



## PORT CHESTER MIDDLE SCHOOL

Name: \_\_\_\_\_ Academy: \_\_\_\_\_

### Mission Statement

Port Chester Middle School is committed to the individual needs of its diverse population. Our aim is to ensure that all students achieve academically, develop socially and discover their unique gifts and talents.

### Principal's Message

Welcome to Port Chester Middle School! To our new sixth graders, we welcome you to our family and look forward to an exciting three years. Seventh graders, you now have a solid foundation and we have great expectations for you. Eighth graders, you are the leaders of the school and we expect you will work hard and be model citizens for your younger peers. Always remember to be responsible and respectful.

Your success here at the middle school will be based on you and the great decisions you will make at PCMS. The theory is quite simple. Be a good person, do what is required of you by your teachers, and everything else will fall into place. Seek advice from your teachers, school counselors, or administrators whenever there is a need. Show pride in your school and have a great year.

PCMS is very proud to have been named a "No Place for Hate School" during the 2016-2017 school year by the New York State Anti-Defamation league. We are committed to promote unity and, respect, while reducing bullying, name calling, and other expressions of bias.

<b>DIRECTORY</b>
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<p><i>Principal:</i> Mr. Swift 934-7930</p> <p><i>Secretaries:</i> Mrs. Andino 934-7931 Mrs. Stallings 934-7932</p> <p><i>Ass't Principal:</i> Mr. Womack 934-7933</p> <p><i>Secretary:</i> Ms. LaBella 934-7939</p> <p><i>Ass't Principal:</i> Mrs. Zidik 934-7935</p> <p><i>Secretary:</i> Mrs. Carriero 934-7934</p> <p><i>Attendance:</i> Ms. Martinez 934-7943</p> <p><i>Nurse:</i> Ms. DePan 934-7942</p> <p><i>Music Dept.:</i> Mr. Kraut 934-7945</p>	<p><i>School Counselors:</i></p> <p>Ms. Smook 934-7937</p> <p>Mrs. Piccolino 934-7938</p> <p>Mr. Sarcone 934-2994</p> <p>Mr. Ortiz 934-7883</p> <p><i>Guidance Secretary:</i> Mrs. Pilke 934-7936</p> <p><i>Psychologist:</i> Mr. Bellettieri 934-7914 Mrs. Henigson 934-8394</p> <p><i>Social Worker:</i> Ms. Aristy 934-8154</p> <p><i>Open Door Nurse Practitioner:</i> Mrs. Mary White 939-1477</p>
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## **Port Chester Middle School Website**

Please visit our website at <http://ms.portchesterschools.org>. You can find the most recent PCMS information, upcoming events, administrator, teacher and staff contact information and email addresses, District Code of Conduct and the District Wellness Policy.

### **School Hours**

School hours are from 8:10 am - 2:56 pm each day. Students should NOT arrive before 7:45 am each day, unless they are in the breakfast program. In that case only the cafeteria doors will open at 7:30 am. Supervision will not be provided prior to 7:45 am with the exception of those students in the cafeteria. We encourage every student to start the day with a healthy breakfast.

Please be prompt to pick up your child each day as supervision of your child will end at 3:15 pm. These procedures are designed for the safety and well-being of the students.

### **Change in Student Information**

It is imperative that the guidance office be notified ***immediately*** of any change of address, phone numbers, or emergency information during the academic school year. Students may not be in school if information is not updated.

### **Academics**

During your middle school years, you will experience great changes in your intellectual interests and abilities. PCMS provides a challenging academic program. At the core of your academic program is your team of teachers. Your teachers meet often to develop your instructional program and monitor your progress. They plan interdisciplinary units of instruction, enrichment and remedial activities, as well as communicate regularly with parents, school counselors, and administrators to help ensure your success.

### **Grading System and Report Cards**

Our grading system consists of using numerical grades to indicate the level of performance. Report cards are issued four times a year to each student. Progress reports are sent to all students midway through each marking period. Parents are encouraged to discuss their child's progress with teachers and counselors. One Parent-Teacher conference is scheduled to discuss student progress. Any grade that falls below a 70 is considered failing.

