

Middle Level Academy School Counseling Booklet

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**Please visit my website for important
updates and documents!**

Important Information!

<p>Student Time Schedule</p>	<ul style="list-style-type: none"> ● Breakfast → 7:15-7:35am ● Lockers → 7:35-7:45am ● 1st Period → 7:45am ● Dismissal → 2:27pm (<u>after school help is available</u>) ● 9 Periods in a day (see next page) ● 4 Minutes between each class 	
<p>Homework</p>	<ul style="list-style-type: none"> ● Students will get homework or reading assignments each night ● Homework is often started in class and teachers are available to help ● Daily homework can be found on Mr. Laycock's website 	
<p>Lockers</p>	<ul style="list-style-type: none"> ● A place to keep your books, backpack, and items organized ● Do not share your combination with anyone ● Combinations & numbers will be mailed and given out in late August ● Feel free to come in and organize your locker 	
<p>Schedules</p>	<ul style="list-style-type: none"> ● Schedules will be mailed and/or given out in late August ● Final schedules will be given in 1st period on the first day of school ● Schedule changes will require a completed Schedule Change Form 	
<p>Progress Reports</p>	<ul style="list-style-type: none"> ● Progress reports are given at the 5 week mark of each marking period 	
<p>Report Cards</p>	<ul style="list-style-type: none"> ● Grades will be available every 10 weeks during the school year 	
<p>Lunch</p>	<ul style="list-style-type: none"> ● 7th Period from either 12:17 – 12:37 or 12:37 – 12:57 ● Opposite 20 minutes is a quiet structured study hall for 7th and 8th grades or recess for 6th grade ● Feel free to bring a snack (no nut products please due to allergies) 	
<p>Cell Phones</p>	<ul style="list-style-type: none"> ● Cell phones are not allowed during the school day and must stay in the locker ● Parents that need to reach their children can leave a message with the main office 	
<p>Dress for Success</p>	<ul style="list-style-type: none"> ● Please dress appropriately for school and the weather 	
<p>Agenda</p>	<ul style="list-style-type: none"> ● Given out on the first day of school ● A place to write down homework assignments and due dates ● Built into the agenda are great resources 	
<p>Summer Reading</p>	<ul style="list-style-type: none"> ● <u>6th Grade</u>: "The Lightning Thief," Read and complete the packet by the first day of school which includes 3 important details with page numbers and a 1-2 sentence summary per chapter, Be prepared to take a Reading Counts quiz ● <u>7th and 8th Grades</u>: Pick 1 book to read from the summer reading list, Complete basic summary and plot information, Be prepared to take a Reading Counts quiz the first week of school 	

MLA School Supply List: 2018-2019

General Supplies for 6-8:

- Pens (blue or black) – 3 packages of 12
- #2 Pencils – 4 boxes of 12
- Highlighters – 2 packs of 5 different colors
- Set of markers with different colors
- 3x5 index cards – 5 packages
- Headphones or Earbuds
- Homework Folder (no accordion file)
- Colored Pencils
- Glue Stick
- Scientific Calculator (Texas Instruments – 30XIIS Solar) → non-programmable, non-graphing, and fraction capability (A b/c key or equivalent)



6th Grade Specific Supplies:

- **English (Red): 1.5” - 2” Red Binder, 5 tabbed dividers**
- **Math (Blue): 1.5” Blue Binder, 5 tabbed dividers, 1 package of Dry Erase Markers**
- **Soc St (Green): 1.5” - 2” Green Binder, 3 tabbed dividers, 2 Green spiral notebooks**
- **Science (Black): 1.5” Black Binder, 1 package of Dry Erase Markers**

7th Grade Specific Supplies:

- **Soc St: 4 Green Folders**
- **Math - 1.5” Blue Binder, 1 Set of 5 Dividers**
- **English - 4 Red Folders, 1 Red Subject Spiral Notebook**
- **Science - 1.5” Black Binder, 1 Black Folder**
- Technology – 1” binder, 5 dividers
- FCS/Health – 1 ½” Binder, 5 Dividers, Composition Notebook
- Italian - 2 Notebooks, 6 Elmer's Glue Sticks
- Spanish - 1 Marble Composition Notebook of 100 sheets, 1 Folder, 4 Elmer's Glue Sticks
- 2 Plastic “Nicky” Homework Folders



Band:
**Check Mr. Gowman's website
for your instrument supply list**

8th Grade Specific Supplies:

