

Andrew Langston Middle School
Staff Handbook
2024-2025



1 Edgerton Park, 14608
Phone (585) 324-5223

2024-2025

Andrew Langston Middle School

Opening Day Packet and Quick Reference Guide

Table of Contents

Mission and Vision

Administrative Responsibilities

Important Contacts

Leadership Teams

Administrative and Support Staff Directory

Attendance and Procedures

Parent and Community Resources

Policies and Procedures for Students

Staff

Administrative Organizational Chart.....Moore

Instructional Teams.....Moore

Administrator's Contact Information and Support Staff.....Moore

Substitute Coverage.....Jackson

Need Assistance? Steele

Attendance Monitoring and Count Me In

Textbooks / Library Resources..... Robinson

Technology.....Robinson

Professional Development Framework.....Vane

Community School Model and Resources.....

Parent Center and Home School Assistant.....Marvic

Athletics Department Information..... McCormick

2024-2025 Time Schedule.....Moore

VISION

Our vision is to foster a community of togetherness, where integrity, growth, excellence, respect, and strength are valued and embraced.

MISSION

Our mission at Andrew Langston Middle School is to provide engaging and rigorous instruction in a supportive and inclusive environment, enabling all students to thrive academically, socially, and emotionally.

2024-2025 Andrew Langston Middle School

Instructional Team

Name	Main Focus
Wakili Moore	Student Management and Instructional Leadership
Lawanda Brown & Ajoua Jackson	Student Management and Instructional Leadership, Special Ed
Sarah Vane	All Core Content areas (Priority focus on ELA and Math) Standard Based Grading – Data Wise-Coaching, Testing Coordinator, Response To Intervention

Leadership Team

Wakili Moore - Principal

Lawanda Brown- Ajoua Jackson -Assistant Principals

Sarah Vane – TOA Instructional Coach

Andrew Langston Middle School

Administrators & Support Staff

Principal Room 316A	Mr. Wakili Moore	Ext 3161
Assistant Principals Room 318 A Room 330	Mrs. Lawanda Brown Ms. Ajoua Jackson	Ext 3181 Ext 3300
Social Workers Room 311C Room 306 B Room 306 D	Shantinique DePass Nicole Thomson Marissa Johnston	Ext 3113 Ext 3062 Ext 3064
Lead SSO Room 316D	Willie Mason	Ext 3165
Athletic Director	Matthew McCormick	
Teachers on Assignment Office 316C	Sarah Vane	Ext 3163
Counselors Office 355 A Office 355 D	Benjamin Ruekberg Gina Verdin	Ext 3551 Ext 3554

Social Emotional Team

Psychologist	Peter Pistilli	Ext 3240
Social Workers	Shantinique DePass Nicole Thomson Marissa Johnston	
Counselors	Benjamin Ruekberg Gina Verdin	

Health Team

Registered Nurse	Ashley Washington	Ex 3172
------------------	-------------------	---------

Parent & Community Team

Home School Assistant	Marvic Aguero Martinez	Ext 1249
-----------------------	------------------------	----------

Andrew Langston Middle School

Substitute Coverage: Who do you call? **

Department	Report Absence To
Teachers	Ms. Jackson Prefers text message before 6:00 a.m. **For a planned absence, you must complete a Request for Absence Form and place it in the folder located in the Main Office.
Teaching Assistants/Para Professionals	Ms. Jackson Prefers text message before 6:00 a.m. **For a planned absence, you must complete a Request for Absence Form and place it in the folder located in the Main Office.
Clerical	Michelle Steele Text message before 7:00 AM
SSOs	Willie Mason Text message before 7:00 AM

Counselors	Report Absence To
	Ms. Jackson Prefers text message before 6:00 a.m. **For a planned absence, you must complete a Request for Absence Form and place it in the folder located in the Main Office.

Psychologist/Social Workers	Report Absence To
	Ms. Jackson Prefers text message before 6:00 a.m. **For a planned absence, you must complete a Request for Absence Form and place it in the folder located in the Main Office.

**** 5-days of Emergency sub plans (1 student copy) are due to Michelle Steele by Friday, September 27.**

Andrew Langston Middle School

NEED ASSISTANCE?

