



MAHOPAC MIDDLE SCHOOL  
 425 Baldwin Place Road  
**Mahopac, NY 10541**  
**(845) 621-1330**  
**FAX: (845) 628-5847**  
**mahopac.k12.ny.us**



**Dennis W. Creedon, Ed.D.**  
*Superintendent of Schools*

**Catherine Sweeney, Ph.D.**  
*Admin. for Special Education*

**Thomas Cozzocrea**  
*Principal*

**Alex Levine**  
*Assistant Principal*

**Starla Ciarelli**  
*Assistant Principal*

*OUR CHILDREN, OUR SCHOOL, OUR FUTURE*

September 2017

Dear Students and Parents:

Welcome to the 2017 – 2018 school year!

After a long and enjoyable summer we welcome all of our students and families back to a new and exciting school year. Middle school can be a great three years filled with new academic success and social growth. There are many people who will help, advise, teach and support you throughout this process. This is a time for you to learn much about yourself, what you can accomplish, and how you can leave a positive mark on the world.

This handbook has been prepared to provide you with the information you will need to be successful at Mahopac Middle School. You will find explanations and answers to help answer many questions that arise during the school year. Use this handbook to guide your decisions and set your goals for success.

Each student is responsible to know and follow the policies and procedures contained in this handbook in order to be successful and make the most of the 2017 - 2018 school year. We encourage parents and students to read this handbook together so everyone will know the student expectations.

We are all excited about this school year and wish you much success.

Sincerely,

Thomas Cozzocrea  
 Principal

Alex Levine  
 Assistant Principal

Starla Ciarelli  
 Assistant Principal

Catherine Sweeney, Ph.D.  
 Admin. for Special Education

# A HANDBOOK FOR STUDENTS OF MAHOPAC MIDDLE SCHOOL

*Our Website: <http://mms.mahopac.k12.ny.us>*

## **MISSION STATEMENT**

Mahopac Middle School recognizes the importance of individual learning styles, accepts and celebrates cultural diversity, and promotes responsible citizenship. Our staff, parents and community collaborate to meet the developmental needs of our students, intellectually, socially, emotionally, and physically.

We provide students with an atmosphere conducive to learning the skills to become high-achieving scholars and informed decision-makers, as well as, meeting or exceeding State performance standards.

We promote a respectful, secure, safe, and orderly climate, which recognizes the dignity of the individual.

Through interdisciplinary teaming, high academic expectations, rigorous course work, special programs, integrated technology, and extra-curricular activities, our school provides students with the opportunity not only to maximize their potential, but also to set ever more challenging goals.

**MAHOPAC CENTRAL SCHOOL DISTRICT  
PUTNAM COUNTY  
MAHOPAC, NEW YORK**

**Superintendent – Dennis W. Creedon, Ed.D.**

**BOARD OF EDUCATION**

**2017-2018 Board of Education Members-**

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**MAHOPAC MIDDLE SCHOOL PRINCIPAL**

Mr. Thomas Cozzocrea

**MIDDLE SCHOOL ASSISTANT PRINCIPALS**

Mr. Alex Levine

Mrs. Starla Ciarelli

**SPECIAL EDUCATION ADMINISTRATOR**

Dr. Catherine Sweeney

**MIDDLE SCHOOL SECRETARIES**

Arlene Alosco – Principal, ext. 12501

Peggy Cawley – Assistant Principals, ext. 12502

Lynne Mongon – Guidance, ext. 12600

Lisa Papanicolaou – Special Education, ext. 12651

## MAHOPAC MIDDLE SCHOOL STAFF MEMBERS

### ART

Mrs. AM Lyons  
Mrs. S. Mohammed

### ENGLISH

Mrs. K. Abbondanza  
Mrs. J. Cortesi  
Mrs. D. Croshier  
Mrs. L. DiNardi  
Mrs. F. Gordon  
Mr. J. King  
Mr. R. Leone  
Mr. T. McMahon  
Ms. R. Ment  
Mr. N. Oliverio  
Ms. E. Saultz  
Mrs. A. Uhl

### ENL

Mrs. S. Cotten  
Ms. D. Carroll

### FAMILY CONSUMER SCI

Mrs. V. Gertling  
Ms. M. Nyikos

### FOREIGN LANGUAGE

Mrs. K. Bauerlein  
Ms. A. D'Aprile  
Mrs. L. Fumero  
Mr. M. Rodriguez

### HEALTH

Mrs. S. McGee  
Mr. D. Rode  
Mrs. A. Tuite

### LIBRARY

Mrs. J. Bronschidle  
Ms. D. Richards

### LITERACY LAB

Mrs. P. Frey  
Mrs. C. McNeill  
Mrs. J. Maloney

### TECH

Mr. T. Jordan  
Mr. J. Klock  
Ms. V. Lew

### MATH

Mrs. D. Campbell  
Mrs. P. Cantone  
Ms. M. DeNicola-Aguilar  
Ms. K. LaCroce  
Mrs. C. Langtry  
Mr. D. Markoe  
Mr. G. May  
Mrs. D. Myler  
Mr. K. O'Brien  
Mrs. J. O'Reilly  
Mr. J. Schuchat  
Mrs. M. Townsend  
Mrs. L. Ziga

### MUSIC

Ms. G. Fairweather  
Mr. D. Flynn  
Mrs. H. Palkewick  
Mr. J. Seeley

### PHYS ED

Mr. R. Cohowicz  
Ms. A. Hantzarides  
Mr. J. Hughes  
Mr. S. Lyons  
Mrs. P. McGee

### SCIENCE

Mrs. P. Butala  
Mr. B. Cauthers  
Mrs. M. Fox  
Mr. S. Hocutt  
Mr. C. Jensen  
Mrs. E. Kane  
Ms. K. Kischak  
Mrs. L. Macchio  
Mrs. D. Petersen  
Mrs. K. Tarantino  
Mr. L. Weisberg

### SOCIAL STUDIES

Mr. M. Evers  
Mrs. L. Gilchrist  
Mr. D. Gordon  
Mr. P. Hafemann  
Mrs. V. King  
Mr. R. Kozera  
Mrs. L. Napolitano  
Mr. K. Reilly

### SPECIAL ED

Ms. I. Arocho  
Mrs. D. Cascio  
Mrs. L. Chesser  
Ms. E. Conciatori  
Mrs. E. Courtney  
Mr. R. DeFrancesco  
Mrs. C. DiMase  
Mrs. J. Gustin  
Mrs. E. Hicks  
Mrs. L. Hobbs  
Mrs. J. Hughes  
Mrs. P. Kelly  
Mrs. L. Lavery  
Ms. K. Legeret  
Mrs. N. Liebowitz  
Mrs. L. McCabe  
Ms. C. Moles  
Mrs. C. Notz  
Mrs. K. Perry  
Mrs. C. Polimino  
Mrs. T. Riger  
Mrs. E. Smith  
Mrs. M. Wheeler  
Mrs. S. Woodrow  
Mrs. J. Wright  
Mrs. Wright-Boyar

### TEACHING ASSTS

Mr. B. Appelbergh  
Mrs. N. Burt  
Mrs. L. Camerato  
Mrs. K. Cuomo  
Mrs. T. Curtin  
Mrs. L. Eckert-Valenti  
Mrs. A. Favale  
Mrs. M. Fowler  
Mrs. T. Gambino  
Mrs. C. Gonzalez  
Mrs. D. Kissh  
Mrs. D. Kraemer  
Mrs. L. Kraker  
Mrs. B. Lagatella  
Mrs. D. Lakestream  
Mrs. E. Riehl  
Mrs. K. Smith  
Mr. J. Swayne  
Ms. N. Wautelet

### AIDES

Mrs. R. Faulkner

### ATTENDANCE

Mrs. L. Saldana  
Mrs. M. Thorne

### CLINICAL STAFF

Ms. C. Greco, Speech  
Mrs. B. Hynes, Psychologist  
Ms. L. Kalman, Social Worker  
Ms. D. Seymour, Speech  
Ms. K. McTernan, Psychologist  
Mrs. J. Tome, Psychologist