- 3 inch CORE binder and a 5 pack of dividers (used for all subjects)
- Science: 10 folders with prongs (varied in color), 100 index cards
- Technology – 1” binder, 5 dividers
- Health - 1 ½” binder, 5 Dividers, Composition Notebook
- Spanish - 1 Marble Composition Notebook of 100 sheets, 1 Folder, 4 Elmer's Glue Sticks
- Italian - 2 Notebooks, 6 Elmer's Glue Sticks
- Earth Science - 1 ½” binder, Scientific Calculator (requirement for HS Science classes)
- Algebra - N'spire graphing calculator (N'Spire preferred – CX version, not CAS version)
 - Accelerated Math Only

Schedules



General Information:

- Final schedules will be given during 1st period on the first day of school with an agenda
- Schedule changes will require a schedule change form
 - Depending on the request, signatures will be needed from the teacher(s), parent(s), and an administrator
- Students may also be scheduled for Skills, Literacy, Band, Chorus, Study Hall, or Resource depending on the needs of the individual student
- Foreign Language (Spanish or Italian)
 - Meets every day in 7th and 8th grade → continue with the same foreign language
- Band/Chorus → Meets during the regular school day in Grades 6-8 during 8th Period

SAMPLE SCHEDULE

<u>Period</u>	<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
<u>1</u> 7:45-8:30	Core	Core	PE Art Music
<u>2</u> 8:34-9:15	Core	Spanish FCS/Health Technology	Core
<u>3</u> 9:19-10:00	Art Music Computers Family Consumer Science	Core	Spanish Italian Technology Health
<u>4</u> 10:04-10:45	Skills	PE Art Music	Core
<u>5</u> 10:49-11:29	Core	Core	Spanish Technology Health
<u>6</u> 11:33-12:13	Core	Core	Core
<u>7</u> 12:17-12:57	Lunch Recess Jazz Band	Lunch Study Hall Jazz Band	Lunch Study Hall Jazz Band
<u>8</u> 1:01-1:42	Skills Chorus Band	Skills Chorus Band	Skills Chorus Band
<u>9</u> 1:46-2:27	PE Creative Writing Executive Functioning Skills	Spanish Italian FCS/Health Technology	Core

East Rochester Grades 6-8 Schedule Change Request 2018-2019



Name: _____	Grade: _____
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<u>Course(s) to Change From:</u>	<u>Period/Cycle Days:</u>

<u>Course(s) to Change To:</u>	<u>Period/Cycle Days:</u>

Reason: _____

Teacher Signatures: _____

Parent Signature: _____

Mr. Cafalone/Mr. van Harsel Signature: _____

Notes:

- All parts must be filled out completely
- A new schedule will be given to you when the changes start

Homework System and Policy

- Homework assignments and school information can be found on Mr. Laycock's website at:
 - www.erschools.org
 - Departments → Guidance → MLA Guidance
 - Tabs on the left side of the page for grade levels
- Work can be accessed any time of the day on the website to see current or upcoming assignments
- If you know in advance your child will be absent from school for a day or more, please notify teachers ahead of time so they can provide materials and assignments that will be missed.
- Paper copies of the work available on the website can be requested directly to Mr. Laycock by email (adam.laycock@erschools.org) or phone (248-6337)

Attendance



- Attendance is critical for students' academic and social emotional development
- Students are expected to attend all scheduled classes and engage in classroom participation
- Each and every day that a student is going to be absent or tardy, it is necessary to call the attendance office before **8:30am** at 248-6321
- Students absent or missing a class must assume responsibility for making up work missed with each teacher
- Additional information about attendance policies and procedures can be found on Pages 9 and 10 in the 'Student Handbook'
- Attendance concerns can be addressed to support staff and/or administration, who work to put any necessary interventions in place to help the students

Extra-Curricular Activities

An important part of development in the middle school includes social development and exploring interests. We encourage students to join activities to develop their skills and interests.

Get involved!

<u>6-8 Clubs</u>	<u>7-8 Modified Sports</u>
Art Club Book Club Builders Club Celtic Music Society Chess Club Electric Coffeehouse Eco Club ER Crew Foreign Language Club GSA Club Intramurals Middle Level Musical National Junior Honor Society Science Olympiad Ski Club Student Council Yearbook Club	<u>Fall</u> Cross-Country – Boys and Girls Soccer - Boys and Girls Football - Boys Volleyball – Girls Cheer - Girls <u>Winter</u> Basketball – Boys and Girls Indoor Track – Boys and Girls Wrestling – Boys <u>Spring</u> Outdoor Track - Boys and Girls Baseball Softball Tennis – Boys

Staff Contact Information

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Phone</u>
Mr. van Harssel	6-12 Principal	Main Office	248-6350
Mr. Cafalone	6-8 Assistant Principal	Curriculum Office	248-6387
Mrs. Weber	6-8 Secretary	Curriculum Office	248-6376
Ms. Sewruk	6-12 Social Worker	Curriculum Office	248-6335
Mr. Laycock	6-8 School Counselor	Curriculum Office	248-6337
Mr. O’Leary	6-12 Psychologist	HS Guidance Office	248-6363
Officer Hildreth	Resource Officer	Main Office	631-3111
Amy Mayfield	Nurse	Main Foyer	248-6372
Diana Luce	Librarian	Library	248-6361
Mrs. Koska	Main Office Secretary	Main Office	248-6350
Mrs. Gillette	Attendance	Main Office	248-6321

We are here to help. Don’t hesitate to contact any one of us if you have a question, concern, or need help.



