



# GENEVA MIDDLE SCHOOL

## HELPFUL INFORMATION

The following information will help you to have a successful experience at Geneva Middle School. Please read all of the following information so that you and your child can have a smooth transition to the middle school.

### School Numbers

Switchboard: 466-4831

Mr. Candela, Principal: X2003

Mr. Anderson, Assistant Principal: X2004

Mrs. Horvath, Secretary: X2002

Mrs. Desmarais, Secretary: X2001

(Enrollment, Records, Special Education, PAM)




(Attendance, Discipline, Athletics)

Nurse: X2005


Staff e-mail can be accessed through our website: [www.genevaschools.org](http://www.genevaschools.org)

Office Hours: 6:50 a.m. – 2:45 p.m.

### Coming to School

-  **Walking Students** – Please respect the school neighbor's property. Use the crosswalks and sidewalks where provided. Once on school property, you must stay on school property. You will not be allowed to enter the building until 7:15 so adjust your walk accordingly. You must be in your first period class by 7:32. If you arrive after 7:30 you need to bring in a note and sign in at the office. If there is no note, the student will be considered unexcused until a note is brought into the office. If a note is not brought in, the student is considered truant and CSC will be assigned.
-  **Students Dropped Off By Parent** – Parents should drop off students in the front of the building and enter through the main entrance. Please do not drop students off in the back parking lot as it will interfere with the busses. Students will not be allowed in the building until 7:15. If your parent brings you in at 7:30 or after, you will need to bring your parent into the office, sign you in, and write a note for your tardiness.
-  **Students Riding The Bus** – Students will remain on the bus until 7:15. Students must remain on school property when dismissed from the bus and enter directly into the building.

If the student arrives after 7:32, they are to go directly to their locker and then to first period if not directed to go to the office. Several of the middle school students will be dropped off at the high school and will catch a shuttle bus to the middle school in the morning. Please ask your child to get on the first available shuttle bus and not to wait for friends from other busses.

-  **Breakfast** – Breakfast will be available. Students eating breakfast will be allowed into the Café. Sixth grade students not eating breakfast will be held in the Café. Seventh and eighth grade students not eating breakfast will be held in the auxiliary gym until the 7:25 bell.

## At School

- ✍ **Entering the School** – Students should not have any open containers when entering the school. Students are to immediately dispose of pop, coffee, etc. When the admission bell rings at 7:25, headphones and hats are to be off. Cell phones are to be turned off and are to remain off until dismissal. Students should not bring electronic equipment such as cell phones and CD players to school. If they are lost or stolen, no effort will be made to find them or the person(s) who took the item. Students are in violation of the dress code or who draw unnecessary or unusual attention to themselves by their appearance will be sent to the office and their parent will be notified and student may be sent home. We have purchased a supply of T-Shirts and Sweatpants and system will be put into place where a student may be asked to wear one or both of these during the school day. Students are to report directly to their own lockers. Students may go to their lockers as needed but must be on time for class. **(Lockers are school property and the contents may be checked if there is reason to believe it contains items that are in violation of the conduct code.)** Students should not be giving their combination out to friends and they should not move into other students' lockers without permission from the office. Students are responsible for all books and school property issued to them. All of our hallways and many of our outside areas are monitored by a video security system.
- ✍ **Tardiness To School** – Students who are tardy to school for a non-excused reason are considered truant. Students who are tardy must have a note from their parent when they sign in or at least by the following day. **Failure to bring in a note will result in detentions.** Students who are tardy 6 and 6+ times will face detention and other disciplinary action.
- ✍ **Absence From School** – If a student is absent, the Robo calling system will call the parent to confirm the absence. A note needs to be brought in even if a call was made to report the absence. We realize this seems to be redundant but the State requires us to keep documentation. We appreciate your cooperation. Students who do not bring in notes by the second day after an absence will receive detentions. Please help us to not place your child in this situation.
- ✍ **Going To Class** – Students are to be in class before 7:32 a.m. Once they are in class, they are to stay in the class unless they have received permission from their teacher to be somewhere else. If they arrive to class after 7:30 a.m., they must first sign-in and receive and admit pass from the office. **Students are to have their class books and assignment book in class everyday** unless instructed by the teacher not to bring them. Students are to have their own pens, pencils, and paper so they can take an active part in each lesson.
- ✍ **In Class** – Students should listen to morning announcements for information that they may need to pass along to parents. Students have three minutes to get to class. Students not in the room when the bell rings are tardy. The teacher may make exceptions if specific problems are noted or may require a student to be seated at the time of the bell. The first tardy is noted and the student will be warned on the second tardy. For the third through fifth tardy to class, the student will receive a detention. On the sixth tardy, a conduct report will be sent to the office and the student will receive the appropriate discipline from an administrator. This is ongoing for the entire school year.