### CUSTODIAL STAFF

Mr. B. Hinchey  
Ms. L. LaDuca  
Mr. P. Mitesser  
Mr. M. Murphy  
Mr. C. Perri  
Mr. H. Schweizer  
Mr. D. Tantalos  
Mr. C. Wellington

### GUIDANCE

Ms. O. Felder  
Mrs. J. Maxwell  
Mrs. S. Powers  
Mrs. A. Pugliese

### NURSE

Mrs. A. Foley  
Ms. L. Farrell

### OFFICE STAFF

Mrs. A. Alosco, Principal's Secty  
Mrs. P. Cawley, APs' Secty  
Mrs. L. Mongon, Guidance  
Mrs. L. Papanicolaou, Special Ed  
Mrs. A. Simmonds, Main Office

### MONITORS

Mrs. A. Carbone  
Mrs. M. Ferraro  
Mrs. J. Gallagher  
Mrs. J. Gong  
Ms. B. Isherwood  
Mrs. M. McCaffrey

**COMPUTER TECH**

Ms. M. Carey

Mrs. A. Soto

Mrs. V. Velders

Mr. M. Woodrow

Mrs. K. Racz

Mrs. D. Raimondi

Mrs. P. Titcomb

Mrs. L. Tortora

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# C.A.R.E.S.

Mahopac Middle School	<b>C</b> onsistently Safe	<b>A</b> ct Responsibly	<b>R</b> espect All	<b>E</b> ngaged In Learning	<b>S</b> upport Others
Classroom	Push in chair Listen to directions Walk inside classroom	Complete & hand in homework on time Come prepared to work Actively participate in class	Actively listen Respond to adult directions Raise hand to be called on	Arrive on time Have necessary materials Make up work after absences	Be kind Help others stay on task Share supplies
Cafeteria	Pick up dropped food Clean up spills Don't trade lunches (allegories) Walk in cafeteria Keep hands to self	Throw away trash Clean table Pick up dropped items Return borrowed items on time	Use indoor voice Make sure no one sits by themselves Use appropriate language	Discuss school, community, social events Volunteer and do service for others	Use good manners Wait your turn Give others personal space
Hall	Stay to the right Walk Pick up papers & trash Be safe and quiet at lockers	Arrive to class on time Take direct route	Be aware of personal space Walk and talk quietly	Be aware of your surroundings Notice student work on walls	Hold the door for others Pick up dropped items
Recess	Keep hands and feet to self Stay where an adult can see you Treat others nicely	Ask adult for permission to return to building Items taken outside are to be returned	Include all who want to play Listen to adult directives Keep outdoors litter free	Teach others the game Share ideas Invent new rules/games	Invite others to play Play cooperatively Accept skill differences Contribute to a good time
Bus	Stay seated at all times Keep body and hands inside bus Keep the aisle clear	Check for belongings Pick up dropped items Keep seats damage free	Use indoor voice Keep hands to self Use appropriate language	Listen Socialize appropriately	Share the seat Share a kind word
Bathrooms	Be sure nothing is flushed that shouldn't be flushed Wash hands Keep hands to self Keep water and soap in sink	Flush Use fixtures properly Return to class promptly Leave bathroom unsoiled Report any problems	Flush Respect others privacy One person in stall Leave bathroom graffiti free Talk kindly to others	Use acceptable social behavior	Report low bathroom supplies Report water on floor Report low supplies
Gym	Wear uniform and sneakers Keep hands and feet to self Use equipment	Be a good sport Play by the rules Participate	Follow directions Appropriate voice and language Share equipment Accept skill	Know and follow game rules Pay attention to directions Ask questions	Include everyone Accept differences Cooperate Be courteous Encourage those

	appropriately		difference		who struggle
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**PART I**  
**GENERAL INFORMATION FOR STUDENTS AND PARENTS**  
**ACADEMIC RECOGNITION**

**GRADES AND REPORT CARDS**

Mahopac Middle School uses numerical grades for each of the four marking periods. A passing grade is one of 65% or above. A teacher can assign up to three comments that will be recorded on the report card each marking period.

Report cards will be posted four times during the year. Here are the important dates:

<b><u>Quarter</u></b>	<b><u>Marking Period Ends</u></b>	<b><u>Report Cards Posted</u></b>
1	11/17/17	11/28/17
2	02/02/18	02/14/18
3	04/20/18	04/30/18
4	06/19/18	06/29/18

**NOTE:** The vertical average computed on the report card is not rounded up. This is done only for Honor Roll purposes.

Questions about grades or grading should go directly to the subject teacher. For other issues regarding your child's academic achievement or difficulties, please call or make an appointment with the Guidance Counselor at 621-1330 ext. 12600

**INTERIM PROGRESS REPORTS**

Each student receives an interim progress report from his/her teachers. Interim progress reports are posted about halfway through the marking period. Teachers will alert parents regarding the level of progress and performance of a student. Parents are encouraged to contact the teacher and guidance counselor if there are any questions regarding academic achievement.

Interim progress reports are posted on or about these dates:

10/23/17      01/10/18      03/19/18      06/01/18

**HONOR ROLL / HIGH HONOR ROLL** - Honor Roll of the Mahopac Middle School will help identify those students who demonstrate the highest level of academic excellence.

**HIGH HONOR ROLL:** Students in 6th grade must maintain an overall GPA of 94% . Students in grade 7 must maintain an overall GPA of 94%; if the 7th grade student has one accelerated class the 7th grade student must maintain an overall GPA of 92%. Students in 8th grade must maintain an overall GPA of 94%; if the 8th grade student has one accelerated class, the 8th grade student must maintain an overall GPA of 92%, if the 8th grade student has two accelerated classes, the 8th grade student must maintain an overall GPA of 90%.

- **High Honor Roll** - students whose average of all report card grades for a given marking period is 94% or better, Exceptions Accelerated Courses Only
- **Honor Roll** – a listing of all students whose average of all report card grades for a given marking period is 84.5% - 93.5%)

**MMS CHAPTER NATIONAL JR. HONOR SOCIETY** Students must achieve a High Honor Roll Status for four consecutive marking periods, beginning with the first marking period in the sixth grade, to be eligible to be invited. Students will have to complete an essay upon nomination to the NJHS and complete a community service requirement in grade 8. \*Inductions into the NJHS will occur at the end of the 8th grade and after all requirements are met.

### **SCHOLARS' AWARD RECEPTION**

A reception is held in June to recognize students who have achieved **High Honor Roll** status, which is noted on the report card, each quarter, when applicable. **This reception is by written invitation only as follows:**

**6th Grade Students: Maintaining High Honor Roll Status in each of the first three marking periods of 6th grade.**

**7th Grade Students: Maintaining High Honor Roll Status all 4 marking periods of 6th grade AND the first three marking periods of 7th grade. 8th Grade Students: Maintaining High Honor Roll Status all 4 marking periods of 6th grade, all 4 marking periods of 7th grade AND the first three marking periods of 8th grade.**

**Students and families are invited by letter.**

### **EXTRA HELP: WHAT TO DO?**

If your child is struggling, you certainly want to help. Your child's teacher wants to help too. What can you do to make things better?

1. Talk to your child about struggles in school. Try to determine if the issue is related to lack of interest, poor organizational or study skills, gaps in learning, or something else.
2. Have your child show you their work. What do the contents of their backpack look like? Are they doing their homework? Are they doing poorly on graded assignments? How is their organization? Do they have a homework pad?
3. Take a close look at teacher feedback that you have received. What comments are made on report cards and progress reports? That feedback will yield important information.
4. Contact your child's teacher to confirm your findings. "I noticed that my son/daughter isn't doing well on weekly quizzes." Depending on your child's age and maturity, students may have this conversation with their teacher. Practice it at home. Self-advocacy is an important skill that we must teach to our students.
5. Develop a plan with your child and their teacher to improve the situation.
6. All teachers are willing and able to help your child outside of class time. If your child needs extra help, have him/her find out when it is available and then have your child attend. It helps to go



with specific questions rather than saying, “I don’t understand.” And, it is best not to always wait until the day before the project is due or the test is being given.