Dignity for All Students Act



What is the Dignity Act?

- New York State law created to provide a school environment free of discrimination and harassment.
- Protects students who experience intimidation or abuse based on, but not limited to actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

What is considered "Bullying"?

- An intentional act of aggression
- Based on an imbalance of power that is meant to harm a victim either physically or psychologically.
- Usually occurs repeatedly and over time, but can sometimes be identified as a single event.
- Includes cyberbullying, harassment or bullying that occurs through any form of electronic communication, such as, but not limited to social media, text messaging

How does the Dignity Act impact East Rochester?

Reporting: All staff are required to orally report any bullying or harassment incidents they become aware of to the school administrator and follow up with a written report. Students and/or family members can also file reports.

Responding: The administrators will promptly investigate all reports; they will respond to reports with actions intended to end bullying/harassment and to ensure the safety of the student(s) involved.

Prevention: All students will receive bullying and harassment prevention programming throughout the school year in class curriculum, class presentations by school staff, special assemblies and events.

Training: All staff are trained on Dignity Act and related diversity and human relationship topics.

How are student behaviors defined?

HARASSMENT/ "BULLYING"

- The creation of a hostile environment by conduct or by verbal threats, intimidation or abuse.
- Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities, or benefits or mental, emotional or physical well-being.
- Includes conduct of verbal threats, intimidation, or abuse that reasonably causes or would be reasonably expected to cause a student to fear for his/her physical safety.

DRAMA

A social interaction characterized by

- Overreaction
- Excessive emotionality
- Continues over time
- Involvement of extraneous individuals (others)

CONFLICT

- Oppositional interactions, disagreements, or differences of opinion.
- Power is *not* used to exploit or manipulate anyone.
- Usually resolved through pro-social means, but can become aggressive.



Dignity for All Students Reporting Form



Directions: This is a form to report alleged bullying or harassment, including cyberbullying. If you are a student target, the parent/guardian of a student target, a close adult relative of a student target, or a school staff member and wish to report an incident of alleged bullying or harassment, complete this form and return it to the Principal or a Dignity Act Coordinator at the student's school. Contact a Dignity Act Coordinator for additional information or assistance at any time.

The Dignity Act Team and Administrators will review and respond to each incident in the context of the Student Code of Conduct.

You may choose to report this information anonymously. Anonymous reports may limit the district's ability to respond to the complaint.

Today's Date: _____

School: _____

Person Reporting Incident: _____

Phone: _____

Email: _____

What is your relationship to the student? Place an X in the appropriate box:

Student

Student (witness/bystander)

Parent/guardian

Staff Member

Name of Target: _____

(Please print)

Name(s) of alleged offender(s) (please print)	Grade	ERUFSD student (please circle)
		yes/no
		yes/no
		yes/no

Date(s) of Incident: 1. _____ 2. _____ 3. _____

Where did the incident happen (choose all that apply)

On school property

At a school sponsored activity

On school bus

Off school property

Place an X next to the statement(s) that best describes what happened (choose all that apply):

Physical (including, but not limited to, hitting, kicking, punching, spitting, pushing, taking personal belongings)

Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats);

Social/Emotional/Psychological (including, but not limited to, non-verbal actions, spreading rumors, manipulating social relationships, or engaging in social exclusion, extortion, or intimidation)

Electronic communications (specify) _____

Other _____



Dignity for All Students Reporting Form



Background: Please describe what happened before, during and after the incident. _____

_____ (attach a separate sheet if necessary)

Who else saw the incident occur? _____

_____ (attach a separate sheet if necessary)

What steps, if any, have been tried to resolve the issue? _____

Was the student target absent from school as a result of the incident? Yes No

If yes, how many days the student target absent from school as a result of the incident? _____

Signature: _____ Date: _____

For school use only: Investigation	
Received by: _____	Date Received: _____
Action Taken: _____	
<input type="checkbox"/> Information Placed in School Tool	

For school use only: Administration	
Received by: _____	Date Received: _____
Action Taken: _____	
Name of Parent/Guardian contacted: _____	Date Contacted: _____
Name of Parent/Guardian contacted: _____	Date Contacted: _____
Name of Parent/Guardian contacted: _____	Date Contacted: _____
Name of Parent/Guardian contacted: _____	Date Contacted: _____
Does concern meet definition of harassment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Information Placed in School Tool	

Anonymous Alerts at East Rochester



This reporting system encourages students, parents, and staff to confidentially report bullying, cyber-bullying, harassment, and other sensitive topics through private messages to school administration.

