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THANK YOU FOR TAKING THE TIME TO READ AND EXPLAIN THE PARENT-STUDENT HANDBOOK TO YOUR CHILD.

Please sign and detach this page after reading the school handbook with your child and return to the homeroom teacher by October 1st.

Dear Principal:
I have reviewed and discussed the information in the student/parent handbook, including the school’s code of behavior with my child.

Student’s name________________________________________
Class______________________
Student’s Signature__________________________________________
Parent Name _______________________________________________

Please print

Parent/ Guardian’s Signature___________________________________

Dear Students and Parents:

The mission of Nathaniel Hawthorne Middle School 74, a nurturing environment for children, is to:

- Encourage a love of learning
- Inspire children to explore, achieve and excel
- Foster high self-esteem
- Appreciate cultural diversity
- Encourage respect and responsibility to self and others
- Instill a concern for the world around us
- Develop an appreciation of the arts

It is our belief that students learn best in an environment that recognizes their interests, readiness, and learning styles.

In order to assure the most successful educational career for your child, we have prepared this Guide to make you aware of all that occurs at our school.
Some Helpful People:
Principal– Mr. Anthony M. Armstrong Room 124
Assistant Principal - Class of 2020 Room 319B
Ms. Perlstein
Assistant Principal - Class of 2019 Room 115A
Mr. Paolano
Assistant Principal – Class of 2018 Room 222A
Mr. Schaffer
Dean of Students—Mr. Gallagher Room 120A

Guidance Counselors:
Ms. Kaufman (last names A-L) Room 221A
Mr. Bean (last names M-Z) Room 216A

School Based Support Team:
Social Worker– Ms. Weiner Room B 25
Psychologist - Ms. Beickert

Special Education Coordinator-
Mr. Paul DeSimone Room 103B

School Attendance Office: Mrs. McGrail Room 126A

Metro Cards/Bus Service Coordinator Room 126A
Ms. Psitos

School Lunch Applications/504– Ms. Mark Main Office

School Secretaries: Main Office Room 122
Ms. Cianci  Ms. LeBlanc  Ms. Rubin

School Nurse: Ms. Margarone Room 105
Health Aide: Ms. Mark Main Office Room 122

Parent Coordinator: Ms. Spagnolo Room B23

Librarian: Ms. Delenick Room 223

Other Important Locations:
Lost and Found for clothing items staircase by cafe
Lost & Found for valuable items Main office

Please remember
School Starts at 8:00 AM
Breakfast is served starting at 7:30 AM
School Dismissal is at 2:20 PM Monday through Friday

Safety of our children is our priority.
Please obey the traffic laws when approaching the school area.
Thank you for your cooperation in this matter.
Remember, sexual harassment is not merely flirting or child’s play. It is hurtful, fearful, humiliating and degrading. If you believe that you are the victim of sexual harassment, report it immediately.

**Child Abuse:**
In 1973, the New York State Department of Social Services enacted laws to protect all children in this State from abuse, maltreatment and neglect. School personnel are mandated by this law to report suspected child abuse or neglect so that children will not suffer further injury, impairment or even death. If a mandated reporter does not report child abuse, he/she may be subject to fine and/or imprisonment. A report is not an accusation or a charge against the parent or guardian. It is a suspicion based on observed or heard signs that the child might be abused or neglected.

The purpose of reporting is to identify suspected abused or neglected children as soon as possible, to protect them and, when necessary, assist them and their families. When a report is made, a caseworker from the Agency of Children Services will evaluate the situation and the service needs of the children and parents. The purpose is not to remove the children from their parent’s home. This only happens when the children are in serious danger. The law respects the parent’s rights and family unity as much as possible and provides adequate treatment plans as needed.

The problem of child abuse or neglect can happen in any family regardless of race or culture, social, economic or educational level. Under the stressful conditions of daily living, even loving parents can inadvertently hurt their children. Adolescents can be particularly frustrating. Many parents have been abused themselves and may continue the cycle of abuse and maltreatment. When you are in need of help call the parent help lines: 1-212-472-8555 (24 hours)

**The Parent-Teachers’ Association**
The PTA is a vital part of our school community. It supports and sponsors many special programs and events. We urge you to join the PTA. Monthly meetings are held on the 3rd Tuesday of the month at 7PM. Please watch for future notices announcing upcoming events and meetings.