7. To make the most of extra help, have your child be as specific as possible. Don’t say, “I don’t understand the social studies.” It is better to say, “I memorized the definition of nationalism but I don’t really know what that means.”
8. Take advantage of opportunities to be in touch with your child’s teacher, both through technology and in person. For example, attending back to school nights and parent-teacher conferences are important.
9. If your intervention and the extra help of their teacher are still not enough, consider contacting your child’s counselor or administrator. We likely have the other extra supports from which your child would benefit.

All students face challenges in school. Struggle and perseverance are important parts of learning. Working together, we will ensure that every child is successful.

### **ATTENDANCE PROCEDURES**

Regular attendance at school is required by state law. When students are absent from school we request that parents contact us by phone at the Attendance Office **(845-621-1312) by 8:30 a.m.** We also recommend that students bring a note to attendance on the day following their absence. When leaving a message, please spell the student’s last and first names.

Excused and Unexcused Absences:

**All absences from school will be recorded as unexcused except:**

- a. Illnesses resulting in homebound instruction as per State Education Law, unless the student is offered alternative instruction which he/she does not attend;
- b. Curricular alteration of a student’s schedule, school testing, curriculum based field trips, excusals by the school nurse, excusals by an administrator or if guidance and/or intervention counseling is need.
- c. Personal illness, illness or death in the family.
- d. Emergency medical or dental appointments.
- e. Impassable roads or weather.
- f. Religious observance.
- g. Required court or legal appearances.
- h. Out of school suspension.

Please refer to your school calendar when planning vacations. Any vacations that interfere with your child’s ability to attend school will be considered **unexcused** absences. **Teachers are not obligated to provide work for these absences. Missed assignments will be covered in after school extra help sessions.**

Students whose rate of absence and lateness interferes with the continuity of instruction for the marking period will receive written notification from the Attendance Office. Attendance will be recorded during each class period.

**LATENESS** – When students arrive late to school, they should report directly to the Attendance Office to check in. **Meetings with parents and students will be conducted for students who are repeatedly late to school.**

**EXTENDED ABSENCES** – If a student is absent for an extended period of time, parents should notify the Attendance Office and also call the Guidance Office to request work. Please allow a minimum of **24 hours for such a request to be processed.**

School Policy with regard to attendance in school and at after school activities, including but not limited to extra help, school-sponsored Socials or PTO-sponsored Canteens, is such that students are eligible to attend such events if they were in school for the entire (or majority i.e. 5 periods) of the day on which the activity is occurring.



### BELL SCHEDULE

<b>Period 1</b>	<b>7:38 - 8:20</b>
<b>Period 2</b>	<b>8:24 - 9:04</b>
<b>Period 3</b>	<b>9:08 - 9:48</b>
<b>Period 4</b>	<b>9:52 - 10:32</b>
<b>Period 5</b>	<b>10:36 - 11:16</b>
<b>Period 6</b>	<b>11:20 - 12:00</b>
<b>Period 7</b>	<b>12:04 - 12:44</b>
<b>Period 8</b>	<b>12:48 - 1:28</b>
<b>IST (Independent Study Time)</b>	<b>1:32 - 1:53</b>

The 2017-2018 school year’s bell schedule has an IST (Independent Study Time) Period for all students at the end of the day. The expectation is that students will be prepared to read independently or begin homework when given the opportunity to do so. This time may also be utilized by our Counselors, Administrators, or Support Staff (Social Worker/School Psychologists) to discuss pertinent social issues, work on developing better study habits/skills, or other like activity. The IST will be supervised by a staff member throughout the year and students should come prepared with an appropriate independent book of their choice to read daily.

### CELL PHONES/ELECTRONIC DEVICES

Board of Education Policy and the Code of Conduct of the Mahopac Central School District prohibits student possession of cell phones/electronic devices on school property. This includes, but is not limited to, any recording device that collects audio or video on school grounds. This helps to ensure the safety and well-being of all students as well as protecting personal property. The only exception will be if a team of teachers has implemented a Bring Your Own Device (BYOD) plan for instruction.

**Students violating this policy will be subject to disciplinary consequences including, but not limited to:**

**Confiscation of the phone/electronic device**

**Letter to parent**

**Parent or guardian will be asked to retrieve the phone at the middle school**

**Possible suspension for insubordination for repeated violations**

### **DETENTION**

Students may be assigned ninth period detention for a variety of reasons including lateness to school and inappropriate behavior. Detention begins at 1:56 p.m. and ends at 2:45 p.m. If a student does not attend a detention, an in-school suspension may result.

If a student does not attend a detention that was assigned to them by a teacher, the teacher can refer students to the office for further administrative disciplinary action.

Ninth period detention is from 1:56 p.m. to 2:45 p.m. Students who are assigned ninth period detention will be given a detention notice which is to be signed by the parent and returned. Students are responsible for informing parents that they will arrive home on the late bus run.

Students completing detention on a given day are expected not to “walk the bus line” and then return to the building. Students who are assigned after school detention should report after dismissal to the room assigned and check-in with the staff member supervising.

### **CELEBRATIONS**

**Balloons cause interference with our building cameras, which is a safety issue, and for that reason are not allowed.** Students who violate this rule will be asked to bring the balloons to the Main Office where a parent/guardian will be called to collect the balloons and bring them home.

Modest decoration of the outside of a locker to celebrate a birthday is allowed.

## **ARRIVAL/DISMISSAL PROCEDURES**

### **DAILY ARRIVAL/DISMISSAL FROM SCHOOL**

Students must stay on the paved walkways on the way in and out of school. Students are not allowed to walk across any part of the athletic fields during this time.

### **STUDENT DROP OFF**

The traffic congestion in our parking area between 7:00 a.m. - 7:40 a.m. creates a major concern for the safety and well-being of our students, staff, and parents. During this time, 52 buses and 140 staff members arrive. In addition, last year over 150 vehicles dropped off students daily. Our entrance way was never designed to handle this volume of traffic.

The easiest and safest solution to this situation is for students to take the school bus provided by the district. Statistics show that this is overwhelmingly the safest mode of student transportation.