**Report Card Marking Periods:**

**M1 – September 6<sup>th</sup> – November 9<sup>th</sup>**

**M2 - November 13<sup>th</sup> – January 25<sup>th</sup>**

**M3 – January 26<sup>th</sup> – April 13<sup>th</sup>**

**M4 - April 16<sup>th</sup> – June 22<sup>nd</sup>**

**Progress Reports**

**Week of:**

**October 6<sup>th</sup>**

**December 13<sup>th</sup>**

**March 2<sup>nd</sup>**

**May 11<sup>th</sup>**

**Parent Meetings**

**Back to School Night – Wednesday, September 13<sup>th</sup> – 6:30 pm**

**This night you will be able to meet your child's teacher and follow their schedule. This is a great night to join the PTA.**

**Parent Teacher Conferences Scheduled Dates**

**February 15<sup>th</sup> (grades 6, 7, and 8) 1:00 pm – 6:30 pm**



## Honor Roll

An Honor Roll will be published and posted for each marking period. To be placed on the High Honor Roll you must have an academic average of ninety-three percent or better with all grades of 70 or better. To be placed on the Honor Roll you must have an academic average of eighty-five percent or better with all grades of 70 or better. Honor Roll calculations are based on **all** classes, except RTI/Achieve/Resource room or Learning Center.

## National Junior Honor Society

Membership in the Port Chester Middle School chapter of the National Junior Honor Society is an honor bestowed upon 7<sup>th</sup> and 8<sup>th</sup> grade students. Selection for membership is made by a faculty committee and is based on scholarship, character, leadership and service. To be eligible for selection you must have an 88 average. Eligibility for consideration does not guarantee selection. Students who are eligible for consideration will be notified and asked to submit an application form to help the faculty committee in the selection progress. Application, information and requirements can be found on the website.

## Co-Curricular Activities

A variety of co-curricular activities are offered throughout the year. Participation in a co-curricular activity is a positive experience for students, and helps make school more fun and interesting. Therefore, all students are strongly encouraged to participate in one or more of these activities, which may be of interest to them.

***Note: Eligibility for modified sports begins in 7<sup>th</sup> grade.***

- Modified football, softball, soccer, volleyball, basketball, track, cheerleading, cross-country, tennis and baseball
- Lacrosse Club – Boys and Girls
- Ram’s Ramble – student newspaper
- Band, Jazz Lab, Jazz Band, Select Band, Color Guard, Winter Guard and Show Choir
- Drama/Musical Production
- Student Council
- Yearbook
- Community Service Club - One World
- ACHIEVE After School Extra Help in library
- Science Challenge
- Sectionals (Instrumental)-(***Students are responsible to report to their scheduled class for attendance and then go to instrumental lessons***)
- Astro Club



## Lost and Found

The **Lost and Found** is located in the music wing on the second floor. Unclaimed items will be donated to a local charity twice throughout the year, February and June.

## Student Behavior Code

During your years in the middle school, you will form values that you will hold for the rest of your lives. As middle level educators our goal is to help you develop and internalize sound ethical judgments and values. We set standards and provide structure for you to make your own choices and you then must live with the consequences. It is through this nurturing of self-discipline that Port Chester Middle School will be a safe, orderly, and inviting place to grow and learn.

## Inappropriate Behavior

Although it is both impractical and unreasonable to describe all possible categories of inappropriate behavior, below is a list of infractions that may result in detention or suspension from school.

- Chronic tardiness to class or school
- Cutting class
- Crossing Bowman Avenue at undesignated areas
- Disrespect shown towards lawful authority and school personnel
- Failure to report to the attendance secretary when tardy to school
- Failure to report to an administrator when asked to leave class
- Intolerable, disruptive and aggressive behavior
- Possession and/or use of a weapon or that which resembles a weapon
- The use of any toy, electronic devise, etc. that distracts and/or interrupts the educational process
- The wearing of inappropriate attire
- Truancy
- The wearing of headphones
- Bullying which includes cyberbullying
- Fighting

**Cell phones** that are turned on or in a student's hand, including use in bathrooms and dining rooms, will be confiscated and returned to a parent. Any item confiscated will only be returned to a parent. The school is not responsible for these items.