**Program Overview**
The programs at M.S. 74 are creative, innovative, and exciting for staff, students, and parents. We are a barrier-free site, and all of our students participate in our activities. Our conflict resolution and peer mediation programs involve the entire school and are very successful. Our Technology Department utilizes “State of the Art” computers to train our students in the use of sophisticated, real-world based equipment.

Our curriculum consists of English, mathematics, science, social studies, foreign language (7th & 8th grade), art, dance, drama, moving image, music, and physical education. Students, who are admitted from non-English speaking countries, are eligible to receive English as a Second Language Instruction. Select students may be enrolled in our Special Progress (SP) program in grades 6 through 8.

**Special Programs**
In addition to our regular programs, we have a very dedicated and expert teaching staff that spends many additional hours with our students to work on Parent and Community sponsored extra-curricular activities. The students love to participate in intramural sports, extramural sports, our annual drama production, science fair, computer literacy classes, math counts, debate team, band, senior yearbook, news cast, peer tutoring and peer mediation. Many of our students will also receive credit toward their high school graduation by accelerating instruction in mathematics and taking the foreign language proficiency exam, Biology, U.S. History, and Integrated Algebra regents. M.S. 74 is very proud of our annual inductees into the National Junior Honor Society. Many of our students also opt to test for specialized New York City high schools.
**Enrichment**

- We offer Parent sponsored TAG Enrichment courses including: Theatre Production, Yearbook, and video club: “News for 74”, boys basketball, girls basketball.
- Sports: Co-Ed AM Fitness, Tennis, Baseball & Volleyball.

*After school Program—Child Center of NY (CCNY) 718 423-1232—*

**AIS Services**

Academic Intervention Services (AIS) are designed for students who are academically at risk. The program at M.S. 74 includes:

1. Additional assistance during the school day in the ELA and Mathematics classes by utilizing a push-in model and after school.
2. Guidance counseling and parental contacts for identified students.
3. Identification of at-risk students are based on the following criteria:
   a. Students receiving level 1 or 2 on standardized exams.
   b. Below standards work in subject class.
4. Additional assistance for our English Language Learners (ELL’s) before and after school and additional classes scheduled outside of the school day.

**Visiting the School**

Parents are welcome visitors at M.S. 74. For obvious reasons of security we ask that you adhere to the following request when entering our building:

1. Please sign in at the security desk in the main lobby. You must have picture identification with you. You will then be given a pass to the main office, return the visitors pass to security upon exiting the building.
2. If you need to sign out a sick child, this will be done in the main office. Your child will then be contacted, get his/her coat and meet you in the main office.
3. In order to sign out a child, you must be listed on the blue emergency card, be 18 years of age and must show Photo I.D.

**Sexual Harassment:**

Chancellor’s regulation A-831 defines student to student sexual harassment and indicates that it is unacceptable behavior and will not be tolerated. It is a violation of this Regulation for a student to harass another student through conduct or communication of a sexual nature. Any student/students found guilty of violating this Regulation will be subject to appropriate disciplinary action consistent with the Discipline Code and relevant Chancellor’s regulations. Federal and state regulations also address the issue of sexual harassment.

Student-to-student sexual conduct consists of unwelcome and uninvited sexual advances, requests for sexual favors, sexually motivated physical conduct and other verbal or non-verbal or physical conduct or communications of a sexual nature which may substantially interfere with the student’s ability to participate in or benefit from the school program.

Examples of inappropriate behavior include:

1. Engaging in physical conduct of a sexual nature, such as patting, pinching, grabbing, brushing up against in as sexual manner, standing in someone’s way;
2. Making sexual comment, remarks, insults and or jokes;
3. Displaying or distributing sexually oriented or suggestive objects, pictures, drawings;
4. Making obscene sounds or gestures;
5. Pressuring for sexual activity;
6. Spreading rumors of a sexual nature;
7. Notes or graffiti;
8. Engaging in sexually violent or coercive behavior

Allegations of such behavior will be investigated by the grade dean and assistant principal. Appropriate reports will be completed and submitted to the superintendent’s office. Severe disciplinary action, including mandatory counseling and/or suspension, will result if the allegations are confirmed. The grade guidance counselors will be the designees for receiving complaints.