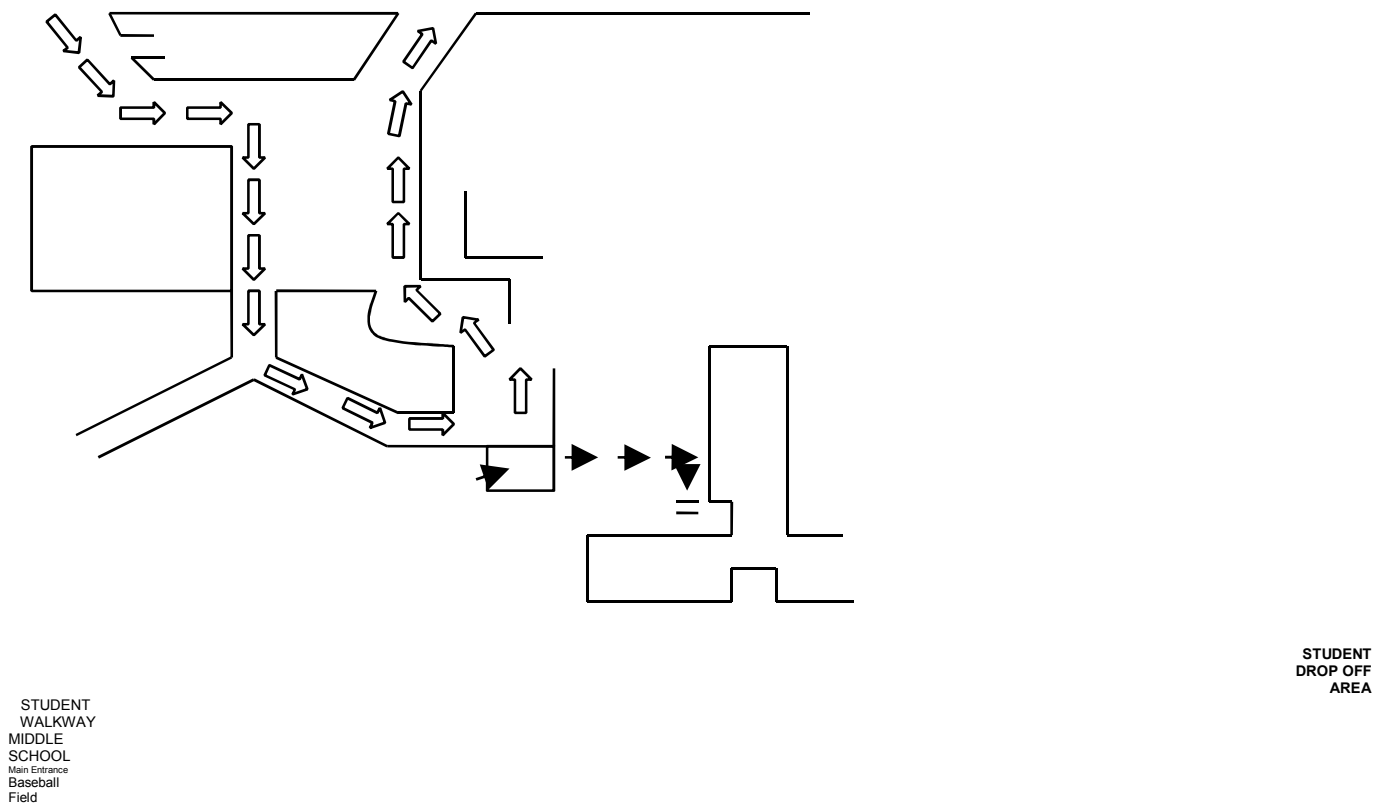
To relieve congestion, the district has created a separate access for student drop off.

**ALL VEHICLES WISHING TO DROP OFF STUDENTS BETWEEN 7:10 A.M. - 7:40 A.M. MUST USE THIS ROUTE.**

Passenger cars will enter the Mahopac Falls School parking lot via Myrtle Avenue and follow the signs to the **Middle School Student Drop-Off Area**.

Students are dropped off at the walkway and will then proceed to the closest entrance to the school. A school monitor will be on duty to direct student. **Students must proceed directly to the main lobby, not stopping at classrooms or lockers so they can be supervised by staff until the Lobby Release bell rings at 7:17 a.m. at which time students proceed to their lockers.**

Passenger cars will then follow the signs exiting again through the Mahopac Falls parking lot onto Myrtle Avenue. All vehicles need to remain in line during the drop-off process.



This plan will make arrival time safer and more efficient for all coming to the middle school. Again, I encourage you to have your child take the school bus each day.

**EMERGENCY DISMISSAL FROM SCHOOL**

School may dismiss due to inclement weather or other emergencies. An **emergency “go home” plan** is required to be in place. **Please make sure your child is familiar with your plan**, the parties they will report to and the bus they may need to use to get to this location. In compliance with regional guidelines, the school maintains a plan in the event of an Indian Point Power Plant emergency.

**EARLY RELEASE OF A STUDENT**

- ❖ **Only parents/guardians listed in our school records** can pick up students from school. In an **emergency only**, the parent/guardian may call the attendance to make alternate arrangements.
- ❖ Parent/guardian must go to the Attendance Office and be prepared to show proof of identification prior to signing out student. Attendance Office is on the first floor lobby across from the Main Office.

We **will not** dismiss a student from school without a parent request and sign-out.

Consistent attendance is the heart of education. Please sign a student out for only important reasons. Understand that while a child is out of school, classroom instruction continues. Early release will result in a recorded absence for each missed class. Your child will be responsible for completing assignments in the classes they miss.

**EMERGENCY DRILLS**

Our school’s Emergency Response Plan identified procedures in response to different types of emergencies. Some require everyone to “stay-put” while others require evacuation of the building. While exiting the building, students should move quickly, without running, and remain silent. Attendance will be taken outside the building.

Inappropriate or unsafe conduct of students during any emergency drill will be reported to the administration for disciplinary action.

Tampering with fire alarms, firefighting or security equipment, whether a drill is in progress or not, will lead to suspension from school. Law enforcement agencies will also be notified and legal prosecution can result.

**GUIDANCE**

Counselors are: Mrs. J. Maxwell, Mrs. A. Pugliese, Mrs. S. Powers and Mrs. O. Felder.

The Middle School Guidance Counselors are available to all students. Often, problems concerning both school and one’s personal life can appear unsolvable. Many times these problems can be helped by counseling. Students may access their counselor by requesting a pass from their teacher or coming directly to the the Guidance office. Working tothether with both teachers and administration, the guidance counselors encourage students academic and personal growth. The following services are provided:

- |                                |   |
|--------------------------------|---|
| 1. Individual counseling.      | 6. 6 <sup>th</sup> grade transition                   |
| 2. Group counseling.           | 7. Consultant and resource person.                    |
| 3. Academic advisement         | 8. Liaison between school, team, family and community |
| 4. Career exploration/Naviance | 9. Crisis Intervention                                |
| 5. 8th to 9th grade transition |   |

Counselors will be assigned to students as follows:

Grade 6, Team 6A and 6B (Last Name A – K)	Ofri Felder
Grade 6, Team 6C and 6B (Last Name L – Z), Out of District	Janice Maxwell
Grade 7	Stephanie Powers
Grade 8	Allison Pugliese

**8<sup>th</sup> GRADE WASHINGTON TRIP**

In order to participate in the Washington Trip, students will need to accrue 220 merit points. We have constructed the following system based on the positive behavior of the majority of 8<sup>th</sup> graders. This was done to make sure students focus on the behaviors that produce a productive learning environment, tolerance for all, and strong character development. Varying point values will be assigned to these behaviors as follows:

**Ways to earn points:**

Passing your classes	10 pts for each class (Core and Encore)
Having a clean disciplinary record (8 <sup>th</sup> grade)	25 pts per Marking Periods 1 & 2
Verified Community Service	5 hours of service (1 hr. increments only)

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**Of the 220 required merit points, 50 points must be earned by verified Community Service (5 hours). Community Service is to “give back” to the community, therefore any activities not on the pre-approved list must see Mrs. Mongon in the Guidance Office prior to the service being completed. The hours are to be completed at a non-profit organization and are due to Guidance no later than March 1, 2018. If the hours are not pre-approved they may not be accepted.**

Note: Subject failure will not be a sole factor that removes a student from the trip. As long as the student attends extra help, thereby demonstrating their effort to improve, failing grades will not prohibit student participation. Students who demonstrate the effort to improve should receive enough merit points and support through teacher/administrative override to attend the trip.

Since 8<sup>th</sup> graders receive twelve report card grades over the course of two marking periods a total of 120 points would be accrued just for passing their subject classes. Avoiding any disciplinary actions would allow a student to accrue 25 point per marking period totaling 50 points towards eligibility.

The last 50 points would be accrued through the completion of community service, This would amount to 50 points by the **beginning of March**. Again, almost all of our students are demonstrating these kinds of behaviors and we want to acknowledge them and demonstrate how important these are to being a good citizen.

As in life, there are consequences for not behaving this way:

**Events that will deduct points:**

Administrative Lunch detention	1 pt
Admin ninth period detention	2 pts
In School Suspension	10 pts
Out of School Suspension	15 pts

*(One should note that incurring a disciplinary infraction prevents the awarding of 25 points for a clean disciplinary record. There will also be a deduction of points based on the severity of disciplinary infraction.)*

The key concept here is that every 8<sup>th</sup> grader is responsible for what they do. We expect our 8<sup>th</sup> graders to have learned to control their actions over the first two years in middle school. We expect them to realize that the discipline and counseling system in place at the Middle School is designed to intervene to resolve issues without anyone being penalized.

