin, creed, religion, marital status, veteran status, parental status, gender, age, political affiliation, or disability will not be used as reasons for denying these programs and benefits to any student.

### **Family Educational Rights and Privacy Act- FERPA (5500)**

In order to provide students with appropriate instructional and educational services, it is necessary for the district to maintain extensive and sometimes personal information on them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel as well as being accessible to the student's parents or legal guardian and/or the student in accordance with the law, yet be guarded as confidential information. Student education records and personally identifiable information contained in a student's education records may not be released or disclosed without the prior written consent of the parent/guardian of a student under 18 years of age or a student over 18 years of age except as otherwise authorized by law. When parents/legal guardians or students over the age of 18 inspect student records, appropriate school

personnel must be present. Under no circumstances may original student records be removed from school premises.

Note: See district website for complete regulation.

### **Java Hut**

The Java Hut is open to middle school students. However, students are not permitted to purchase caffeinated items. The Java Hut is open from 7:30am to 12:30pm.

### **Emergency Drills**

Throughout the school year, emergency drills (i.e., lockdown and evacuation) will be held. All Voorheesville Middle School faculty will follow clear protocols and procedures during these drills in order to ensure safety and security. Students will be expected to follow all expectations and procedures given during emergency drills. In the event of an emergency drill, the Voorheesville website will post a notice to parents and the community regarding the nature of the drill. During an emergency drill, visitors and parents will not be allowed on the campus until the drill is over.

### **Fire Alarms**

Activating a fire alarm is a serious matter leading to the severest disciplinary action, including law enforcement involvement. Students are not authorized to signal a fire alarm unless specifically directed by a teacher or administrator. If a student believes that danger exists, it is the student's responsibility to first inform a teacher or administrator.

### **Health Office**

When students feel ill during the school day, they should ask their teachers for a pass to go to the school health office. Health office staff will notify a parent/guardian if a student is to be sent home ill. Any student involved in an accident in school or while participating in a school activity must report to the school health office.

### **Homebound Instruction**

Homebound instruction is different from Home Instruction. Homebound instruction is a service provided to students who are unable to attend school because of a temporary medical or emotional impairment. If this situation arises, parents should immediately contact Dorothy Martin, Licensed Practical Nurse, to initiate the medical paperwork required for this service to take place. Students are required to attend all classes until home teaching is approved unless they are hospitalized. The approval process can take 2-3 weeks after paperwork is completed.

### **Home Instruction**

If parents elect to teach their child at home, they must submit an Individual Home Instruction Plan (IHIP) for the approval by the Superintendent. No high school credit will be awarded for instruction at home.

### **Homework Policy ([4710](#))**

Homework reinforces the learning of material taught in the classroom. It is a valuable extension to

instruction, provides the opportunity to develop good study habits, organizational skills, and time management. Parent/guardian support is essential in making homework an integral part of the educational program.

- **Homework Procedures (GENERAL)**

- All homework is to be completed by its due date. In case of absence, one-day leeway is given for each day's absence without the loss of credit. However, each student should have one or two homework partners in each class to call when absent. Additionally, students may check Google Classroom pages, eSchool, team homework sites, or email their teachers directly.
- Students and parents/guardians may access a list of the current day's assignments by going to the Voorheesville Website, [www.voorheesville.org](http://www.voorheesville.org) and then choosing Voorheesville Middle School. Under Middle School Links, click on MS Team Websites/Newsletter. Each Grade Level updates their homework assignments on their Team Site and assignments are posted on each course's Google Classroom page.

Grade 6: <http://team6site.com/homework>

Grade 7: <https://sites.google.com/voorheesville.org/vms-team-7/assignments?authuser=0>

Grade 8: <https://sites.google.com/voorheesville.org/vms8thgrade>

- Upon return from an absence, a student will receive additional time to collect and complete assignments given during the absence. The student should always confer with individual teachers to determine how much additional time will be granted.

- **For an absence of one day or less:**

- Students should collect assignments from the Grade Level Homework Site/Google Classroom page.
- Hard copy materials could be collected by a classmate, or upon return to school. The office does not collect work, handouts, or textbooks for students who will be absent one day or less.

- **For an absence of two or more days:**

- Students should collect assignments each day from the Grade Level Homework Site/Google Classroom page. Hard copy materials may be requested by calling the Middle School Main Office before 9:00 a.m. Picking up the collected materials, as well as any textbooks required, is the responsibility of the parents/guardians.