Sexual harassment can be stopped by:

1. Treating other students as you would wish to be treated;
2. Telling the harasser to stop;
3. Making notes of the facts of the incident;
4. Telling your dean, assistant principal, guidance counselor or another staff member
e. Stress reduction classes are available, see our web site for more information

6. Getting Help
a. Talk to your teacher, guidance counselor or assistant principal.
b. Form study groups with your classmates.
c. Use tutors if you need the extra help.
d. Check the school web-site www.MS74.com for additional help.
e. Ask your teacher if additional help is on his/her own web-site
f. Check your pupilpath account for additional information from your teachers

REMEMBER, HIGH ACHIEVING STUDENTS:

1. Go over their work
2. Organize their studies and notes
3. Set time schedules
4. Know where to get additional information such as the local public library
5. Have a place to study
6. Have identified their own successful strategies for learning and memorizing
7. Ask for help
8. Learn from their mistakes
9. Follow teacher directions
10. Work cooperatively with fellow students

The Parent Coordinator
The parent coordinator is a liaison between parents and school. The parent coordinator works to engage and involve the parents in the school community by working with the administration, staff, school leadership and the PTA. Ms. Spagnolo can be contacted at 718 631 6800 x 5233. or email cspagnolo2@schools.nyc.gov

Distribution of Notices
The most effective way by which the school communicates with the home is through the distribution of notices. Please ask your child frequently if he/she has received any letters. Also check out our website for updated events at www.MS74.com and be on alert for phone messages you will receive.

Transportation
Eligible sixth graders may use yellow bus services for transportation. Parents will be informed of available stops on the first day of school. Eligibility depends on the distance you live away from the school. Errors may occur during the first few days. You are asked to bring your child to the bus stop early at the beginning of the school year and be patient.

Eligible sixth, seventh and eighth graders may apply for metro cards. This must be done in writing by using the appropriate applications. Sixth graders may only have a pass for the yellow bus or the metro card, but not both. You can check bus routes on line through the NYCDOE website www.schools.nyc.gov go to transportation and enter school code 26Q074.

Pick –up and Drop off
Please do not double park in the front or back of the school or park in the driveways of the surrounding homes. Please adhere to all traffic signs. Arrange a drop off and pick up point with your child that is away from the front of the building.
Address changes
Please notify the school immediately if you move. Proof of address change must be submitted (i.e. gas bill, electric bill... not a telephone bill).

Medical Attention
At present, M.S. 74 has a public health provider on staff. State Law prohibits the administration of medical care to your child. As a result, parents are expected to inform the school when their children are ill. New York City prohibits children from leaving the building before the dismissal bell, unless they are picked up in the school by a parent or registered caretaker (the adult must be on the Blue Emergency Home Contact Card in order for the child to be released to the adult’s care).

Every child must have a Blue Emergency Home Contact Card on file in the Main Office. Parents are asked to update the card when there are changes in phone numbers or contact people. Also, please enter your email address to receive notifications from the school.

Hepatitis B Vaccinations
All 7th and 8th grade students must have Hepatitis B vaccinations. Failure to do so may result in exclusion from school. (Sixth graders must be immunized before seventh grade.)

The School Day: Attendance and Punctuality
Attendance and punctuality are directly related to the academic success of your child. Students are expected to arrive to school on time and to report to each of their classes on time. The school day begins at 8:00 A.M. Students are expected to be in their homeroom class at that time. Any student who arrives at school after 8:02 A.M. is considered late.