We expect our 8<sup>th</sup> graders to demonstrate good citizenship by employing the use of these systems to their advantage to resolve problems with other students. Going to a counselor or administrator is using the system to their advantage and will often times avoid disciplinary action for themselves as well as others. This is how society will expect good citizens to behave, so it is our expectation as well. They are after all, the young adults of the future; let them assume their proper place in our society now.

We understand that there may be students who struggle in school and despite their best efforts may still have trouble passing. All we ever expected over the years, and still do, is a good faith effort on the part of the child to do whatever they can to achieve success.

Administration reserves the right to deny participation on the Washington Trip due to repeated negative behaviors, including, but not limited to, insubordination, suspension, and/or inappropriate behavior(s) as defined by the MCSD Code of Conduct as well as the stipulations of the Washington Contract.

## **HOMEWORK**

Home study is a necessary part of each pupil's educational program. Homework is most effective when both parent and school work together to emphasize its importance. To be successful, each student must be expected to spend some time working at home in addition to scheduled class instruction. Parents are encouraged to use the Parent Portal to monitor student assignments.

**Homework counts!** Please refer to the teacher's grading statement for an understanding of its place in your child's overall grade. Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due. Missed or late assignments may be made up within the time specified by the teacher's grading statement.

**Homework Center:** Available Monday – Thursday, 2:00 p.m. to 2:45 p.m. in the Library.

## **Requests for Homework When Your Child is Absent From School Due to Illness**

If your child is absent from school for only one day, we request that your child call a classmate or refer to the Portal to obtain the assignments that have been assigned for that day. If your child is going to be absent from school for **two or more days**, please call the Guidance Office at 845-621-1330 ext. 12600 by 10:00 a.m. to request homework for your child. If your child is absent for the day, ensure they have a HW Buddy or a student in their classes and/or on their team that can collect HW for them.

Any homework that is received by the Guidance Office will be ready for you to **pick up between 2:30 p.m. and 4:00 p.m. on the day it was requested**. You are encouraged to call guidance after 2:30 p.m. to verify if any homework has been sent to the office.

## **LOCKERS**

Students will be issued lockers at the beginning of the year. These lockers should be used by individual students only, and all students should keep their combinations to themselves. Students should also be careful not to jam too much into the lockers since lockers will not function properly if treated in that manner. Students must remember to spin the locker combination knob after they close their lockers to make sure the locker is fully locked.

Students should never share their locker combination with anyone else. Students must use the locker assigned to them at the beginning of the school year.

**LOCKERS – Gym** – You will be assigned a gym locker. The combination lock (blue face) you buy in the 6<sup>th</sup> grade should be kept and used for all three years at the Middle School.

Students are urged to test the lockers to make sure they are locked whenever they leave the lockers. Again, spinning the combination knob and pulling down on the lock is essential in making sure the lock is fully operational.

All personal belongings (clothing/jewelry) need to be placed inside a student's gym locker. Personal belongings (clothing/jewelry) should never be left out in the locker room. **We cannot be responsible for those items if left unsecured anywhere in the school building.** Please note that all lockers remain the property of the school and are subject to inspection by administration.

### **LOST & FOUND**

Students who find lost articles are asked to take them to the Main Office. Lost items will be stored in cafeteria one where there is a closet for lost items with the exception of jewelry and eye glasses, which are brought to the Main Office.

You can prevent loss of personal and school items by labeling your textbooks properly and by labeling all clothing with sew-on labels. Book bags and backpacks are personal property. They should have the child's name and be stored in the locker during the day.

### **MONEY AND PERSONAL ITEMS**

Expensive personal belongings such as valuable jewelry, designer clothing, electronic games, and items of sentimental value cannot be the responsibility of the school. Only bring materials to school that you need for your classes.

Expensive personal valuables should be left at home.

Students should not bring large quantities of money to school, nor should they bring expensive personal items. The school cannot be responsible for such items even if they are locked in the student's locker.

### **NURSE'S OFFICE**

A nurse is available at all times between **7:30 a.m. - 3:00 p.m.** to attend to students who are ill. If a student feels ill, the procedure is to request a pass to the Nurse's Office from the classroom teacher.

The nurse maintains health records for all students. She monitors State required physical exams and immunizations, and arranges physical examinations for students involved in interscholastic sports.

Parents should contact the health office to inform school personnel regarding any health related problems.



## **PARENT CONFERENCES**

Parent conferences can be requested by interdisciplinary teams, parents or teachers. Periodic conferences are encouraged. Arrangements for parent/teacher conferences can be made through the Guidance Office at **845-621-1330, ext. 12600**

## **STUDENT ACTIVITIES**

Students are encouraged to participate in at least one 9th period activity. These activities may include the following:

### **Club Groups**

Student Government	Theater Company	Steel Drums
Newspaper – The Torch	Stage Crew	
Yearbook – The Tomahawk	Jazz Band	

### **Intramural Activities Can Include:**

Basketball	Softball	Volleyball
Floor Hockey	Field Hockey	Marathon Club
Soccer	Lacrosse	Cross Country

### **Interscholastic Sports (7th and 8th grade students only)**

Cross Country	Volleyball
Field Hockey	Ice Hockey

## **SUPERVISION OF STUDENTS/NINTH PERIOD**

Students are not permitted to leave the school premises during the day unless signed out by a parent or guardian. **This includes going to the high school, the fields, the bleacher area, and the wooded areas around the school and the Mahopac Falls School.**

Any student who leaves without permission is considered cutting and subject to disciplinary action including suspension.

**Students scheduled for after-school activities must be supervised at all times starting from regular dismissal through pick-up. Students attending after-school activities are subject to the same location restrictions as stated above.**

Students are encouraged to take advantage of our supervised after-school activities: Homework Center, intramurals, clubs, and teacher extra help sessions. Some questions that students should bring to the ninth period help session are:

*“I understand the work from here to here, but I don’t understand the part about. . . .”*

*“I don’t know how to organize my work so I can find the material I need.”*

*“I get confused by the terms . . . .”*

*“I thought the directions meant. . . . so I did. . . .”*

Students found unsupervised or in prohibited areas without appropriate staff approval during 9<sup>th</sup> period will face disciplinary procedures. Children who commit such infractions may lose the privilege to ride the activity bus. Students remaining for after school help, homework center, or a 9<sup>th</sup> period activity are to

remain in the building. Due to safety concerns, students may not walk the bus line at dismissal and then return for the activity.

### **SPECTATORS**

For safety reasons, it is imperative that Mahopac Middle School students attend all extra-curricular events with direct and identifiable adult supervision (persons over the age of 18). Those students who arrive at these events without supervision will be prevented from entering the event arena and will be directed to call their parents to come and pick them up.

**This is especially essential during Varsity sports competitions, including football, basketball, etc.**

## **TELEPHONE USE**

### **TELEPHONE (STUDENT)**

We understand there are extenuating circumstances that arise where children may desire to call home. School phones located in the Attendance Office and Main Office are available.

We need your support to keep these calls to a minimum so children do not disrupt their own learning process. It is extremely important for our children to develop good organizational skills. Together we can assist students so they rely less on last minute "I forgot to..." calls home. Our goal is to teach them organizational routines that will make them a better prepared student for school and beyond.

### **TELEPHONE MESSAGES TO STUDENTS**

Requests from parent/guardians to deliver messages to students will disrupt the educational day and can mean the loss of class time to all students. We realize the necessity to communicate emergency-type messages. When possible, please make every effort to communicate messages to your children prior to their departure to school. All messages must be transmitted through Attendance, Guidance or the Main Office.

Please do not ask to have your child come to the phone unless there is a dire emergency. If the emergency is of such nature, administration and guidance counselors would also appreciate being communicated with so they can prepare and assist, if necessary. Students will most likely be called down at the end of the period to return your call to minimize interruptions, unless it is an emergency situation.

The use of cellphones during school hours and on school grounds are prohibited by Board of Education policy, unless express permission is granted by the building Principal for educational use. Your support of this policy is greatly appreciated.