Anonymous Alerts ® is a reporting system and **NOT** an emergency response system. This system will be **monitored on school days between the hours of 7:00am to 5:00pm during the school year**. Any reports submitted outside of these hours, on weekends, or during holidays will be responded to during the following normally scheduled school day.

Directions for Use:

How to place an incident from Internet connected **computers/tablets...**

- Go to <http://www.anonymousalerts.com/castrochesterfsd> from any Internet connected device.
- Click on the web button called “Anonymous Alerts.” Fill out your incident report.



Directions for Use:

How to place an incident from Internet connected **iPhone/Android phone:**

- From the iPhone Store, download the free app by searching for “Anonymous Alerts.” If you have an Android phone go to the Play Store, search for “Anonymous Alerts” and download.
- After downloading the app, click on it, enter Setup/Login eastrochester and enter **eastrochester** as your Password.

Social Media Safety



Students:

- Block someone who says or sends negative or hurtful comments
- Do not share or post information you wouldn't want anyone to know - be private
- Keep your privacy settings as high as possible
- Respect other people's views; even if you don't agree with someone, be respectful
- If you see something that makes you feel uncomfortable, unsafe, or worried → tell an adult and get help
- Think before you send
- Do not share passwords
- If you see something negative or hurtful - do not "like" or share



Parents:

- Talk to your children ahead of time about proper usage
- Know who your child is communicating with online and monitor their usage
- Monitor their social media sites and passwords
- Limit the amount of time children spend online and on their cell phones

Top 10 Study Tips

10 – Select a consistent place to study - Find a quiet comfortable place and to study there regularly, such as the kitchen table, desk, favorite chair, etc.

9 – Don't wait until the last minute – It is good to start studying a week in advance. Study a little every night instead of cramming the night before the test. A good night's sleep helps.

8 – Use an agenda - Write down all of the week's assignments. Teachers have them posted in the classroom, and they can also be found on Mr. Laycock's website.

7 – Dedicate a space for every class in your book bag and locker - For every class, dedicate a binder, folder or notebook. There should be a place for class notes, handouts and homework assignments.



6 – Stay organized throughout the year - Place materials in the correct folder and keep papers organized.

5—Make study cards - On the front of a note card, write the word or idea; then on the back, write the definition or important information.

4 – Make your own study guide – Make a list of the important information from a chapter or unit and write it in your own words (paraphrase).

3 – Talk about assignments with friends - Discussing assignments with friends is another way to study. Friendly discussions about books help deepen understanding.

2 – If you are struggling, ask for help – Teachers are available after school or ask for a tutor.

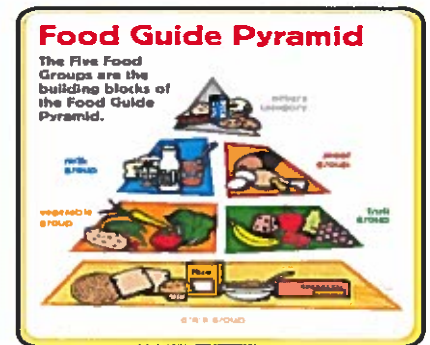
1 – Make academics a focus in your life - Studying takes time and effort. Get organized, ask for help and put forth effort in improving your study habits **now**.



Living a Healthy Lifestyle

1. Balanced Meals

- Drink plenty of water – 8 glasses of water a day
- Eat 5 fruits and vegetables a day
- Follow the food guide pyramid
- Eat balanced meals
- Eat breakfast with juice and food like a bagel, yogurt, fruit, cereal
- Avoid “junk” such as soda, candy, and fast food



2. Exercise



- Do some sort of exercise each day – run, walk, bike, swim, basketball, football, working out, etc.
- Helps stimulate the mind and thinking
- Stretching and strengthening exercises

3. Hygiene

- Wash your hands after using the bathroom
- Use deodorant daily
- Take a daily shower/bath
- Wear clean clothes
- Personal care of your body



4. Sleep

- Get at least 8 hours of sleep every night
- Go to sleep at the same time each night
- Wake up at the same time each morning



5. Everyday Living

- Have a positive attitude and believe in yourself
- Spend time with loved ones for a sense of connection
- Find ways to reduce stress such as a personal hobby
- Be safe, responsible, and respectful of yourself and others