## Consequences

Any suspension may result in the loss of school privileges – class trips, dances, etc., for a minimum period of 20 consecutive school days beginning with the date of incident. *A parent must come to school to meet with an administrator when his/her child has been suspended.*

***The duration of the consequence is at the discretion of the administrator.***

In an attempt to reduce the occurrence of multiple suspensions, any student that is suspended will speak with a school counselor.

## The Dignity Act

The intent of the Dignity for All Students Act (Dignity Act) is to provide all public school students ***with an environment free from harassment, bullying*** (including cyber bullying) , and discrimination, as well as to foster civility in public schools. The Dignity Act focuses on the prevention of discriminatory behaviors, including harassment/bullying, through the promotion of educational measures meant to positively impact school culture and climate. (NYSED 2013)

**Harassment or Bullying:** is the creation of a hostile environment by conduct or by threats, intimidation or abuse, including “cyberbullying,” that ***interferes with a student’s educational performance***, opportunities or benefits, or mental, emotional or physical well-being: reasonably causes a student to fear for his or her physical safety; reasonably cause a physical injury or emotional harm to a student; occurs off school property and ***creates a risk of disruption within the school environment***. Acts of harassment and bullying shall include, but not be limited to, acts based on a person’s *race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex*. These actions include both verbal and non-verbal actions. (NYSED 2013)

**Scope of Cyberbullying:** Cyberbullying may include, among other things, the use, ***both on and off school property***, of electronic technology, including but not limited to; e-mail, instant messaging, blogs, chat rooms, pagers, cell phones, gaming systems and social media websites, to deliberately harass or threaten others. (NYSED 2013)

**Dignity Act Coordinators for Port Chester Middle School:** If an incident occurs, the following DAC Coordinators are available to assist you.

Principal:	Patrick Swift	(914)934-7930
Assistant Principal:	Byron Womack	(914)934-7933
Assistant Principal:	Christine Zidik	(914)934-7935
Social Worker:	Amy Aristy	(914)934-8154 (District-Wide)

### **Disciplinary and Remedial Consequences for harassment and/ or bullying:**

The Dignity Act requires the development of balanced, progressive, and age-appropriate responses to discrimination, harassment, and bullying of students by students. These responses are designed to correct the problem behavior, prevent future occurrences of the behavior, and protect the target of the act. (NYSED 2013)

**Appropriate remedial measures for harassment or bullying may include, but are not limited to:**

- Peer support groups
- Assignment of an adult mentor at school that the student checks in with at the beginning and end of each school day
- Corrective instruction that reemphasizes behavioral expectations or other relevant learning or service experience
- Engagement of student in a reflective activity, such as writing an essay about the misbehavior and its impact on others and how the student might handle the situation differently in the future and/or make amends to those who have been harmed
- Supportive intervention and/or mediation where constructive conflict resolution is modeled
- Behavioral assessment or evaluation
- Behavioral management plans or behavior contracts
- Student counseling and parent conferences
- Suspension

**Notification of Law Enforcement:** The principal, assistant principal, guidance counselors, or teachers are required to notify appropriate local law enforcement when they believe that any harassment, bullying, or discrimination constitutes a criminal conduct. (NYSED 2013)

**Non-Retaliation**

Retaliation against any person who has assisted, or participated in any manner in an investigation, proceeding, or hearing of a bullying complaint is prohibited. For purposes of this policy, retaliation includes but is not limited to: verbal or physical threats, intimidation, ridicule, bribes, destruction of property, spreading rumors, stalking, harassing phone calls, internet abuses, and any other form of harassment. Any person who retaliates is subject to immediate disciplinary action up to and including suspension. (NYSED 2013)



In an effort to help support students that may encounter bullying in some shape or form the administration at Port Chester Middle School has many supportive groups and character education components in place including:

### **Mentoring**

We are fortunate to have several mentoring programs at the middle school. These programs enrich the lives of many of our students. The purpose of mentoring is to enhance students' academic and career interests by pairing them with a supportive adult in a corporate or school setting. Selected students visit with their mentors on a regular basis to support their academic studies and to gain exposure to various career paths.