### **TEXTBOOKS**

Textbooks are issued to students for use during the school year. Names should be put in the appropriate place in the books. Students are expected to return the books that are issued to them; pupils are required to pay for lost and damaged books before final report cards are distributed. Textbooks are issued at the start of the year and should remain at home. Copies are on hand in most classrooms to avoid the lugging of heavy book bags.

### **TRANSPORTATION/BUSES**

Students are expected to behave in an appropriate and safe manner when riding buses to and from school. The following guidelines apply:

- Students should board and depart the buses at their designated bus stop.

- Students must know their route, bus # and nearest cross street.
  - Emergency exits should not be used other than in emergency situations.
  - Students must follow directions given by the bus driver at all times.
  - Students should not put hands out of bus windows.
  - Students should keep the bus clean and be certain that no damage of any sort is done to the bus.
  - Mahopac's Transportation Department and your middle school administration request that you and your child should examine any and all attachments to your child's backpack. Items, which can be safety hazards, key chains that hang or dangle from backpacks, can become ensnared in the bus railing or door upon exiting, are to be placed inside the backpack. Please place any item attached to the outside of the backpack, inside the backpack.
- **Students wishing to walk home from the Mahopac Middle School MUST provide written consent from a parent/guardian giving permission for student to walk home**

### **TRANSPORTATION BY PARENTS**

Students are encouraged to ride the school bus. This is the safest and most efficient way to transport students to and from school.

**For students who are driven to school, we ask that all passenger cars enter from Myrtle Avenue through the Mahopac Falls parking lot to the access road to the Middle School. Students will be dropped at the south side of the building. This is in effect from 7:10am – 7:45 am daily.**

### **ALL VEHICLES WISHING TO DROP OFF STUDENTS BETWEEN 7:10 A.M. -7:38 A.M. MUST USE THIS ROUTE**

Passenger cars will enter the Mahopac Falls School parking lot via Myrtle Avenue and follow the signs to the **Middle School Student Drop-Off Area**. Students are dropped off at the walkway and will then proceed to the nearest school entrance which will be monitored by an adult and report directly to the Main Lobby. Students should not stop at their locker or visit a classroom. Students remain in the Main Lobby, supervised, until Lobby Release at approximately **7:17 a.m.** at which time they can travel to their lockers.

Passenger cars will then follow the signs exiting again through the Mahopac Falls parking lot onto Myrtle Avenue. A map is provided below. Passing another vehicle on the right will endanger the safety of students and will be addressed by law enforcement for violation of the traffic code.

This plan will make arrival time safer and more efficient for all coming to the middle school. Again, I encourage you to have your child take the school bus each day.

### **Afterschool Pick-Up**

Afterschool pick-up will be the same as morning drop off. We have approximately 20 parking spots that parents who arrive first should use. After entering from the Falls School, the empty spots should be utilized by the first cars that arrive. Parking, facing the exit, will alleviate the need to backup your vehicle and improve safety. As students are released from the building, a monitor will supervise the dismissal lot.

As additional vehicles arrive, they should line up adjacent to the curb and move ahead as far as possible when available to do so. If spots open up, please utilize these parking spots to maximize safety, flow, and the entire dismissal process.

## **TUTORS**

Any students who would like to be tutored in some of their academic courses can go to the Guidance office and speak with their counselor to arrange for a tutor. Student tutoring (as opposed to an adult tutor) takes place in the Homework Center ninth period one day per week.

## **VISITORS**

Visitors are required to report to the main lobby to sign in and obtain a visitor's pass and directions to their location.

**ALL VISITORS MUST DISPLAY PICTURE IDENTIFICATION AT THE LOBBY DESK.**

Persons needing accessibility assistance should report to the main office.

**Student guests are not allowed unless they have had pre-authorized approval from the staff member they wish to visit. This must be obtained prior to the day they wish to visit. All student visitors must report to the Main Office.**

## **PART II**

### **GUIDELINES FOR STUDENT BEHAVIOR MAHOPAC MIDDLE SCHOOL**

#### **Mahopac Board of Education Code of Conduct**

<http://mahopac.k12.ny.us>

**Click on the link above to view the Board of Education's Code of Conduct Policy.**

**The following sections describe, in Middle School terms, the type of acceptable behavior and expectations of students as they apply to the official Board of Education Policy on Code of Conduct. Formal disciplinary actions taken by administration will refer to language in the Board's Code of Conduct.**

#### **ATTENDANCE**

Regular attendance at school is required by state law. Truancy or frequent absences from school may require the school to take legal action which can include Family Court proceedings.

**Students absent from school for more than 5 periods are not permitted to participate in extra-curricular events on the date of absence.**

Student absence without knowledge and consent of the parent is considered truancy. Truants are subject to disciplinary measures from school and the Family Court.

#### **ATTENDANCE AT NINTH PERIOD AND EVENING FUNCTIONS**

Middle school students are required to be accompanied by a parent or guardian when attending events on school property such as school concerts, inter-scholastic games, sports activities, plays, etc.

#### **AUDIO EQUIPMENT**

Cellular phones, radios, cameras, CD players, video games, iPods/iPads, pagers, CD's, tapes, DVDs, book readers, and other personal electronic equipment are not permitted in school unless they are being used explicitly for educational purposes by teachers and with prior approval of the Administration. Students found using them on school grounds and/or during the day will have these items confiscated and the students are subject student to disciplinary action. These items will be returned to parents/guardians only.

#### **BACKPACKS**

Students are not permitted to carry a backpack during the day, unless there is medical documentation for its necessity. Students carrying a backpack are subject to disciplinary action.

Girls may carry a small shoulder bag with them for personal items. The middle school administration requires that these bags be clearly labeled with the student's name in order that it may be returned promptly when found.

## **BICYCLES/SKATEBOARDS**

Students are **NOT** to ride or bring bicycles, scooters or skateboards to school. Normal school traffic and busy roads can be a hazard to students who ride bicycles or use these devices. Each student is expected to ride the school bus. These items are not permitted on school buses.

## **LUNCHTIME LEADERSHIP**

The goal of leadership is for students to control and produce an environment that is safe, enjoyable, friendly, and clean. This kind of atmosphere will create a place that students will be eager to spend their one free period of the day. Students must play an active, participative role in achieving this goal.

A lunchtime leader is someone who follows the rules that are designed to assure that everyone has enough time to get their food, eat, and go outside to visit their friends while keeping the cafeteria peaceful and free of litter. Everyone needs to be responsible for keeping the proper tone, cleanliness, and general order of the cafeteria. The goal is for every student to go back to class calm, smiling and ready to take on the rest of the instructional day.

### **Cooperation ⑦ Responsibility ⑦ Respect**

All students need to place their binders and books in their locker before they go to the cafeteria.

All students are to report to cafeteria 1 at the start of the lunch period.

Tables have been arranged to accommodate 12 students each.

Students will be called to get their lunch as the tables are filled.

Students will address adults using Mr. or Mrs./Ms. and their last name.

All refuse materials will be placed in the appropriate bins.

Students wishing to use the bathroom are required to sign out with the time and their name in the sign out sheets.

Students will determine when to ask an adult if their table is ready to go outside.

Students who choose to remain indoors, and use board games, will return the entire game with all of its pieces back to the game cart before the end of the period.

Students will be called back to the building a few minutes before the end of the period.

Students will need to be as quiet as possible when returning to their lockers so as not to disrupt the instruction of other classes.

## **CLASSROOM ATTENDANCE**

Students are required to attend **ALL CLASSES**. A student is considered “cutting” when he or she is not in their scheduled class at the proper time without a valid reason. If a student “cuts” a class, they will be assigned an “in-school” suspension. Repeat offenders will be subject to further disciplinary action, up to and including a Principal’s hearing at which both the student and parents must attend.

