



The Insider's Guide to IMS

New Parent Information Booklet

August 2018

Thank you to the members of the Irvington Middle School Site Committee
for their time and hard work in putting this together.

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School Hours



Period	Regular Bell Schedule 8:33 start – 3:20 end	Two Hour Delay 10:33 start – 3:20 end	Early Dismissal 8:33 start – 12:20 end
*1	8:33 – 9:20	10:33 – 11:05	8:33 – 9:00
2	9:23 – 10:05	11:08 – 11:36	9:03 – 9:25
3	10:08 – 10:50	11:39 – 12:07	9:28 – 9:50
4	10:53 – 11:35	12:10 – 12:42	9:53 – 10:15
5	11:38 – 12:20	12:45 – 1:14	10:18 – 10:40
6	12:23 – 1:05	1:17 – 1:46	10:43 – 11:05
7	1:08 – 1:50	1:49 – 2:18	11:08 – 11:30
8	1:53 – 2:35	2:21 – 2:49	11:33 – 11:55
9	2:38 – 3:20	2:52 – 3:20	11:58 – 12:20

*Period 1 includes 5 minutes for homeroom.

The Superintendent determines changes to school hours due to inclement weather.



Drop-Off / Pick-Up



- **Student Arrival:** The school day begins at 8:33. It is recommended that students arrive by 8:25 to ensure they have sufficient time to visit their lockers and organize their materials before the start of the day.
- **Early Arrival:** Beginning at 8:05 students have several supervised options: library, extra help with teachers, cafeteria or computer lab.
- **Late Arrival:** Students arriving after 8:33 are considered tardy, but should report directly to their first period classroom. Students arriving after 8:40 should report to the main office before going to class. ***It is important to note that a late arrival translates to missed instruction.*** For instance, a student arriving ten minutes late to school will have missed approximately 25% of that day's instruction of the first period class.



Drop-Off / Pick-Up



- **After School Pick-Up:** Parents should pick students up along the sidewalk outside of the Arts and Athletics Building. Please pull cars up as far as possible. ***Only buses may use the lanes used for morning drop-off ; they are NOT available for afternoon pick-up.*** For safety reasons, parents should refrain from lining up next to the parked cars along the football field. Please, do not double park.
- **Early Pick-Up:** A student who needs to leave school early should bring a note to the main office at the beginning of the day and report to the office at the departure time. A parent/guardian must come into the school office to sign his/her child out.
- **Walkers:** There is no special permission needed for children to walk to and from school. Outside of organized activities, school supervision ends at 3:20.
- **Buses:** Students are dismissed at 3:20 and buses depart promptly at 3:30. Students are responsible for remembering their bus number. Any student who misses a bus may call home from the main office. A late bus is also available for student use at 4:15 from Monday-Thursday.



Pre/Post School Day



- **Extra Help:** Students may arrive at 8:05 to meet with a teacher for extra help. Teachers will inform students of their morning help availability; students may also make appointments with their teachers.
- **Library:** The library is open for students before school beginning at 7:45 and after school until 4:15.
- **Cafeteria:** The cafeteria is open to students for breakfast beginning at 8:05; it is not open after school.
- **Weather Days:** School closings and delays are determined by the Superintendent. Parents are notified via the *Send Word Now* system.

Supplies



- **Summer Communication:** A summer mailing is sent to all parents that includes a list of required school supplies. This list is also available on the school website.
- **School Store:** Most of the required supplies may be purchased at the School Store. The store opens prior to the start of the school year; summer hours are outlined in the summer mailing and on the website. Supplies purchased at the School Store are pre-packaged by grade. Supplies are also available for purchase the first week of school; additional supplies may be purchased elsewhere. The School Store is open throughout the year.
- **Bringing Supplies to School:** Students should only bring a pen/pencil and a notebook to the first day of school. Teachers will let students know when to bring in the other supplies for their specific classes.



Backpacks / Bags



- **Carrying to School:** A backpack large enough to hold all binders and materials should be used to carry supplies to and from school. During the school day backpacks must remain in lockers.
- **During the School Day:** A smaller bag (such as a drawstring or messenger bag) that can fit in a school desk may be carried to and from classes. Bulldog drawstring bags are available at the school store. Students should organize items in their lockers and carry only those supplies needed for two to three classes at a time.
- **Wheeled Bags:** A wheeled bag may be used to bring supplies to and from school; it must fit into a student's locker*.