3. In school
a. Listen to your teacher when he/she goes over important concepts, readings, assignments, etc.
b. Answer questions in class.
c. Do your homework on time. Make sure that it is neat and complete.
d. Take class notes. Make sure that the notes are in order with the proper heading, date, and subject area.
e. Do not talk in class when you are not supposed to.
f. Come to class everyday and on time.
g. Do your required readings before class. Take notes.
h. Know your teacher’s classroom policies and grading policies.
i. Be neat and complete.
j. Review your notes after class.
k. Know how to use the textbook’s:
   - Headings and subheadings
   - Glossary
   - Table of Contents and Index
   - Review questions
   - Charts and diagrams
   - Appendix
   - Chapter goals and reviews

4. Taking Notes
a. Write down your teacher’s notes.
b. Make sure that your notes are neat and complete.
c. Notes usually:
   - Are definitions
   - Highlight and summarize important ideas.
   - Review previous readings and assignments.
   - Identify important formulas, quotes, ideas, information, etc.
   - Establish procedures for doing things in class.
   - Give the student information in order to solve future problems.
d. Date your notes.
e. Review your notes after class.
f. Use graphic organizers to organize your notes: charts, outlines, semantic maps, etc.
g. You may wish to use symbols and abbreviations in your notes.

5. Reduce Stress
a. Use your schedule to give yourself time for your assignments.
b. Get enough exercise and sleep. Eat properly.
c. Review your work consistently.
d. Try to anticipate test questions.
**Evacuation Drill**
In the event we are in an emergency situation and need to vacate the area, we will go to our evacuation site, a local school in the area in accordance to our safety plan. You will be contacted with additional information via the school messaging system, if there is an evacuation.

**Automatic External Defibrillator**
Members of our staff are trained in the use of CPR, we have 3 defibrillators located in the building in the event of an emergency.

**How To Succeed In The Middle School**

**Some Basic Study Skills**
Educators have discovered that basic routines and practices can help students achieve in school. Some basic skills include:

1. **Organizing Materials and Space**
   a. Keep your notes in a proper notebook or binder according to your teacher's requirements. Set up files for previously used notes, handouts, study notes that you need for future tests.
   b. *Set up a study area that has all of the necessary study materials* (pens, pencils, rulers, dictionary, computer, etc.)
   c. Know your learning style. Do you like a great deal of light or a little bit? Do you like some music or absolute quiet? Do you study best in the morning, afternoon or in the evening? Are all distractions removed from your study space?

2. **Organizing Time**
   a. Set up a schedule for studying and recreation. Be prepared to study at least seven hours a week in addition to homework.
   b. Set up study goals and timelines in order to complete assignments.
   c. Set up priorities. Set up a schedule when you have a series of tests coming up. Plan to study accordingly. When a project is due, break up the project into a series of tasks: research, meeting with other group members, organizing, writing or artistically creating, word processing, etc.
   d. Reward yourself after studying.
   e. Arrive to class on time.
   f. Complete your assignments on time.
   g. Do all of your homework.

**Lateness to School**
Students who come late to school must:
1. Receive a late pass at the front desk.
2. Hang outer garments (coats, jackets, etc.) in late closet (located in room 126) to be retrieved after school

**Lateness to Class**
1. Students late to class receive a warning from their teacher.
2. Students will serve after school detention for excessive lateness to a subject class.

**Early Excuse Passes**
1. Students cannot leave school unless they are picked up by the parent or guardian.
2. Parents are urged to make medical appointments before or after school. This will cause the least disruption to your child's instruction.

**Attendance**

*Nathaniel Hawthorne Middle School* offers you many opportunities for learning, but in order to get the most from school regular attendance is essential.

1. According to law, the only excused absences from school are: (a) illness, (b) death in the family, (c) religious observance, (d) weather emergency
2. Steps to follow when absent from school:
   (a) Parent or guardian writes a letter giving the first and last name of student, homeroom, date, reason for, and days of absence.
   (b) Present the letter to your homeroom teacher upon returning to the school.
3. **A doctor’s note must accompany the parent’s note if the student has been absent three or more consecutive days and has received medical care.**
4. Students absent an excessive number of days will receive an “NC” (no credit) in their subject classes.
5. Excessive absences will be investigated by the attendance officer, and may result in academic failure.
**Morning Line-Up**

Breakfast is served in the cafeteria from 7:30 to 7:55 A.M. It is free of charge. Students who participate in morning monitoring, TAG, AM fitness or tutorial classes must show a pass upon entry into the building.