## **DRUGS & ALCOHOL**

In accordance with the Code of Conduct, students who possess, use, sell or distribute drugs or alcohol on school grounds will be suspended from school. In addition, the guidance counselors, school psychologist and other staff members will work with students and their families. The possession, use or sale of drugs, alcohol or any illegal or dangerous substance will result in notification to **police authorities and a Superintendent's Hearing.**

### **FIELD TRIPS**

Field trips, class trips, grade level trips are all considered part of the school day. Criteria for participation include academic and behavioral eligibility. Students are expected to follow all school and special rules of conduct when on a trip. Students who do not follow these rules will be subject to disciplinary action at school and can lose future trip privileges.

### **FIGHTING/VIOLENT BEHAVIOR**

Fighting and violent behavior on buses, school grounds or in the school building is **not** permitted. Students violating this rule will be subject to disciplinary measures that may include in-school or out-of-school suspension, police involvement, and the filing of charges.

**The State Education Department (SED) mandates the reporting of these types of behaviors using a detailed process. The language used by the SED may appear on your child's discipline record if they commit or are involved in such acts.**

### **GUM CHEWING**

We are very proud of our school and want to keep it looking its best. Careless disposal of gum in drinking fountains, on furniture, carpets (in Library) and floors presents sanitation, cleaning problems and costly repair. **Therefore, gum chewing is not permitted.**

### **BEVERAGES**

Hot beverages are not permitted in school. This includes hot chocolate, tea and coffee. All other beverages must be in a clear or translucent container. Water is allowed to be brought in from home in these containers and used as needed throughout the day.

### **PASSES**

During class periods, students are required to have passes if they move from one area to another. **Passes are special privileges and requesting passes during class periods is discouraged.**

### **INTIMIDATION, HARASSMENT, BULLYING and PROFANITY**

Bullying, profanity, threats, harassing or abusive language, including sexual harassment, racial and ethnic slurs, are unacceptable. Individuals should report any such incident to a teacher, counselor, administrator, for investigation and resolution. Such behavior will result in a meeting with the Principal or Assistant Principal and appropriate action will be taken which may include suspension.

As described in our Board's Code of Conduct Part 5300.25 E. this type of behavior is described as follows:

*Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include, but are not limited to:*

*DISCRIMINATION, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability, as a basis for treating another in a negative manner.*

*HARASSMENT, which includes a sufficiently severe action or persistent persuasive pattern of actions or statements directed at identifiable individual or group which are intended to be, or which a reasonable person would perceive as, ridiculing or demeaning.*

*INTIMIDATION, which includes engaging in actions or statements that put an individual in fear of bodily harm.*

*DEFAMATION, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or identifiable group by demeaning them.*

### **PROPERTY DAMAGE & VANDALISM**

Students who destroy or vandalize school property will be subject to disciplinary action and will be required to pay for losses or damages. The police can be notified and legal proceedings can follow.

### **SELLING FOR PERSONAL PROFIT**

Students **are not to** sell any items at school, including but not limited to gum, candy, trading cards, computer software, jewelry, or other items for personal profit. Children are not allowed to solicit for individual charities unless participating in a school-wide or team sanctioned activity. All items intended for sale or trading will be taken away from students, only returned to parents, and subject students to disciplinary actions.

### **SEXUAL OFFENSES**

The NYS Education Department has very specific definitions regarding behavior determined to be sexually offensive. Offenses of this nature are required to be categorized and reported as *Other Sex Offenses* under NYSED procedures. The definitions are as follows:

***Inappropriate sexual contact requires physical contact with another person but no forcible compulsion. It includes, but is not limited to, the following conduct:***

- a. Touching or grabbing another student on a part of the body that is generally regarded as private, such as buttocks, breast, genitalia, etc.***
- b. Removing another student's clothing to reveal underwear or private body parts.***
- c. Brushing or rubbing against another person in a sexual or provocative manner.***

Any student who commits any of the acts above will be suspended under the descriptors provided.

### **SMOKING**

**Board of Education policy prohibits smoking on school property at any time.** Possession of tobacco products, smoking or lighting matches will result in suspension from school. Students must not have cigarettes, chewing or smokeless tobacco, matches or lighters in their possession at the Middle School. This includes e-cigarettes, vaping or similar such product.

**Any violation of the above will result in immediate out of school suspension.**



## **STUDENT DRESS**

A student dress code is included in the School District's Code of Conduct. Studies indicate that the manner in which a student dresses and grooms is reflected in personal behavior and academic performance in school. We actively recognize and take pride in the appearance of our students. A wide latitude of style is permitted, and students are expected to dress neatly in attire that is suitable and safe for school activities. The Dress Code tries to insure that students are safe, appropriate and do not disrupt or interfere with the educational process.

Individual students and their parents have responsibility for student dress and general appearance. Parents are their child(ren)'s first and foremost role model. Just as adults dress appropriate for work, we expect our students to dress appropriately for school.

Inappropriate dress items include, but is not limited to:

**Mini shorts or skirts that do not reach the student's index finger when arms are held straight at their sides, hats, bandanas, tank tops, spaghetti strap blouses, halter tops, bare-midriff tops (this includes shirts that expose the lower back), bare-shoulder tops, cutoffs, low midriff blouses, see-through clothing, t-shirts with inappropriate imprinting, or unbuttoned shirts, pajamas, jeans with cut-outs in them, strapless shoes, open back shoes, flip-flops, high platform shoes, sneakers with wheels, and spike heels.**

Students wearing inappropriate attire will be sent to the Main Office and parents contacted to provide suitable clothing. If students are unable to reach someone to bring a change of clothes, the student may spend the day in the in school suspension room. Students are expected to dress in uniform for Physical Education class.

## **8<sup>th</sup> GRADE DINNER DANCE ATTIRE**

The 8<sup>th</sup> grade Dinner Dance is designed to give 8<sup>th</sup> graders an evening to share as a grade. It is the only time, other than the Dinner Cruise on the Washington Trip, where just the 8<sup>th</sup> grade can celebrate together.

This is by no means a prom. That will occur in your child's junior and senior year in high school.

Proper attire for the Dinner Dance is the same for the Washington Trip and the Moving Up Ceremony. Girls should wear either pants or skirts/dresses that are the length described above. Skirts or dresses shorter than those listed above, those that have strapless tops, or expose the lower back are prohibited.

Please refer to the Board's policy statement on Student Dress, section 5300.20 for further description.

## **UNSAFE CONDUCT/HORSEPLAY**

Running, pushing and horseplay in the halls, classrooms, and/or on the buses are dangerous to the health and safety of others and are unacceptable behavior. Horseplay can lead to a fight and injury, which can mean suspension from school.

## **WATER PISTOLS & OTHERS "TOYS"**

Do not bring water pistols or other “play things” to school. They will be taken away and will not be returned. Students in possession of such items face disciplinary consequences, including suspension and loss of trip privileges.

**Toy guns are considered *imitation guns* which fall under the *Weapons/Fireworks* section of this Handbook.**

### **WEAPONS/FIREWORKS**

Any weapons, fireworks or incendiary devices of any kind are prohibited on the school grounds. Students will be suspended from school for possessing a weapon or firework, or setting off firecrackers, explosive items, smoke bombs, or any item which disrupts the educational process. Law enforcement agencies are also notified and can include legal proceedings.