Faculty Keys	Ms. Steele
Payroll	Ms. Steele
A/V Equipment	Library
Reserving Computer Labs	Library
Reserving Auditorium and/or Cafeteria	Ms. Steele Bldg. Permit Required
Student ID Pictures	Killigrew/Clemons
Student Records	Killigrew
Classroom Supplies	Ms. Steele
Attendance	Clemons

Attendance Process and Procedures

It is a professional expectation that teachers complete attendance accurately and in a timely manner. Students must attend instruction daily, even when the instruction is being provided in a remote learning environment. Teachers and students are expected to engage in substantive daily interaction (teacher to student and student to teacher).

3024. Teachers responsible for record books. School lists and accounts of attendance shall be kept and prepared and entries shall be made in regards thereto, in such manner, as shall be prescribed by the Commissioner of Education by regulation or otherwise.

In accordance with Section 19:23 of New York State School Law, a teacher, supervisory staff or other suitable employee designated by the school board shall make entries into a register of attendance and verify the entries by oath or affirmation. See Official Attendance Oath in Forms section.

School attendance records must be kept for use in the enforcement of the Education Law 3024 and as the source for the average daily attendance used to help determine a district's state aid allocation. Attendance records are legal documents that must be accurate. Taking accurate and timely attendance is a professional expectation for all teachers, as well as an educationally sound practice and an important student safety measure. Additionally, accurate attendance is critical so that every child is accounted for every minute when in the school building. In the event of an emergency (such as a fire, bomb threat, lockdown or any other dangerous situation), teachers must compare classroom attendance with the attendance of students in their immediate supervisory care. A discrepancy in attendance alerts administrative staff and building security.

Attendance Codes in PowerSchool

—In Person Instruction

- P: Present – In Person
- A-Ex: Absent Excused
- A-UnEx: Absent Unexcused
- T: Tardy- In Person

Attendance during in-person instruction

—Attendance will be taken daily, period by period on PowerSchool

—Student attendance must be recorded in PowerSchool by teachers within the first 15 minutes of the student's first class

—Substitutes will not have access to PowerSchool for taking attendance. Clerical staff will print the class roster for each absent teacher and give the report to the appropriate substitute teacher for attendance recording. The substitute teacher must record attendance on provided rosters for each class, sign the oath at the bottom of the page, and return the rosters to the main office

—Students should return from an absence with a note turned into their Grade Level House Office

Unsubmitted Attendance

—Clerical staff will run an un-submitted attendance reports at the end of the school day.

—Changes to attendance can be made by teacher or clerical.

—A teacher who fails to submit attendance as required will receive a written notice each time. The fourth time a teacher fails to record the attendance, a meeting with his/her principal and union representative will take place.

—Continued failure to comply with the required attendance (3 or more days) will result in disciplinary action, as referred to in Section 37 and 38 of the RTA contract.

Robo Calls

- The RCSD will continue the use of daily robo calls to students' homes who are not actively engaged in learning within the first hour of school on Mondays, Tuesdays, Thursdays and Fridays. — Secondary robo calls will begin at 9:30AM.
- Robo calls will only be generated for students with an Absent-Unexcused attendance code.
- A midday robo call will be sent to families of all students to encourage daily engagement.
- Parents/guardians of secondary students will receive a third robo call each evening that will reflect absences from specific classes for each day.

Long Term Substitute / Contract Substitute

- You will need to request access to Power school in order to take attendance.
- You are encouraged, but not required, to use the Behavior Management Google Form and the Administrative Referral systems according to the guidelines to help track and report student behavior, and maintain consistency across the school.

Home School Assistants

—

Home School Assistants are located in the Parent Center. They are there to assist with attendance concerns and conduct home visits as needed.

Teacher Procedures for Student Emergencies in the Classroom

As a teacher, it is crucial to remain calm and act quickly during any student emergency. The following steps outline the procedures to follow in case of a student emergency within the classroom:

1. Assess the Situation

- **Stay Calm:** Remain composed and assess the situation. Ensure that you are aware of any immediate threats or dangers to the student or others.
- **Determine the Severity:** Quickly assess the severity of the emergency (e.g., medical, behavioral, or safety-related). This will guide your next actions.

2. Notify administration and the main office:

- **Call administration then the Main Office:** Inform the administrator about the situation, providing details about the nature of the emergency and any actions already taken.
- **Request Additional Support:** If needed, request additional support from other teachers, administrators, or emergency services.