**Homeroom**

1. Morning homeroom: 8:00 - 8:08 A.M.
2. Students must sit in their assigned seats.
3. Attendance is taken promptly at 8:08. Students entering homeroom after this time are marked "late".
4. Students listen to morning announcements and recite the *Pledge of Allegiance* when it is broadcast over the public address system.
5. Homeroom teachers distribute materials to take home and collect tear-offs or other items that must be returned.
6. PM Homeroom – 2:16 PM – 2:20 P.M.
7. Attendance is taken at P.M. homeroom.
8. No textbooks or personal belongings are to be left in homeroom overnight.

**Bell Schedules**

1. The bell schedules indicating change or period times are to be strictly adhered to.
2. No one is to leave the room before the bell rings, and you must be seated in your next class by the late bell.

**Requirements for Participating on School Teams**

1. Students must meet academic requirements for promotion.
2. Students may not have a "U" rating in conduct in any subject.
3. Students who receive a "U" in conduct will be temporarily suspended from school teams. The length of the suspension and criteria for lifting the suspension will be determined by the teacher, team coach and the Dean.

**Lost and Found**

Articles found in and around the school should be returned to the Lost and Found. The owners may claim their property by identifying it. Students are cautioned not to bring any expensive jewelry to school. If you wear glasses or a watch, keep track of them at all times.

If you lose an item check the lost and found several times, during the school year reminders will be made about checking the lost and found, after several days we will then remove all the lost items and donate them to charity.

**Emergency Procedures**

**Fire Drills**

A fire drill is a very serious matter. When a fire drill takes place:

1. Pay strict attention to the teacher in charge of your class.
2. Move silently and quickly to the exit assigned to your room.
3. If you are out of your classroom at the time of a fire drill, get in the back of the line of the nearest class and exit and re-enter the building with those students.
4. No talking or running is permitted during a fire drill.
cash in the Kiosk machine located in the Cafeteria or online at www.Mylunchmoney.com using a credit card.

5. **Recess**: weather permitting, students will be encouraged to spend the second 1/2 of lunchtime in the school yard. It is suggested that students bring a sweatshirt for chilly days.

**Traffic and Hallway Patterns**
1. During the change of periods, students must walk on the right side of the hall.
2. Students are not permitted in hallways during periods without a pass.
3. Students must go through the doors labeled green while going in and out of the staircases.

**The Student Organization**
The Student Organization or S.O. is the representative voice of the student body. The cost of membership is $8.00 annually. Members may partake in all S.O. benefits, including dances and sports events.

**Running for S.O. Office**
In order to become a candidate:
1. You must be a class representative and a member of the S.O.
2. You must have passed all of your subjects on your last report card.
3. You must maintain satisfactory conduct in all classes.
4. You must be recommended by the grade assistant principal, dean, grade guidance counselor, three past or present teachers.
5. You must be willing to represent the student body at meetings before, during and after school.
6. You must have written approval from your parent or guardian.

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**Bell Schedule**

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<td><strong>Homeroom</strong></td>
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<td>ENTRANCE</td>
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<td>8:02</td>
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<td></td>
<td>LATE BELL</td>
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<td>8:08</td>
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<td>END OF HOMEROOM</td>
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<td><strong>1st</strong></td>
<td>8:12</td>
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<td>LATE BELL</td>
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<td>8:54</td>
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<td>END OF 1ST PERIOD</td>
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<td>LATE BELL</td>
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<td>9:40</td>
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<td>END OF 2ND PERIOD</td>
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<td><strong>3rd</strong></td>
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<td>LATE BELL</td>
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<td>10:26</td>
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<td>END OF 3RD PERIOD</td>
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<td><strong>4th</strong></td>
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<td>LATE BELL</td>
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<td>END OF 4TH PERIOD</td>
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<td>LATE BELL</td>
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<td>END OF 5TH PERIOD</td>
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<td>LATE BELL</td>
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<td>12:44</td>
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<td>END OF 6TH PERIOD</td>
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<td><strong>7th</strong></td>
<td>12:48</td>
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<tr>
<td></td>
<td>LATE BELL</td>
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<td></td>
<td>1:30</td>
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<tr>
<td></td>
<td>END OF 7TH PERIOD</td>
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<tr>
<td><strong>8th</strong></td>
<td>1:34</td>
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<tr>
<td></td>
<td>LATE BELL</td>
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<td></td>
<td>2:16</td>
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<tr>
<td></td>
<td>END OF 8TH PERIOD</td>
</tr>
<tr>
<td><strong>Homeroom</strong></td>
<td>2:20</td>
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<tr>
<td></td>
<td>SCHOOL DAY ENDS</td>
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</tbody>
</table>
Dress Code