**The State Education Department (SED) mandates the reporting of these types of behaviors using a detailed process. The language used by the SED may appear on your child’s discipline record if they commit or are involved in such acts. According to the SED procedure:**

*Possession of one or more of the weapons listed below, except possession in classroom or laboratory as part of an instructional program or a school related activity under the supervision of a teacher or other school personnel as authorized by school officials, is prohibited. Possession includes bringing a weapon to or possessing a weapon at school.*

*Weapons include, but are not limited to:*

*A firearm, including, but not limited to, a rifle, shotgun, pistol, handgun, silencer, electronic dart gun, stun gun, machine gun, air gun (including airsoft), spring gun, BB or pellet gun, or paintball gun, switchblade knife, gravity knife, pilum ballistic knife, cane sword, dagger, stiletto, dirk, razor, box cutter, metal knuckle knife, utility knife, or any other dangerous knife, a billy club, blackjack, bludgeon, chukka stick, or metal knuckles, a sandbag or sand club, a slingshot slungshot, a martial arts instrument, including but not limited to, a kung fu star, ninja star, nun-chuck, or shirken, an explosive, including but not limited to, a firecracker or other fireworks, a deadly or dangerous chemical, including but not limited to, a strong acid or base, mace or pepper spray, an imitation gun, loaded or blank cartridges, or other ammunition, or any other deadly or dangerous instrument.*

### **SUSPENSION**

Students may be suspended from their classes from one through five days for serious misbehavior. Students may also be removed from a class by a teacher as specified in the Code of Conduct section 5300.35 B. 5. Incidents, which will necessitate students to be suspended from school, are the following:

1. Cutting class.
2. Possession/use/sale/distribution of drugs or alcohol or drug paraphernalia.
3. Fighting or violent behavior.
4. Possessing a weapon, incendiary, explosive or projectile.
5. Profanity, abusive language, racial or ethnic remarks, obscene gestures, written or printed material which creates alarm or disrupts the educational process.
6. Leaving school without permission.
7. Vandalism.
8. Smoking.

9. Truancy.
10. Harassment, threats, intimidation, or bullying of other students.
11. Throwing snowballs or other objects.
12. Any behavior or possession/use of items which pose a threat to the health or safety of one's self or other people at school.
13. Defiance of people in authority.
14. A pattern of disruption/removal from classes as defined in the Board's Code of Conduct.

Depending on the nature of the infraction, suspension may be in or out of school. On such occasions when the presence of students jeopardizes the integrity of the teaching/learning process and the welfare of others in school, students may be suspended out of school.

Prior to a suspension, a student will be given an opportunity to discuss the matter with an administrator. Parents will be informed by phone of a suspension, and a letter from the Principal will follow. Students suspended out of school are entitled to homebound tutoring.

Pursuant to Education Law §3214(3) (b), parents have the right to an informal conference with the Principal to discuss the factual basis for the out of school suspension and to question the complainant(s) under such procedures as the Principal may establish.

A student who is suspended, either in-school or out of school, may not attend or participate in extra-curricular activities for each day of the suspension.

### **SUPERINTENDENT'S HEARING**

Students who continue to violate school rules and who continue to be placed on suspension for such behavior, or who commit a serious or illegal act will be scheduled for a Superintendent's hearing. Parents and students are required to attend this hearing at which time a determination will be made regarding further disciplinary action.

**Mahopac Central School District**  
**Mahopac Middle School – Student Code of Conduct**  
**2017-2018**

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The MMS Positive Behavioral Intervention and Support (PBIS) program places emphasis on encouraging a positive school community by acknowledging appropriate behavior.

The hallmark of this philosophy establishes clear expectations and encourages every individual to take an active role for our school's success and safety. The PBIS program reinforces our ongoing Character Education through our C.A.R.E.S. initiative.

**C** – Consistently Safe

**A** – Act Responsibly

**R** – Respect All

**E** – Engaged in Learning

**S** – Supports Others

We celebrate positive behavior and reinforce that the **Mahopac Middle School is a community that CARES**. We believe that by helping students engage in appropriate behavior, we will create a school culture where all students have the opportunity to grow and succeed.

### **Consistently Safe**

Conduct yourself in an orderly manner for everyone's well-being and follow all safety procedures within the school and on school property.

Listen to and follow all staff directions during any emergency drills or emergency situations.

Report any safety concern, health issue or any other danger immediately to a MMS staff member.

Be with a teacher for all extra-curricular activities.

Ride your assigned school bus to and from school unless written permission is given by a parent through the MMS attendance office.

### **Act Responsibly**

Be accountable for your own actions. You are expected to make good decisions within the school building, on the bus, and on school property.

Arrive to school on time and get to your classes promptly. This will help ensure your academic success. If you are late, be sure to get a pass.

Be sure to use only approved electronic devices.

Wear appropriate clothing and safe footwear. If your clothing is inappropriate for school, you will be expected to change into appropriate clothing.

Be an active learner. Actively participating in a group, being prepared and sharing thoughts in class are all part of being an active participant in the classroom. These are characteristics of a successful student and are greatly appreciated by your teachers.

Be academically honest. This includes plagiarizing, cheating, stealing, copying, altering any records (tests, quizzes, projects, homework, report card grades), or forging a parent or guardian's signature for yourself or others.

*Live. Laugh. Learn.*

### **Respect All**

Help maintain a safe and orderly school environment.

Treat the property of the school and the property of others with care and consideration.

Learn, understand and follow the expectations and Code of Conduct for MMS and the MCS.D.

Be respectful to everyone regardless of a person's race, color, weight, national origin, ethnic group, religious practice, disability, sexual orientation, or gender.

Speak appropriately with others and refrain from using negative remarks.

Remember, cyberbullying is a form of aggression and it is offensive, inappropriate and will not be tolerated.

### **Engaged in Learning**

Be prepared to learn and work to the best of your ability.

Social activities provide positive way for you to be involved in the school community.

### **Support Others**

Treat others and expect others to treat you in a fair and appropriate manner.

Dear Middle School Student and Parent/Guardian,

Great care and effort went into the construction of this student handbook. It has been designed to act as a resource throughout the year to provide the opportunity for a successful experience for all of our students.

Please print, complete, and sign this page and return it to your IST teacher by November 9, 2017.

Mahopac Central School District  
Mahopac Middle School

We have read the 2017-2018 MMS Student Code of Conduct and understand its contents. Additionally, we are aware that the Mahopac Central School District's Code of Conduct and the Board of Education Policies can be found on the district's website, [www.mahopac.k12.ny.us](http://www.mahopac.k12.ny.us).

_____	_____	_____
Date	Print Student Name	Student Signature
_____	_____	_____
Grade/Team	Print Parent/Guardian Name	Parent/Guardian Signature
	_____	
	Homeroom Teacher	

**MAHOPAC MIDDLE SCHOOL**  
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Dennis W. Creedon, Ed.D.  
*Superintendent of Schools*

Dr. Catherine Sweeney  
*Special Ed Admin*

Tom Cozzocrea  
*Principal*

Alex Levine  
*Assistant Principal*

Starla Ciarelli  
*Assistant Principal*

*OUR CHILDREN, OUR SCHOOL, OUR FUTURE*

## **Student Contract for Participation in 8<sup>th</sup> Grade Washington, D.C. trip**

The Washington DC trip is a wonderful experience for our students. Students will have an opportunity to experience our nation's capital with their peers and teachers. The trip is educational and exciting and will provide the students with a better understanding of our nation's history while allowing them to spend time with their friends. It is a culminating activity for eighth graders that will remain with them for the rest of their lives.

In order for students to be eligible for the trip, they must meet behavioral, academic and attendance expectations. As in past years, there is also a community service component that must be **pre-approved** and completed by March 1, 2018 prior to being eligible for the trip. This Contract must be returned by October 31, 2017 prior to being eligible for the trip. At the discretion of administration, students who do not meet these expectations will not be able to participate in the trip.

### **The following behaviors can result in removal from the trip:**

- Use of illegal substances of any kind
- Being involved in a physical altercation on school property; or at a school sponsored event
- Bullying/harassment of other students in school or through social media
- Chronic lateness or absenteeism from school
- Insubordination/disrespect to staff members
- Failure to meet academic expectations
- Stealing of another person's personal property
- Any behavior that results in an Out-of-School suspension
- Continual behavioral referrals
- In-School Suspension(s)
- Multiple occurrences of cutting class
- Insufficient Merit Points attained (Please see MMS Student Handbook for details)

My child and I understand that the 8<sup>th</sup> Grade Washington DC trip is a privilege which demands high expectations. The failure to meet these expectations prior to the date of the trip can result in my child's/my removal from the trip.

Date: \_\_\_\_\_ IST Teacher: \_\_\_\_\_

Parent Print Name:

Parent Signature:

Team: \_\_\_\_\_

Student Print Name:

Student Signature:

**Must be returned to the Guidance Office**