- **Missed Classwork and Homework due to Family Vacation**

- Generally, it is not in the best interest of a child's educational program to miss school for such things as family vacations, trips, and out of town family events.
- Much of the middle school program involves in-class lessons, activities, discussions, and projects that take place during the school day. Such work is not easily replicated at home. Teachers will not be required to provide academic work in advance of the student's unexcused absence. When the student returns, he/she will be expected to schedule times

with teachers to make up assignments, labs, and/or classwork. Such times may be during study halls, Flex, and after school. Arrangement for make-up times for credit missed for gym classes will be made with the physical education teacher. Tests and quizzes from the absence should be made up as soon as possible upon the student's return to school.

Note: See district website for complete regulation.

### **Honor Roll**

Four times each year, after report cards are issued, an Honor Roll will be released based upon grades received during the quarter. To qualify, students must be taking at least four classes (minimum of 2 credits) and all marks must be passing. Every subject in which a student receives credit is considered for the Honor Roll. Students with an overall average of 84.5 - 89.4 are named to the Honor Roll. Students with an average of 89.5 and above are named to the High Honor Roll. An incomplete or failing grade will make a student ineligible for Honor Roll.

### **Library**

The library is open regular school hours Monday – Friday. Students are welcome to use the library for research, homework, reading and tutoring. A Library Media Specialist is available to assist students with research and reading recommendations. Computers are available to students for academic purposes. Social networking sites, games and inappropriate websites are prohibited. Students who do not follow the district computer policy will lose their computer and library privileges. Students may use the library during their study hall, lunch, or after school. Since all students have Chromebooks, access to the library during study halls are limited to students who need to print, need a library resource, or research assistance in the library. Passes are required when entering the library. Food and drinks are prohibited in the library and computer labs.

The library collection includes print titles in both fiction and non-fiction, eBooks, and audiobooks. The library subscribes to databases in all academic subjects, and they are available to students 24/7 with a username and password. Resource guides are available in the library. Students are encouraged to check out the [Blackbird Library webpage](#) for more information.

### **Lockers**

Lockers are assigned to all 6th-8th grade students in September to provide a safe place to keep books and outer garments. Locker use is limited to the time between classes, before first period, and after 9th period. Any other time requires a locker pass from a teacher or other school official. Lockers must be completely closed and locked before leaving the area. Do not tell anyone the locker combination or permit anyone to use your locker. Voorheesville CSD is not responsible for items missing from lockers. Student lockers are the property of the school district and may be opened and subject to inspection by school officials.

### **Lost and Found**

The Lost and Found Table is located in the commons and across from the Middle School Main Office. If it is a valuable item (s), please stop by the office. Students may report lost items to the main office.

## **Mediation**

Students are encouraged to see their Principal, Assistant Principal or Dean of Students for mediation services if they are in a conflict with another student and cannot resolve it on their own. If students are suspended for fighting, mediation between the students is encouraged on the first day of their return to campus.

## **Medical/Physical Exams**

New York State law mandates that all 7th grade students and all transfer students must have an examination by a physician. If a student wishes to have this exam done by his or her family physician, the student must pick up the proper form at the medical office and have it returned by October 31st of their 7th grade year. If this is not done, the school doctor will complete the examination. All students must have their height, weight, vision, and hearing screened by the school nurse every year.

Every athlete engaged in a competitive sport must have a physical examination by the school doctor. This is done in accordance with New York State Education Department guidelines and the district insurance company's criteria for athletes. After signing up with the coach, candidates or the athletic teams are responsible for scheduling the exam with the main medical office.

## **Medical/Psychiatric Emergencies**

In the event a medical emergency arises in school, health office staff will evaluate the student's condition and make the decision to call an ambulance if necessary. An administrator will be informed, and the parent/guardian will be notified. If a parent/guardian requests an ambulance when the health office staff does not assess it as necessary, the parent/guardian will be requested to call and make the arrangements for an ambulance transfer. The use of crutches or a wheelchair during the school day requires a written doctor's note.

In the event of a psychiatric emergency, health office staff or school psychologist will contact the parent/guardian and the decision to seek treatment outside of school will be made collectively. If a parent/guardian cannot be reached, health office staff will make a triage decision. CPS will be notified when necessary.

## **Medication**

New York State Education Law requires that any prescription or over the counter medication that must be taken during the school day have a written physician's order and a written parent/guardian consent form on file in the health office. All medication must be in its original container, as well. This medication form must be renewed each school year. State law does not permit a school nurse to dispense any type of medication without meeting the above requirements.