The clothing worn by students shall abide by the regulations of the New York State Education Department. Questionable clothing will be banned at the discretion of the Principal, or his designee in his absence. Each year the Dean submits a detailed letter which can be found on our web-site regarding the dress code guidelines. The following dress regulations have been established:

1. Clothing and accessories shall not interfere with health or safety of the students.
2. Clothing shall not disrupt the educational process.
3. Clothing shall not be inappropriate in a public building.
4. No provocative or suggestive clothing shall be worn in school.
5. Inappropriate clothing includes: beach wear, short shorts, tube tops, spaghetti straps, halters, see-through tops, tank tops, bandanas, clothing with inappropriate language or graphics or fancy, expensive jewelry.
6. All outerwear must be stored in the student wardrobe in homeroom. (on chilly days you are expected to carry a sweatshirt or sweater for recess time) Outerwear includes: coats, jackets, hats, gloves, down vests, sunglasses, and umbrellas.
7. Parents of students who are inappropriately dressed will be called to bring a change of clothing to school for their child.
8. Hairstyles that are disruptive to the educational process are prohibited.

Messages to Students

Because our secretarial staff must field thousands of phone calls each year, it is very difficult to get messages to students in a timely fashion. Please make sure to inform your child if there are any changes in his/her daily schedule before he/she leaves for school. If a message is to be delivered to a child it must only be done in the case of an extreme emergency. New York City prohibits children from leaving the building before 2:20 PM unless they are picked up

Working Papers

1. In order to get most jobs, students need working papers.
2. If you need working papers report to the Pupil Accounting Secretary in the main office.
3. You will need a social security number, proof of birth date, and a medical form.
4. You must be 14 or older to qualify for working papers.

Lunchroom Procedures (Point of Service)

POS letters will be issued, with information regarding our school lunch point of service program. School lunch forms are required for every student and must be filled out properly in the beginning of every school year. You can also access the school lunch form on line at www.schools.nyc.gov. Students will be notified whether they are entitled to free, half price or full price school lunch.

We ask that these rules be followed in the lunchroom:

1. During lunch
   a. Upon entering, sit at your assigned table
   b. Come to order to hear any announcements
   c. When your class is called, if you are purchasing school lunch, WALK to the lunch line.
   d. Memorize your PIN for the POS
   e. Upon finishing, discard all trash.
   f. Monitors must have and show a monitorial pass in order to be served first.

2. Behavior
   a. No running
   b. No throwing food
   c. No food is permitted out of the cafeteria
   d. Uncooperative behavior will result in lunchtime detention

3. Report all Injuries to the cafeteria leader, the safety officer or the aide on duty.

4. Kiosk Machine
   Students can put additional money on their POS account by using
Code of Behavior will be disciplined. This can include suspension.

11. Students must bring a note from their parent(s) after they return from an absence. These notes will be kept on file.

Student Bill of Rights and Responsibilities
1. All students have a right to an education and shall behave as to allow others their right to an education.
2. All individuals have the right to be respected and have the responsibility to respect others.
3. All individuals have the right to have their property respected and the responsibility to respect school property and the property of others.
4. All students have the right to be in a safe and healthy environment and have the responsibility to foster their environment.
5. Students are accountable for their own behavior by developing self-discipline.

Peer Mediation
In the event additional assistance is needed regarding a situation, students are responsible to seek advise, there are several areas: the Dean, Guidance department, your grade Assistant Principal or through peer mediation.

Guidance Services
Our Guidance Services are intended to help students with their academic, social and emotional progress.
1. Help you if you have a concern or problem.
2. Help you improve your schoolwork.
3. Help you make a smooth transition from elementary school and then to high school.
4. Process your high school application.
5. Maintain up-to-date permanent records for every student.
6. Work closely with anyone who can help a student succeed, including parents, the health coordinator, school psychologist, social worker and administrator.
7. Leave a note with the Guidance Counselor to make an appointment.

by a parent or person on the Emergency Home Contact card in order for the child to be released to the adult’s care.