3. Alert Authorities

- **Call for Help:** If the emergency requires immediate medical assistance, call the school nurse or designated medical emergency personnel. Use the school's emergency communication system, if available, or call the main office for help.

4. Ensure Student Safety

- **Remove Immediate Hazards:** If possible, remove any physical hazards or threats in the environment that could worsen the emergency.
- **Protect the Student:** If the student is in immediate danger, take steps to ensure their safety (e.g., moving them away from a hazard or securing a dangerous area).
- **Remove Other students to a safe location**

5. Provide First Aid (if trained)

- **Administer Basic First Aid:** If trained in first aid and it is necessary, provide initial care (e.g., CPR, controlling bleeding) until professional medical help arrives.
- **Stay with the Student:** Do not leave the student alone unless directed to do so by medical personnel or an administrator

7. Follow School Protocol

- **Adhere to School Policies:** Follow your school's emergency protocols and procedures as directed by administration, ensuring all documentation is completed as required (e.g., incident reports).
- **Keep Students Safe and Calm:** Ensure that other students in the classroom are safe and try to keep them calm while the situation is handled. This may involve moving students out of the room or providing reassurance.

8. After the Emergency

- **Document the Incident:** Complete all required incident reports, providing detailed and factual accounts of the emergency and the actions taken.
- **Debrief with Administration:** Meet with school administration to review the incident and ensure that follow-up actions are taken as needed (e.g., counseling for the student or staff).
- **Support the Student and Class:** Offer support to the affected student and class. Address any concerns, ensure that the student receives the necessary care, and make sure that students are informed of the situation appropriately.

9. Communicate with Parents/Guardians

- **Inform the Student's Parents:** Once the emergency is under control, contact the student's parents or guardians to inform them of the situation, and provide them with any necessary instructions (e.g., picking up the student or seeking medical attention).

These procedures will help teachers respond effectively in an emergency, ensuring both the immediate safety of the student and the long-term follow-up needed for the situation.

15 Days Absent - Tier 4

Step 1: CMI committee to
send referral to Social Worker

Step 2: Social Worker to follow up
with additional HV and document
in CMI

10 Days Absent - Tier 3

Step 1: Homebase Teacher updates CMI
to reflect additional absences and sends
referral to the next tier - Home School
Assistants and CMI Committee.

Step 2: HSAs complete a HV and logs into
CMI

Step 3: Conference with student, parent,
and AP

Step 4: Attendance clerk sends home
letter

5 Days Absent - Tier 2

Step 1: Homebase teacher updates CMI to reflect
additional missed days and sends referral to next tier -
counselors

Step 2: Counselor meets with student and parent to
devise an intervention plan. Counselor updates CMI

Step 3: Attendance clerk will send home letter

3 Days Absent - Tier 1

Step 1: Homebase teacher calls home and shares the protocol
for absenteeism

Step 2: Homebase Teacher completes the Count Me In (CMI)
Google Form

Step 3: Homebase Teacher logs in attend actions all
communication

Step 4: Attendance clerk sends home letter

Andrew Langston Middle School Campus

The following items are to assist you with opening day procedures. There are a number of informational items for scholars. Please read these carefully, review with scholars and retain them for use during opening days.

Cell Phones

All student cell phones will be collected upon arrival. Cell phones will be returned to students' 8th period class and the teacher will distribute them to students during the ***last 5*** minutes of class.

Dress Code

Violations of the dress code should be considered opportunities or “teachable moments” to discuss issues around dress and appearance, such as culture, religious identity, gender and gender identity, dignity and respect. Students who violate the dress code, including school-level standards, will be required to modify their appearance by covering or removing the offending item, and if necessary and/or practicable, replacing it with an acceptable item. Any student who refuses to do so shall be subject to a Level 1 or Level 2 response. Students should not be suspended or otherwise removed from their educational program because of a dress code violation.

At Andrew Langston Middle School, teachers are responsible to inform the student's administrator via an email correspondence. Please write in the subject line of the email, Dress Code. The administrator will follow the code of conduct as presented by the RCSD, and connect the student or family to school and community resources if needed.