*locker dimensions: 15"W X 35 1/2 "H X 14"D



Lockers



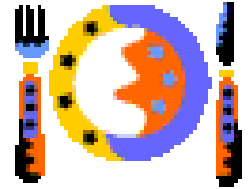
- **Location:** Lockers are located in each wing of the building and are assigned based upon student homerooms. New students are welcome to come to school prior to the start of the school year to practice opening the combination locks. Upperclassmen are available to help new students practice with combination locks during August when the School Store is open.
- **Organization:** It is helpful to purchase a locker shelf. A locker shelf divides the locker in half and provides more room and better organization. Standard sized locker shelves can be purchased at most stores selling school supplies. Locker combo packs include the shelves, a mirror, magnets and a pencil holder. Books should be stacked vertically and organized by color. In sixth grade, each subject is color coded (ELA/blue, math/yellow, science/red, social studies /green). In sixth grade study skills class students will learn to organize their lockers.

Snacks



- **Timing:** Since sixth graders do not have lunch until 1:08, it is essential that students eat breakfast. Students may bring in a snack from home to have during the mid-morning hours. The snack should be eaten quickly and neatly, without interfering with the learning process.
- **Healthy Snacks:** *We ask that students and parents take care to avoid bringing snacks that contain or may contain peanuts and/or tree nuts.* While students are free to bring such items specifically for lunch, the nature of between-class snacks makes avoiding these items at those times imperative to ensuring the health and safety of all of our students. Snacks should be healthy, a piece of fruit or a granola bar are suggestions.

Lunch



- **Time:** Grade 7 – 11:37 – 12:20 (Period 5)
Grade 8 – 12:23 – 1:05 (Period 6)
Grade 6 – 1:08 – 1:50 (Period 7)
- **Location:** Lunch may be eaten in the cafeteria or in the courtyard during good weather. Students are not assigned seating for lunch. Each student is expected to clean up his/her own space before leaving the eating area.
- **Lunch Options:** Students may bring lunch from home or buy lunch. Payment options include cash or a prepaid account through *myschoolbucks.com*. *Myschoolbucks* may be accessed via the school homepage, under “Parent Information.” Student account balance and purchase activity can be monitored on the website. There are several cafeteria choices: deli sandwiches, pizza, hot lunch options, salad bar and a variety of snacks. A monthly menu and prices can be found on the IMS webpage.

Recess



- **Adult supervision is present at all locations, as per the chart.**

Location	Good Weather	Bad Weather
Cafeteria	Students have the option to stay in the cafeteria throughout the lunch period	Students have the option to stay in the cafeteria throughout the lunch period
Courtyard / Quad	Students have the option to eat and socialize throughout the lunch period	Not available
Basketball Courtyard	<p>Students are not permitted to bring food or drink to this area</p> <p>Students must eat in the cafeteria or Quad before being permitted to go to the turf or basketball court. Soccer balls, basketballs, & footballs are available at the basketball court.</p>	<p>Not available</p> <p>Chart continued on next page</p>

Recess



- **Adult supervision is present at all locations, as per the chart.**

Location	Good Weather	Bad Weather
Gym	Not available	Students are not permitted to bring food or drink to this area Students must eat in the cafeteria before being permitted to go to the gym for indoor recess
Library	Students are not permitted to bring food or drink to this area, so they must eat before being permitted to go to the library Students must obtain a pass from a teacher before their lunch period to use the library at this time	Students are not permitted to bring food or drink to this area; students must eat in the cafeteria before being permitted to go to the library Students must obtain a pass from a teacher before their lunch period to use the library at this time

Money



- **Lunch:** There is a POS system in the cafeteria. Students may pay cash or provide their names/student numbers to the cashier to pay for lunch. To establish a POS account, parents should log into *myschoolbucks.com*. If any questions or concerns arise parents should contact David Alberts at david.alberts@irvingtonschools.org.
- **School Store:** The school store is open in August for students to purchase school supplies. It is also open most days during the school year. Closings are announced over the PA.
- **Special Events:** Special event fundraisers are organized by clubs within the school. Eighth Grade Student Council members facilitate and keep a calendar of all events for student activities. Event information is shared during the morning announcements and flyers are posted around the building.