Every child must have a blue emergency home contact card on file in the Main office. Parents are asked to update the card when there are any changes in phone numbers or contact people. Please also enter e-mail address to receive e-mail notifications.

We can not release your child to anyone unless their name appears on the BLUE CARD and they are 18 years or older and have photo id.

School Requirements
Middle School is “departmentalized”. Students are taught by different teachers in different subject areas. Each subject teacher will assign homework, give tests and projects, and give a grade for each subject area. Usually, students get at least three full period tests and nightly homework in each major subject area for each marking period. Students must attain a grade of 65 to pass a subject. Promotion to the next grade depends upon your child’s performance in all of his/her subjects as well as standardized tests in mathematics and reading. These tests are administered in the spring. Attendance/lateness is also considered.

Placement in an SP class is contingent upon standardized test scores in reading, mathematics, teacher recommendation, and student achievement. SP class students are required to maintain an 85 average. Students who do not meet these guidelines may be removed from the SP program. Students who are performing at an exceptional level in regular classes will be considered for transfer into this program.

Report cards are issued four times a year (usually November, February, April and June). Report cards are now computer generated. If you have any questions regarding a grade, attendance, or punctuality, call the school to schedule an appointment with your child’s teacher. You may also want to speak to the Guidance Counselor or the Assistant Principal of the grade. Parent-Teacher conferences are also scheduled in both the fall and spring terms.
Students will receive textbooks in all major subjects. They are required to maintain the books and return them at the end of the school year. If students do not return the textbooks in acceptable condition, they will be required to pay for them or they will not receive report cards or other graduation materials.

**Grading and Report Cards**

Your work in each class will be evaluated to let you know how well you’re doing and areas in which you need to do extra work.

1. Teachers will inform you of their grading policy, and you will receive a welcome letter from each teacher. (Welcome letters can also be located on our web-site www.MS74.com.)
2. All work that you perform is taken into consideration: tests, homework, class work, portfolios, special reports, projects and notebooks.
3. Students also receive separate marks in “conduct”.
4. Danger of failing notices indicating a possible unsatisfactory grade in work or conduct are issued to students midway through the first three marking periods. These letters must be signed by a parent and returned to school.
5. Students receive numerical grades.
6. Each marking period is discrete, not cumulative.
7. Students also receive a “Final” summary grade evaluating the year’s work.
8. For SP students, 85 is passing, for all others, the passing mark is 65.
9. SP students must maintain an 85% average in their major subjects to remain in the SP Program.
10. Students with excessive absence will receive an “NC” (no credit) in their subject classes.

**Return of Confiscated Items**

1. First offense, confiscated items will be returned to the parent requesting the item after contact with the dean.
2. After first offence, parent will be requested to conference with the dean to request returned item.
3. After a second offense, confiscated items will be returned the last day of school in June.

**Detention**

1. Detention can take place after school, during lunchtime or can be scheduled during time outside of the school day.
2. Students may receive detention for various infractions.
3. The Principal, Assistant Principal or Dean assign detention.

**SOME IMPORTANT RULES**

1. A walkman, laser pointers, beepers, ipods, ipads, and cell phones are not permitted in school. They will be confiscated.
2. Video games are not permitted in school. They will be confiscated.
3. Students may not wear hats or coats during the school day. They are to be locked in the wardrobes. Hats worn during the school day will be confiscated.
4. Attendance is taken at 8:02 A.M. Any student arriving after this time will be marked late.
5. Students are advised not to bring large sums of money to school.
6. Students may not chew gum in school.
7. Markers are not permitted in school. Any student caught defacing school property will be subjected to disciplinary and/or police action.
8. Fancy, expensive jewelry is not permitted in school. Other items not permitted are heavy “dog chains” and shirts with offensive language.
9. The school can not be held responsible for lost money or jewelry.
10. Students involved in fights or any serious infractions the
Infractions of School Rules
1. Gum chewing
2. Carrying markers, beepers, cell phones, laser pointers, dog chains, expensive jewelry, a walkman, radios, etc.
3. Wearing inappropriate clothing (see dress code)
4. Lateness to school.
5. Lateness to class.
6. Cutting class.
7. Misuse of written passes.
8. Truancy and leaving the school without permission.
9. Disruption of instruction.
10. Inappropriate behavior in the lunchroom.
11. Cheating and forgery.
12. Theft.
15. Harassment.
16. Possession of alcohol and/or illegal substances.
17. Vandalism, graffiti.
18. Possession of weapons
20. Throwing snowballs.