Students need to be aware that pushing, shoving, running and yelling are not acceptable behaviors. Open pop containers and candy are not to be in the hallways.

Each teacher has his/her own rules to follow. Breaking those rules will result in teacher issued detentions. **Detentions will be noted in the student assignment book. It is the student's responsibility to inform parents of the detention. Detentions are in Room 114. The time of detention is 2:25 to 3:10 p.m. Students who cannot serve detentions need to make sure they don't get them. Not attending a detention will result in further discipline from an administrator.** If teacher detentions and parental communication does not have the desired result, further disciplinary action will be considered. Students are to remain in seats except for when the teacher dismisses the class. The assignment book is to be used as a pass from class and carried whenever leaving a class. Restroom passes should only be used for emergency purposes. Students with medical problems are to provide a note to their teachers at the beginning of the year from their parent indicating the problem.

- ✎ **Lunch** – Sixth grade students will eat 5th period from 10:34 – 11:17. Seventh grade students will eat 6<sup>th</sup> period from 11:20 – 12:03. Eighth grade students will eat 7<sup>th</sup> period from 12:06 – 12:49. Students will begin to enter their lunch pin numbers at the cash register. They will report to their lockers before lunch begins and then go directly to the cafeteria. The lunch periods will be 43 minutes in length. Boys will eat the first 21 minutes; girls will eat the last 21 minutes. When not eating lunch, students will participate in a walking program. Students will go directly to the lunch lines. After getting lunch, they will remain seated until their table has been dismissed to empty their trays. After emptying the trays, the students may use the restrooms and/or return to their seats where they will stay until being dismissed from lunch.
- ✎ **Early Dismissal** – Students can have up to nine early dismissals for the year. Students are to present their dismissal note to their first period teacher who will forward it to the office. When picking up students, the parent/guardian must pick up in the office. If a student returns from an appointment, they are to sign in. The parent need not come back in the office.
- ✎ **Dismissal** – Students should be attentive during afternoon announcements as there may be bus and athletic announcements that affect them and you. Students riding busses need to move quickly to their bus as they are on a tight schedule to pick up the elementary students. Students being picked up by parents after school are to be picked up in the front parking lot. The students should meet parents outside the front entrance so there is no interference with the busses that will be in the back entrance of the school.
- ✎ **Medications** – Medicine must be brought to school in the **original prescription bottle** along with a **consent form signed by a physician**. The school nurse/secretary will not give any over-the-counter medications, including Tylenol. Parents may come to school to administer Tylenol or other medications to their child. If a child uses an **inhaler**, please call the nurse to find out the proper procedure to follow so that the student may have it in school in case of an emergency.
- ✎ **Progress Book Parent Access** – Our teachers use an electronic gradebook which includes a package for parents. You will receive information within the first few weeks of school about how you can access your student's grades online.

### Middle School Day

7:00	Teacher Day Begins
7:15	Students Enter Building
7:25	Students Dismissed to Lockers
7:29	Warning Bell
7:32 – 8:16	1 <sup>st</sup> Period
8:19 – 9:01	2 <sup>nd</sup> Period
9:04 – 9:46	3 <sup>rd</sup> Period
9:49 – 10:31	4 <sup>th</sup> Period
10:34 – 11:17	5 <sup>th</sup> Period (6 <sup>th</sup> Grade Lunch)
11:20 – 12:03	6 <sup>th</sup> Period (7 <sup>th</sup> Grade Lunch)
12:06 – 12:49	7 <sup>th</sup> Period (8 <sup>th</sup> Grade Lunch)
12:52 – 1:34	8 <sup>th</sup> Period
1:37 – 2:19	9 <sup>th</sup> Period
2:30	Teacher Day Ends

 **The Assignment Book** – The Assignment Book is a very valuable tool for us at the middle school. Please review the following information and go over it with your child so that we can do the best for them in getting them off to a good start for the 2015-16 school year.

## Assignment Book Procedures

### Students Must:

Carry assignment book to every class; record all assignments as written; show their parents comments from teachers and show teacher comments from parents, and use assignment book as a hall pass.

Treat their assignment book as a textbook. They are not to be folded, rolled, or have pages ripped from them. Students who have lost or abused the assignment book will have to purchase a new one.

### Teachers Will:

Write or post assignments, initial comments from parents when shown by students, write comments to parents that should be initialed by parents and use assignment book to record detentions.

### Parents Should:

Insist that assignment book be brought home each evening and check for notes, grades, etc.

Insist that their child is writing complete assignment down as written.

Write notes to teachers in assignment book to communicate concerns and initial comments from teachers.

Failure to bring assignment book to class repeatedly will result in disciplinary action.