Mentoring – The presence of caring adults offering support, advice, friendship, reinforcement and constructive examples – has proved to be powerful tools for helping young people fulfill their potential.

### **“Say No to Bullies”**

Annually, the Port Chester Middle School brings in special presenters to speak on the topic of bullying and “cyberbullying.” These workshops provide students, staff and parents opportunities to gain the skills needed to respond to bullying and encourages students to be allies to each other.

### **“No Place for Hate”**

The Port Chester Middle School was deemed inclusive, safe, and empowering enough to be named a 2016-17 “No Place for Hate School” by the New York State Anti-Defamation League (ADL). The Port Chester Middle School is committed to promoting unity and, respect, while reducing bullying, name calling, and other expressions of bias.





## **Support Services**

### **School Counselors**

PCMS has four school counselors that fill multiple roles for parents, students, and staff as a ***means of communication, resolver of conflicts***, and is the personal ***point of contact between home and school***. Your school counselor exemplifies the schools' commitment to maintaining a vital and human connection between adults and students.

### **School Psychologists**

The aim of the psychological staff at Port Chester Middle School is to assist children, parents, and staff with both behavioral and academic difficulties. Through direct interaction with students, the psychological staff can assist in a wide array of emotional and academic difficulties including grief counseling and increasing academic motivation and persistence. Academically, the psychological staff at the Port Chester Middle School can work both directly and indirectly with students; offering advice and strategies to teachers and through direct activities and observations with students. Referrals to our staff can be made directly by parents or through the RTI/IST (Instructional Support Team) of the school.

### **Family Services of Westchester**

We are very lucky to have Family Services of Westchester provide a satellite school-based mental health clinic within the Port Chester Middle School to assist students with emotional, behavioral and academic challenges so that they can succeed in school and plan for their future. We provide individual, family and group counseling, after school programs with an emphasis on improving academics, and educational parent workshops. Our goal is to assist the students and their families in building healthy and strong relationships, effectively communicate with school personnel, and building connections to their community.

### **Lockers**

Lockers are the property of PCMS and each student is issued a locker for his/her exclusive use. Keep your locker neat and orderly. Do not share your locker or give anyone your combination. Never put valuable items or money in your locker. The school is not responsible for any items stored in students' lockers.

### **Backpacks/Book Bags/Handbags**

Students may carry their books to and from school in a backpack. However, while in school all students must store their backpack in their lockers. *No student will be permitted to carry backpacks, book bags and/or handbags to and from classes.*

## **Dress Code**

We at Port Chester Middle School wish to be known for who we are and not for what we wear. Therefore, as part of our educational process we want our students to realize that there is a relationship between dressing appropriately and good work habits, proper behavior, and success. In support of this philosophy, students may not wear hats in school, as well as, wear any clothing that is deemed inappropriate or displays offensive symbols.

The principal and other designated administrative personnel shall have the authority to require a student to change his/her attire should it be deemed inappropriate to the aforementioned guidelines. If a change of clothing is not available, student will have to be picked up by a parent or other parent designee.

## **Administrative Detention**

A discipline referral requires a child to serve after school detention until 3:45 pm. Generally, administrative detentions will be served the following day. If a student misses administrative detention, it will be doubled and may lead to further disciplinary action. Students are not permitted to wait for classmates who are serving detention.