Possible Consequences
1. Warning by teacher or school official.
2. Phone call to parent.
3. After school detention.
4. Lunchtime detention.
5. Exclusion from extra-curricular activities.
6. Pre-suspension conferences.
7. Removal from class.
8. Principal’s Suspension from school from 1 to 5 days.
9. Superintendent’s suspension from school 6-10 days or more.
10. Expulsion from school.
11. Criminal charges.

Requirements for Promotion and Graduation
1. Promotion is based on multiple criteria:
   A) Attendance
   B) Performance on Standardized exams
   C) Teacher Assessment of classroom performance:
      The achievement of new performance standards as evidenced by students’ work, teacher observations, completion of homework tests, assessments, reports, projects and portfolios.

2. Promotion from grade 6 to grade 7 and from grade 7 to grade 8 is based upon:
   A) A Record of 90% Attendance
   B) Proficiency in the Basic Subjects of English and Mathematics. Proficiency is determined by achieving at least a performance level 2 on standardized exams in both subjects and/or receiving a passing grade in class for both subjects.
   Any child who does not meet the proficiency standards in English or Mathematics may be held over and may be required to attend summer school.

3. Promotion from grade 8 to grade 9 is based upon:
   A) A Record of 90% Attendance
   B) Proficiency in the core subjects of English, mathematics, science and social studies. Proficiency is determined by achieving at least a performance level 2 on standardized exams in both subjects and/or receiving a passing grade in class for all four major subjects. Any child who fails one of the four core subjects (English, mathematics, science or social studies) will be held over and will be required to attend summer school. Additionally, success in high school Spanish is dependent upon satisfactorily completing the seventh and eighth grade course work.
   C) Exit projects are required in social studies and science.
Honor Roll
A. 85% minimum overall average
B. No failing grade in any subject
C. No conduct below “S”
D. Minimum of 75% in all subjects
E. SP students must maintain SP requirements
F. No more that 10% lateness for a marking period
   (4 latenesses).

Principal Honor Roll
A. 95% minimum overall average
B. No failing grade in any subject
C. No conduct below “S”
D. Minimum of 90% in all subjects
E. SP students must maintain SP requirements
F. No more that 10% latenesses for a marking period
   (4 latenesses)

Gifted and Talented and SP Requirements
Students in SP classes must:
A. Maintain a minimum of 85% overall average
B. Maintain a minimum grade of 85% in Mathematics, Science
   ELA, Social Studies, Spanish, and general subjects (Art,
   Computer, Dance, Music, Theater, Physical Education)
C. Maintain satisfactory conduct grades
D. Avoid excessive unexcused absences and/or lateness to
   school and class.
E. Students not meeting these requirements will be monitored
   and reviewed to better serve their needs.

The National Junior Honor Society
is open only to 7th and 8th grade pupils.
To qualify, students must have:
1. 88% average in major subjects
2. No major subject below 85%
3. No general subject grade below 85%
4. A conduct rating of “S” in all subjects. No mark of N or U
5. Satisfactory attendance record
6. For 7th graders: total of two service credits by time of
   admission
7. For 8th graders: total of four service credits by time of
   admission.
8. Leadership signified by 3 teacher recommendations

Service Credit
Service credit is a form of reward that students can receive for
service they provide the school and community. A minimum of two
service credits per year is required. One of the two service credits
must be done in the school.

1. Two school service credits per year can be earned in the school.
One service credit can be earned from September to January or
from February to June. Some activities that earn service credit are
tutoring, and administrative or teacher monitors. Administrators,
teachers, and school staff will document service credits earned in the
school.

2. Community service must be performed for a minimum of 20 hours
   either from September to January or from February to June. It must
   be documented in writing by the respective agency.

Code of Behavior
M.S. 74 also requires that all students adhere to our Code
of Behavior. Briefly, it identifies those offenses, which will
not be tolerated and may result in serious disciplinary
action, including suspension from school.