When a student has a serious medical condition, health office staff will notify each teacher in writing. Any special procedures will be explained. These notices are CONFIDENTIAL and are

distributed after the parent/guardian's written consent is obtained. Please contact the school health office if you have any questions or concerns.

All medical excuses from Physical Education must be brought to the school health office immediately. Modified Physical Education excuses must be renewed annually by the student's family doctor.

### **Naviance**

Naviance is a comprehensive college and career readiness program. It is designed to help your child discover their interests and strengths, as well as help with career planning and the college application process in their senior year. Documents, such as letters of recommendation, resumes and other useful files, will be uploaded to this online portfolio. Each year, school counselors will work with students to help them navigate the site and prepare them for post-graduation life.

### **Parent Teacher Association**

The Voorheesville PTA was developed with the purpose of increasing parent engagement, promoting open and positive communication, and building a stronger school community. The PTA hosts events throughout the school year that aim to build a collaborative relationship between parents, staff, and students by coming together to share our thoughts, ideas, and resources. Information about upcoming PTA events will be shared via email and will be posted on the Voorheesville PTA Facebook page. For more information, visit the PTA website at <https://www.voorheesvillepta.org/>.

### **Physical Education Requirements**

Instruction in Physical Education is mandatory. Medical excuses for Physical Education are handled on an individual basis through the grade level health offices. When a student is medically excused from Physical Education, written assignments are required in order to earn credit.

### **Principal's Reception**

The Principal's Reception is held three times per academic year to recognize middle school students who demonstrate the characteristics of our Voorheesville Central School District mantra: Be Inclusive, Responsible, Determined, and Strong (BIRDS). Each grade level team of teachers recommends 5 students for each reception (15 students per year per grade level).

### **Protection of Pupil Rights Amendment, Notification of Rights Under the (PPRA) (5550)**

PPRA affords parent and students who are 18 or emancipated minors (eligible students) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

Note: See district website for complete regulation.

### **Safe Gun Storage**

Unsecured guns in the home pose a risk to students beyond gun violence in schools. These risks involve unintentionally shooting themselves or someone else and suicide through the use of a firearm. [New York State laws](#) require that guns remain safely secured and inaccessible to those not permitted to possess them. While parents and guardians may believe their child(ren) cannot access the gun(s) in their home, history

has proven that, too often, this is not the case. While many factors are involved in the tragedy of gun violence involving students, securing firearms is one easy step for prevention. An additional resource is available to any family in crisis in Albany County. The Albany County Sheriff's Office will hold onto firearms for safekeeping during emergencies, such as domestic violence incidents or mental health struggles. Contact the sheriff's office for more information.

### **Safe School**

The Voorheesville Central School District has implemented the Safe School Helpline. Students can be confident that the Safe School Helpline is a secure way to report threats of violence, suicide, bullying and illegal activity that could harm students in our schools. It can be accessed through the web, by downloading an app, by texting, or calling a toll free number.

To make a report by phone

1-800-418-6423 ext. 359

(1-800-4-1 VOICE)

This is a 24-hour-a-day service designed so callers, anonymously, can report concerns regarding student safety in the district, including reports of bullying. Help-line users receive an identification number when they call in, enabling them to call back and get an update regarding what has been done to address the situation they reported.

To report by text:

Enter 614-426-0240 – then type TIPS

Your phone number will not be shared with your school.

To report through a mobile app:

You can download a free app for Apple and Android phones at the [Apple Store](#) and [Google Play](#).

To make a report online:

[SafeSchoolHelpline.com](http://SafeSchoolHelpline.com)

Your inquiry will be received by Security Voice, an independent service provider to ensure that you will remain anonymous. Security Voice is an independent entity which is not part of your school. Although your report will be sent to your school, no one from your school will receive your actual email address.

### **School Counseling Services**

Every student at Voorheesville Middle School is assigned to a school counselor. Their school counselor will remain with them until completion of middle school. Students are welcome to schedule appointments to see their school counselor before first period, during lunch, or study hall. The appointments should not be scheduled during core classes.



## **School/Family/Community Partnerships Policy (1900)**

It is the intention of this policy to recognize that in the education of a child from pre-school age through high school, parents are essential partners and share this responsibility with the school. To that end, the school intends to provide timely and meaningful communication between the school and home informing parents of the individual achievement of their own child(ren) and other important information about opportunities and resources that will serve to assist parents in the important task of supporting student learning.