## **Academy Names**

- 6<sup>th</sup> grade:      Crawford Park Academy      (Academy Leader-Ms. Morabito)  
                     Lyon Park Academy      (Academy Leader-Ms. Lopez)  
                     Tamarack Tower Academy (Academy Leader-Mr. Bisceglia)
- 7<sup>th</sup> grade:      Columbus Park Academy      (Academy Leader-Mrs. Mynio)  
                     Lifesaver Academy      (Academy Leader-Mrs. Halstead)  
                     Washington Park Academy (Academy Leader-Ms. Florindi)
- 8<sup>th</sup> grade:      Edgeland Academy      (Academy Leader-Mrs. Iantorno)  
                     Sawpit Academy      (Academy Leader-Mr. Carlson)  
                     Waterfront Academy      (Academy Leader-Mr. Piccolino)

Middle School/High School: DelBianco Academy

## Lateness Policy

**All Students must arrive at 8:10 am.** When a student has a fourth unexcused tardiness per marking period, detention must be served the following day. A detention will be assigned for each subsequent unexcused lateness. Detention is from 2:56 pm to 3:45 pm.

- Notes stating unexcused reasons for lateness will not preclude a child from serving detention. (Sleeping late, missing a bus or ride, taking care of a sibling, taxis are not legal reasons for lateness.)
- For excused lateness a doctor, dentist, passport, etc. note is required.
- Any student arriving after 12:00pm, may not participate in that day's sports, clubs, and/or activities

A student who is chronically late will be referred to counseling and/or the administrative team.

## Attendance

All students are expected to attend class regularly except in the case of illness, sickness, death in the family, religious observances, or required court appearances. When a student needs to be excused early or does not attend a class, a written statement from the parent or guardian is required explaining the reason for the absence(s), along with proof of appointments. Note, vacations should be planned and taken in accordance with school vacation time. **Please understand that when a student leaves early or returns late from vacation his/her education will be disrupted. Any vacation time taken during school hours should be discussed with the student's school guidance counselor.**

Parents must call the attendance office, 934-7943, before 8:00 am if their child will be late or absent that day. If parents anticipate that their child will be absent from school for two or more days, it is the responsibility of the parent(s) to request missed assignments/homework from Mrs. Pilke (Guidance Office) by calling 934-7936. Students are responsible for all missed work when they are absent. Families of children who are absent and have not called the school will receive a call via *Connect Ed*. This procedure is for the safety of our children. Students absent or arriving after 12pm shall not be allowed to participate in any extra or co-curricular activities scheduled for that day, including, but not limited to athletic events, concerts, dances, etc. Any further need for explanation about the School Attendance Policy, please refer to **School District Policy 5100/Attendance.**



## Health Services

All health services for students and staff will go through the school nurse's office. Some of these services are illness, emergency care, review of immunizations and medication administration. If a student will be taking medication during school hours, please pick up the proper form for administration in the nurse's office. This form must be completed and signed by the health care provider and parent; when the form is completed please return it to the school nurse along with the medication in a pharmacy labeled container. The school nurse, *Susan DePan*, can be reached by calling 934-7942.

## School Based Health Clinic (Open Door)

The Open Door Center is a school-based health center that is available to our students upon parents' consent. They provide physical exams, diagnosis and treatment of acute and chronic illness, treatment of minor injuries, immunizations, vision and hearing screenings, health and nutrition education, weight management, dental care, prescription medications, mental and behavior health services, etc. Parent consent forms are available in the Main Office. The nurse practitioner, Mary (Mimi) White can be reached by calling 939-1477.

## Parent Teacher Association

Meetings are held the first Tuesday of the month in the middle school library at 7:00 pm. All are encouraged to join and support your PTA. Please refer to the school calendar.

## Library/Media Center

The Port Chester Middle School Library Media Center is a place where students may come to study, do research, or work quietly. Students must have a pass from a teacher to use the library on an individual basis. ***Each student must have an internet usage permission form on file in order to use the computers in the library, as well as anywhere in the school.*** Laptops are available for students to use in the Library.

## **Contact Information**

All families must maintain current email, home phone, and cell phone numbers in our EschoolPlus Directory. If you need help, please notify and/or stop by the main office.

