



# **The Insider's Guide to IMS**

**New Parent Information Booklet**

**August 2024**

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 turf/basketball court.
- **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 Campus Theater 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.



# 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 8:05am and after school until 4:10.
- **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 *Parent Square* 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:** School supplies are divided into “Uniformed” and “General”. Uniformed supplies are those supplies that we ask students to purchase through our provider to ensure that all students have the exact same supplies. General supplies may be purchased anywhere of a family’s choosing. All of these supplies can be ordered through 1<sup>st</sup> Day School Supplies prior to July 1<sup>st</sup>. Orders will be available for pickup at our School Store in late August. The School Store is open at certain times 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

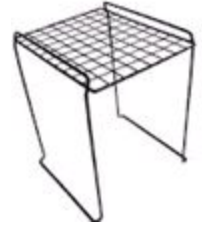


- **Carrying to School:** A backpack large enough to hold all binders and materials should be used to carry supplies to and from school. During the school day backpacks must remain in lockers.
- **During the School Day:** A smaller bag (such as a drawstring or messenger bag) that can fit in a school desk may be carried to and from classes. 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 cereal bar are suggestions.

# Lunch



- **Time:** Grade 7 – 11:38 – 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
<b>Cafeteria</b>	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
<b>Courtyard / Quad</b>	Students have the option to eat and socialize throughout the lunch period	Not available
<b>Basketball Court/Turf</b>	Students are not permitted to bring food or drink to this area 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.	Not available          Chart continued on next page

# Recess



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

Location	Good Weather	Bad Weather
<b>Gym</b>	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
<b>Library</b>	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 please contact Gloria Estrada at [Gloria.estrada@irvingtonschools.org](mailto:Gloria.estrada@irvingtonschools.org).
- **School Store:** The school store is open in August for students to purchase school supplies. It is also open on certain days each week during the school year.
- **Special Events:** Special event fundraisers are organized by clubs within the school. 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.



# Technology / Electronic Devices

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

- **Cell phones:** Cellular phone use, including text messaging, is not permitted during school hours. Cell phones should remain powered off and in a locker or bag for the duration of the school day. In the event of use during school hours, or that a cell phone causes a disruption (rings during school), the phone may be confiscated. Families will be notified of confiscated devices and a parent/guardian may be asked to pick up the device in cases of multiple infractions. Similarly, electronic devices of a non-academic nature (Handheld games, etc.) are not permitted to be used during the school day. Please note that IMS cannot be responsible for lost or missing electronic devices.
- **Chromebooks for educational purposes:** IMS recognizes the value of technology in helping students succeed academically. As such, each student will be issued a District-owned device for academic use at school and at home throughout the school year. The use of these devices is governed at all times (at school and home) by the IUFSD Acceptable Use Policy and Code of Conduct.
- **Other electronic devices (handheld games, etc.):** These devices are not permitted to be used during the school day.



# Extracurricular Activities



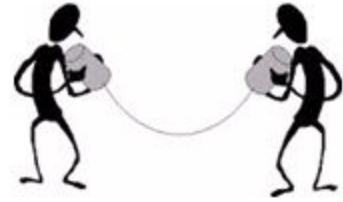
- **Sports:** Sixth Grade students are not eligible to participate in modified sports at the middle school level as per state regulations.
- **Clubs (After School Programs):** In mid-October, our school will hold a Club Fair where students will learn about various clubs in which they may participate. 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 Council:** 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 (for 6<sup>th</sup> graders) and spring (for returning students) and all students are welcome to participate in elected and unelected capacities.

# School Counselors



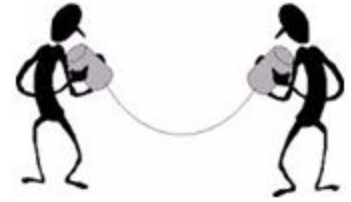
- **Role of School Counselors:** School counselors provide academic, social and emotional support for all IMS students. They serve as a liaison between students, parents and teachers and are a recommended point of contact for parents having questions about any aspect of their child's middle school experience.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

# Communication



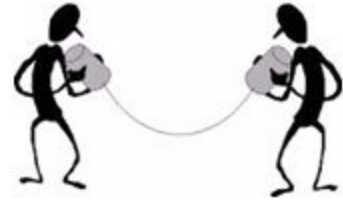
- **Morning / Afternoon Announcements:** Announcements are made daily over the PA system for students and posted on the bulletin board in the main lobby. Parents may access the daily announcements through our school's webpage.
- **Teacher Contact:** Teachers may be contacted on an individual basis through faculty email. Addresses are available on our school's webpage, found at [www.irvingtonschools.org](http://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. However, the vast majority of communication and sharing of information takes place electronically.

# Communication



- **School Webpage:** Our school's webpage can be accessed from [www.irvingtonschools.org](http://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](http://irvingtonschools.org) credentials and signing up for their classes through the use of a code provided by teachers.
- **Infinite Campus Parent Portal:** The *Campus Portal* is where parents and students go to access school schedules, course grades, progress reports and report cards. It is updated in real time. Information regarding sign-up for the portal will be sent out by the District. Students may also have access to the portal.
- **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 or by sending an email to [IMSattendance@irvingtonschools.org](mailto:IMSattendance@irvingtonschools.org). Students who are absent from school can obtain homework information by checking *Google Classroom*. 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 a Counselor:** The Counseling office can be reached at 269-5332.
- **Bus/Transportation Inquiries:** Please contact the Transportation Department at (914)295-5544, 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.