Note: See district website for complete regulation.

## **School Payment Options**

The accepted means of paying for school lunches are cash, check, or MySchoolBucks payment. Cash and checks are accepted and processed with no fee. MySchoolBucks includes convenience fees depending on the type of payment. Paying by credit card through MySchoolBucks incurs a fixed \$3.25 per transaction with a credit card for school lunch and 4.95% for school store payments. Paying by e-check incurs a fixed fee of \$2.75 per transaction. To minimize this fixed fee, there is an annual option for e-check transactions that can be accessed through MySchoolBucks. The annual fee is \$12.95 per child or \$26.95 per family (more than 2 children) and allows unlimited e-check transactions with no additional fee.

### **To access the annual option from a computer:**

1. Go to the MySchoolBucks website and sign in
2. In the upper right hand corner, click on person icon
3. Scroll down to membership
4. Follow steps from there

## **School Safety**

A healthy and safe school environment must be a priority for all members of the Voorheesville Middle School community. A safety team including administrators and student support staff is on site throughout the day to maintain an orderly, educational environment. They are prepared to deal with issues related to behavior, disorderly conduct and potential criminal activity on campus.

## **Searches (5300)**

Under special circumstances, school officials may search students if there is a reasonable suspicion that a student possesses illegal matter, such as stolen property, a dangerous weapon, or illegal drugs. Such items are forbidden both on school property (including in vehicles) and at school related activities.

## **Sex Offenders Notification- Megan's Law (5450.1)**

The Board of Education encourages local law enforcement to notify the district when a person with a history of sex offenses against a child is being paroled or released into the community, in accordance with the provisions of the Sex Offender Registration Act, commonly known as Megan's Law. The purpose of this notification is to protect members of the community, particularly children, by notifying them of the presence of individuals who may present a danger. Any information provided by the local law enforcement officials pursuant to Megan's Law shall be posted in an appropriate location in all school buildings.

Note: See district website for complete regulation.

### Special Education

For student information, please contact your student’s resource teacher, case manager, or School Counselor. Contact numbers can be acquired by calling the Pupil Personnel Services Office.

Note: See district website for complete regulation.

### Student Support Team

Principal	Assistant Principal	Dean of Students	Psychologist/ Social Worker	School Counselor	Administrative Assistants
Brianna Olsen	Cathleen Goodwin	Joe Sapienza	Claire Marcus Mariel Chu	Dan Bartoszek	Amber Neidrauer Candy Hillmann (attendance)

### Smoking on School Grounds (9330)

State and federal laws prohibit smoking or other tobacco/nicotine use by students in school buildings, on school grounds, school restrooms, and in all vehicles used to transport students. This includes e-cigarettes vapor devices in any shape or form and other smoking or delivery devices. Violators will be subject to disciplinary consequences which will include confiscation and parent/guardian contact. Violators could be assigned consequences as serious as suspension from school.

### Student Dress Code (5300)

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parent/guardian 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. Nothing in this policy will be construed to limit the ability of students to express their gender identity through clothing, jewelry, makeup, or nail color or styles, or to discipline students for doing so. Likewise, nothing in this policy will be construed to restrict students from wearing hairstyles as a trait historically associated with race (such as hair texture and protective hairstyles like braids, locks, and twists) or to discipline them for doing so.

A student's dress, grooming, and appearance, including hairstyle, jewelry, accessories, makeup, and nails shall:

1. Be safe and not disrupt or interfere with the educational process.
2. Not expose private parts of the body. Clothing will fully cover these areas with opaque fabric.
3. Include a shirt (with fabric in the front, back, and on the sides under the arms) and pants/jeans or the equivalent (e.g., a skirt, sweatpants, leggings, shorts, dress).

4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not including the wearing of hats for grades k-5 in the classroom except for a medical or religious purpose. Hats may be worn in the classroom for grades 9-12. Hats/Headwear must allow the face to be visible to staff, and should not interfere with the line of sight of any student to the teacher.
6. Not include items that are or allude to vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, disability, or any protected class status.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal, violent activities, or gang activities.

Each building principal or his or her designee shall be responsible for informing all students and their parents/guardians of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

If a student's dress or appearance in school is deemed questionable, an administrator will hold a private discussion with the student to advise the student of the potential violation. 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 individual who refuses to do so may be subject to discipline or removal from school grounds. Any individual who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension if after restorative justice principles have been implemented the student continues to refuse to cooperate.