## **Early Dismissals and School Closings**

When severe weather conditions warrant the closing of school:

- Connect Ed. is a telephone system notification that will notify students and staff of school closings, delayed openings, as well as upcoming school functions. It is imperative that home telephone numbers and E-mail addresses are up-to-date in order for Connect Ed. to work. Please notify the school A.S.A.P. of a telephone number or E-mail address change.
- Information will also be given on local radio and television stations.

## **Telephones**

Parents are asked not to call the school to give students messages except in cases of **emergency**. Students are permitted to use the telephone with permission from their teacher for **emergencies only**.

Grade 6 - Room 208

Grade 7 - Guidance Office Room 305

Grade 8 - Library

## **Morning Procedures**

**No student should arrive at school before 7:45 am.**

Upon arrival in the morning students should go to:

Grades 6 & 7 Rear of School

Grade 8 South Bridge (near Auditorium)

In case of inclement weather grades 6 and 7 report to the gymnasium; grade 8 reports to dining room "B." The bell will sound at 8:10 am to signal the students to their homeroom.

## **Breakfast and Lunch**

A free breakfast program is available from 7:30 am to 8:05 am to all students. Breakfast will not be served after 8:05 am. The lunch period for all students will be 42 minutes. Each student is responsible for ensuring that his/her eating area is left clean and that all of his/her refuse has been disposed of in an appropriate manner. During lunch, each academy will be assigned a specific dining room.

## **Food Services Free and Reduced**

The Board of Education recognizes that the nutrition of district students is an important factor in their educational progress. The Board of Education therefore shall participate in federally funded school lunch programs, and shall provide free or reduced price food services to qualified district students. Forms will be sent home and are available in the main office. Please complete forms immediately and return to school in order to ensure benefits.

The Board of Education adopted the following policy which articulates the procedure for students who "charge" lunches when they do not have money to pay for meals.

### ***Provisions for Charged Lunches***

- The Food Service Management Company must maintain a list of students who have charged meals and the number of occurrences for each student.
- A maximum of 10 charged meals must be allowed for each student at any given time.
- If a child reaches five charged lunches without providing reimbursement for the charges, a written warning must be given to the student and the parent(s). The written warning must include explanation that the student has repeatedly charged meals and that if the student fails to pay for charged meals, he/she will no longer be permitted to charge.
- A child may be refused a meal if he/she will no longer be permitted to charge.
- Prior to denying a meal to any student without a ticket or money, the list must be reviewed to determine if the student has less than 10 outstanding charges.
- Parents and students must be advised in writing of the Board of Education policy. Such notice shall be provided at the time applications are distributed to households.



## PCMS 2017-2018 Bell Schedule

### Grades 6, 7 & 8

Entry	8:10am	
HR	8:15 - 8:20	
Per. 1	8:22 - 9:04	
Per. 2	9:06 - 9:48	
Per. 3	9:50 - 10:32	
Per. 4	10:34 - 11:16	
Per. 5	11:18 - 12:00	Grade 6 Lunch
Per. 6	12:02 - 12:44	Grade 7 Lunch
Per. 7	12:46 - 1:28	Grade 8 Lunch
Per. 8	1:30 - 2:12	
Per. 9	2:14-2:56	



***Port Chester Public Schools  
2017-2018 Important Dates***

**September**

4 Labor Day  
6 Opening Day for students  
13 Back to School Night  
21-22 Rosh Hashanah

**October**

9 Columbus Day  
18 12:00pm dismissal students

**November**

7 Superintendent's Conference Day  
10 Veteran's Day  
23-24 Thanksgiving Recess

**December**

6 12:00pm dismissal students  
25-29 Holiday Recess

**January**

1 New Year's Day  
10 12:00pm dismissal students  
15 Martin Luther King Day

**February**

7 12:00pm dismissal students  
15 Parent Teacher Conferences 6, 7, 8  
16 Parent Teacher Conferences 6, 7, 8  
19-23 Winter Recess

**March**

20 Superintendent's Conference Day  
30 Spring Recess

**April**

2-6 Spring Recess  
25 12:00pm dismissal students

**May**

28 Memorial Day

**June**

22 Last Day of School