Course Schedules and Classes

Sixth Grade

- **Class Periods:** There are 9 class periods in a day
- **Daily Classes:** Every sixth grader takes math, science, social studies, ELA (a double block) and lunch (this represents six periods daily).
- **Every other day Classes:** foreign language, study skills, physical education and music are every other day classes.
- **Rotating Specials:** The remaining period rotates through the following classes: home and careers (5 weeks), health (5 weeks), technology (2 different 5 week sessions during the year), and art and drama (each $\frac{1}{4}$ of the year).

Physical Education



- **Schedule :** Students are scheduled for physical education every other day. Students are given time at the beginning and end of the period to change into proper attire.
- **Lockers/Privacy/Security:** Students are assigned a gym locker each year. Students are expected to keep all of their belongings locked in their assigned locker for the duration of gym class.
- **Clothes and Shoes / Laundry:** Students may store their gym clothes in their lockers throughout the week. An extra pair of sneakers may be kept in the gym locker. It is recommended that students take their PE clothing home weekly to be washed.

Performance Music: Band / Orchestra / Chorus



- **Schedule:** Entering sixth & seventh grade students can select a performing music group or they will be enrolled in general music. There is no general music class for grade 8 students. Music classes meet every other day. In addition, students selecting performing music are pulled from class through a rotating schedule for music lessons. A student is responsible for speaking to the teacher to determine what work needs to be made up.
- **Band Instruments:** Students bring their instruments to school on the day their ensemble class meets as well as on their lesson day. Since some musical instruments may not fit into student lockers, they should be brought to the music room for storage. They should not be left in the hallway.
- **Concerts:** Performances for each performing music class take place twice a year. Attendance at performances is mandatory.



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Technology / Electronic Devices

Please Note: IMS can not be responsible for lost or missing electronic devices

- **Cell phones:** With the exception of teacher-approved use for a designated educational purpose, cellular phone use, including text messaging, is not permitted during school hours. In the event of non-authorized use during school hours, or that a cell phone causes a disruption (e.g. rings during school), the phone may be confiscated.
- **Laptops, iPads and other electronic devices for educational purposes:** IMS recognizes the value of technology in helping students succeed academically. As such laptops and tablets have been approved for use during the school day for academic purposes, when specific teacher permission is given.
- **eReaders:** Kindles, Nooks, etc. are also permitted to be used for academic purposes during the school day.
- **Other electronic devices (MP3 players, handheld games, etc.):** These devices are not permitted to be used during the school day, unless approved for a designated purpose.



Extracurricular Activities



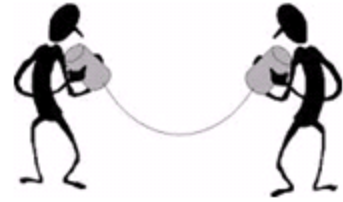
- **Sports:** Sixth Grade students are not eligible to participate in modified sports at the middle school level as per state regulations. This does not pertain to sixth graders participating in club or community sports outside of school.
- **Clubs (After School Programs):** In mid-October, our school will hold a Club Fair where students will learn about various clubs in which they may participate. Students may sign up for clubs to indicate an interest, at which time they will learn more details about meeting times, dates and locations. Clubs usually start mid-Fall and may run through the end of the school year. Club Information and meeting times are provided to the students via the club bulletin board in the main lobby as well as in morning announcements. In some cases information is communicated through personal email. The Club Brochure is available for students and parents to view on our school's webpage.
- **Student Government:** The IMS Student Council serves as the voice of our student body by planning school activities and student opportunities. Elections are held in the fall and all students are welcome to participate in elected and unelected capacities.

Guidance



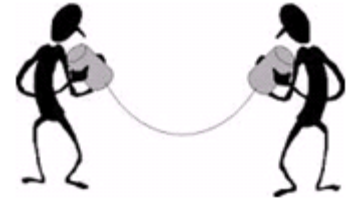
- **Role of Guidance:** Guidance counselors provide academic, social and emotional support for all IMS students. They serve as a liaison between students, parents and teachers and are a recommended point of contact for parents having questions about any aspect of their child's middle school experience.
- **When to Call Guidance:** Parents are encouraged to contact the guidance office with any questions regarding student progress, to set up a meeting with student's teachers, or to share concerns regarding their children.
- **Reaching Guidance:** The Guidance office can be reached at 269-5332.