Visitors are expected to abide by the school dress code; those who do not may be asked to leave the premises.

### **Student Access into the Building**

There are two morning entry points for students: Middle School Main Entrance in the Bus Loop and the Middle School wing doors (C doors) in the drop-off loop. Students may begin entering the building at 7:20 a.m. After 7:40 a.m., all students must enter through the Clayton A. Bouton Main Entrance until 8:25 a.m..

- **Student Drop Off/Pick Up Procedures**

Safety Procedures for Student Drop Off/ Pick Up- Voorheesville Middle School is committed to school safety. Vehicles on our campus can pose numerous risks and safety hazards.

- Parents/Guardians who are driving their students to school may drop them off 7:20 a.m.
- Parents/Guardians may drop off or pick up students at the Middle School Entrance between the hours of 8:30 a.m. – 1:30 p.m.
- Students in wheelchairs or on crutches should be dropped off at the Voorheesville Middle School Main Entrance and the health office notified once the student checks in at the office. Those students/parents should be in contact with our health office in advance to notify them of the injury/disability (or other medical condition) so necessary arrangements can be made in advance.

## Surveillance Cameras

The Voorheesville CSD utilizes surveillance cameras in order to protect students, staff and visitors as well as Voorheesville CSD property. Cameras are located both in exterior areas and interior areas on the campus. There are **no** cameras located in bathrooms or locker rooms. Tampering with or damaging any surveillance camera equipment or signage is strictly prohibited.

## Suspension

- **In School Suspension**

- When assigned to In School Suspension, students must report directly to In-School Suspension (ISS) by 7:40am. Lateness to ISS must be made up per the direction of the staff member in charge. When students are absent on the day ISS is assigned, they must report to ISS the day they return to school. Students are to comply with all rules of the ISS room, failure to comply may result in Out of School Suspension.

- **Out of School Suspension (5300)**

- A short-term out of school suspension can last from one to five days. During that time, students are not allowed on the campus during the day session. They cannot attend any sports or club events or any school-sponsored activities. Physical conflicts may result in up to five days suspension out of school for both students. A re-entry meeting with the student and parent/guardian will be scheduled prior to the student's return to campus. Students are entitled to receive tutoring in order to receive assignments from their teachers and to maintain class attendance.
- Long-term suspension from school (more than five days), is the consequence of severe or persistent violations of the Code of Conduct. A Superintendent's Hearing will be held and notice of the hearing date, time and place will be mailed to the student's parent/guardian. The student has the right to be represented by an attorney and present witnesses in his/her defense.

## Textbooks

Each student issued a textbook has the responsibility to return it in the same condition as it was issued, less normal wear. Reimbursement for lost or damaged textbooks or library books will be charged according to the current replacement cost.

## Transportation

All school rules apply while students are riding school buses. Students who become a disciplinary problem on the bus may have their riding privileges suspended. Students are only permitted to ride their assigned bus, no bus passes are permitted. All items brought onto the bus must fit on the students lap, no oversize or loose items are allowed. Late busing will be provided on Tuesday, Wednesday and Thursday. Late buses will leave at 3:40 and students must sign up in the lobby outside the main office and receive a pass with their name and address to provide to the late bus driver. If there are any questions, contact the transportation office at [transportation@voorheesville.org](mailto:transportation@voorheesville.org).

**Visitors to the School (5300)**

All visitors must report immediately to the secure vestibule at the Voorheesville Middle School entrance. All visitors who remain in school should be prepared to present picture identification and wear a visitor's identification badge in a highly visible location above their waist at all times. Visitors will need to have a photo ID that will be scanned by the RAPTOR system. Any unauthorized person on school property, anyone engaging in questionable conduct and/or anyone whose status is questionable, will be immediately escorted to an administrator. These individuals may be subject to arrest for trespassing. Visitation by students from another district is strongly discouraged. Only under special situations and prior approval from the principal will be granted.

**Weapons**

Student possession of a weapon on school property, in school buildings or at school sponsored events and activities, is strictly prohibited and will result in the severest consequences, including a Superintendent's Hearing and possible criminal action.

**Working Papers**

Students may obtain working paper applications in the High School Main Office. Part I of the application must be filled out by the student and signed by his/her parent or guardian. The student must then report to his/her physician or the school doctor for a physical examination. Working papers need to be issued for all students between the ages of 14-18. Students do not have to have a job in order to get their working papers.