Dress Code Standards

All persons are expected to give proper attention to personal hygiene and to dress appropriately for school and school functions. When on school property or at a school function, a person's dress, grooming and appearance, including jewelry, make-up and nails, must:

- ***Not include clothing, headgear or jewelry that is associated with or identifiable as a symbol of gang membership***
- ***Cover buttocks, stomach/midriff and chest***
- ***Be void of abusive, suggestive or profane language; symbols of illegal substances; or any other words, symbols or slogans that disrupt the learning environment or deny dignity or respect to others***
- ***Include shoes, which are to be worn at all times for health and safety reasons***

[RCSD Code of Conduct, p. 58-59](#)

Early Dismissal Procedures

- All early dismissals require a note from home and a valid phone number for parent or guardian to be contacted for verification. The student's Main - (MS) House - (HS) Office verifies all early dismissals. All early dismissals should be approved only by the appropriate Office. The Early Dismissal Procedure will not be used to allow students to go out, pick up lunch, and return back to school.

Attendance Clerk & Home School Assistant

- If you have any questions, the Attendance Clerk
- The Home School Assistant to assist with attendance concerns and home visits.

Hallway Passes:

In an effort to create the best educational environment, Andrew Langston Middle School has the following rules to reduce the number of hallway transitions and classroom interruptions.

- Teachers and support staff, **no** passes are to be given to students during the *first 10 minutes of class and the last 10 minutes of class*.
- NO PASSES 9th period.
- No bathroom access during passing time.
- Students are encouraged to use the bathroom during their lunch period.
- Students will be allowed 2 bathroom passes per day. (passes distributed on Mondays)
- Emergency situations will be considered on a case-by-case basis at the teacher's professional judgment.

Teachers please discuss this rule with the students.

Locker Usage

- Passes for locker usage will not be given during any class period.
- Ideal Locker Usage:
 - Start of the Day: Go to your locker and take everything that you'll need for your **morning** classes.
 - After Lunch: Go to your locker and take everything that you'll need for your **afternoon** classes.
 - Passing Time: Don't be late! Use your four minutes wisely and get to class on time.
 - End of the Day: Quickly take what you need home and leave the rest in your locker.

Student Removal

When a student needs to be removed from class or to report an issue in the hallway, **contact the main office. Please** state your name, the location of your class, the students name and the reason why you are calling. The secretary will dispatch the call for assistance to the available SSO.

Help Zone

- Students who are experiencing social-emotional distress and/or having a conflict with another student may ask for a pass to the Help Zone.
- Teachers should not send students to the Help Zone for Level 1 classroom behaviors (see below).
- Teacher must call the Help Zone prior to writing a pass.

Classroom Behavior Tiers of Interventions

Level 1	Uncooperative/ Noncompliant behavior	Classroom Interventions; Student Support Team Interventions
Level 2	Disorderly/ Disruptive Behavior	Intensive Support Staff; Administrator Interventions and Responses
Level 3	Aggressive or Injurious/ Harmful Behavior	Referral Interventions; Suspension Responses
Level 4	Seriously Dangerous or Violent Behavior	Referral Interventions; Extended Suspension Responses

[link to RCSD code of conduct p. 25-41](#)

Textbooks / Library

Textbooks:

Will be available by appointment only for textbook sign out.

Here is a list of all the textbooks that the district currently has online access to: [Online Textbooks](#)

Andrew Langston Middle School

TIME SCHEDULE

2024-2025

Grades 7-8

Arrival/Breakfast

House A				House B			
Period	Min	Start Time	End Time	Period	Min	Start Time	End Time
1	48	9:00 AM	9:48 AM	1	48	9:00 AM	9:48 AM
2	46	9:51 AM	10:37 AM	2	46	9:51 AM	10:37 AM
3	46	10:40 AM	11:26 AM	3	46	10:40 AM	11:26 AM
4C	40	11:29 AM	12:09 PM	4	46	11:29 AM	12:15 PM
5L	30	12:12 PM	12:42 PM	5C	40	12:18 PM	12:58 PM
6	46	12:45 PM	1:31 PM	6L	30	1:01 PM	1:31 PM
7	46	1:34 PM	2:20 PM	7	46	1:34 PM	2:20 PM
8	46	2:23 PM	3:09 PM	8	46	2:23 PM	3:09 PM
9	48	3:12 PM	4:00 PM	9	48	3:12 PM	4:00 PM

- Crew is a 30 minute period
- Lunch is 30 minute period
- All Core classes are blocked and rotate A/C and B/D

1- School
2-Houses
4-Teams
25- Crew/Families