Communication



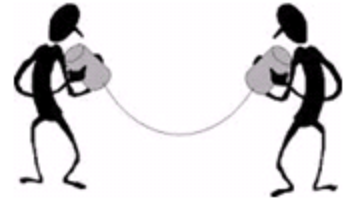
- **Morning / Afternoon Announcements:** Announcements are made daily over the PA system for students and posted on the bulletin board in the main lobby. Parents may access the daily announcements through our school's webpage.
- **Student Planner:** A student planner is purchased by each IMS student in September. Students are expected to use the planner to record daily and long term assignments, test, quizzes, projects and other relevant class information. This is an important organization tool and helps to develop good study habits. Teachers require students to bring their planner to class daily.
- **Teacher Contact:** Teachers may be contacted on an individual basis through faculty email. Addresses are available on our school's webpage, found at www.irvingtonschools.org.
- **Phone Contact:** Parents may call either the main office or the guidance office with specific concerns or questions.

Communication



- **Parent / Team Meetings:** Parent / Teacher or Team meetings may be set up through the Guidance Office.
- **Student Progress:** Progress reports and report cards will be available electronically.
- **Mail Communications:** School Administration mailings may also be used to convey important school information.
- **Parent / Student Folders:** There is no parent/student folder that travels between school and home as there was at MSS. Individual teachers may periodically send notices and forms home with students.

Communication



- **School Webpage:** Our school's webpage can be accessed from www.irvingtonschools.org. The webpage includes information about our school's calendar, schedule, handbook, and much more.
- **Google Classroom:** Class information, other than grades, will be posted by teachers for students through individual Google Classroom pages. Students can access these pages by logging into Google with their irvingtonschools.org credentials and signing up for their classes through the use of a code provided by teachers.
- **Home Access Center:** The *Home Access Center (of e-School Plus)* is where parents and students go to access school schedules, course grades, progress reports and report cards. *Home Access Center* is updated in real time. In order to set up a HAC account, parents must register by using the e-mail address on file with the district. A link to the HAC website can be found on the IMS homepage. Students may have access to *Home Access Center* with parental permission. Once permission is obtained, the student's email must be entered in the system.
- **The Bulldog's Bark:** *The Bulldog's Bark* is a weekly update from the Principal sent electronically to all parents every Friday.

School Calendar



- **NYS Assessments:** During the NYS Math and ELA Assessments (currently in April/May), students attend school at the usual time and attend classes on a modified bell schedule following testing.
- **Field Trips:** Field trips are generally organized by grade level and are managed by the team leader at the appropriate grade level. Parents can expect to be notified well in advance of a proposed trip and will be asked to provide permission and payment as necessary. In situations where financial concerns pose an impediment to a student's participation, arrangements are made to ensure that all students are included in the trip.
- **Final Exams:** IMS students will take final exams during the last week of the school year. These exams are generally cumulative and are used to assess students' understanding of the work of the school year. Classwork and notes should be retained to be used as a study tool. Final exams represent 10% of a student's final grade for the year. During final exams, students schedules are dependent upon the exam schedule. This final exam schedule will be sent out in May.

Important Contacts



- **Main Office / Principal:** 269-5312
- **Assistant Principal:** 269-5315
- **Health Office:** 269-5350. If a student does not feel well or has a medical issue and the nurse is not available, he or she should go to the Main Office.
- **Absences or Late Arrivals:** Lateness or absences should be reported to the attendance clerk at 269-5313. Students who are absent from school can obtain homework information by checking *Edline*. When students are absent for multiple days, arrangements can be made for a parent or sibling to pick up materials in the guidance office. If a student misses class for any reason, that student is responsible for speaking to the teacher to determine what work needs to be made up.
- **Reaching Guidance:** The Guidance office can be reached at 269-5332.
- **Bus/Transportation Inquiries:** Please contact Joseph Urbanowicz at 693-6300, ext. 2208.
- **Lost and Found:** There is a lost and found on the second floor of IMS. A student can check at anytime for missing items. Periodically, items left will be donated to charity. Reminders are put in Bulldog Park prior to the donation to charity.