

# Parent Handbook 2011



**Pleasantville Middle School**

*A National School of Excellence*

# PLEASANTVILLE MIDDLE SCHOOL BELL SCHEDULES

## DAILY SCHEDULE MONDAY-THURSDAY School Begins at 7:45am

First Bell	7:40
Period 1	7:45 - 8:27
2	8:30 - 9:19
3	9:22 - 10:03
4	10:06 - 10:47
5	10:50 - 11:31
6	11:34 - 12:15
7	12:18 - 12:59
8	1:02 - 1:43
9	1:46 - 2:27
Activity Period	2:30 - 3:00

## DAILY SCHEDULE FRIDAY HOMEBASE SCHEDULE School Begins at 7:45am

First Bell	7:40
Period 1	7:45 - 8:27
Homebase	8:30 - 8:48
2	8:51 - 9:34
3	9:37 - 10:17
4	10:20 - 11:00
5	11:03 - 11:43
6	11:46 - 12:26
7	12:29 - 1:09
8	1:12 - 1:52
9	1:55 - 2:35

## SPECIAL SCHEDULE - 2 Hr. Delay MONDAY-THURSDAY SCHEDULE School Begins at 9:45am

First Bell	9:40
Period 1	9:45 - 10:43
2	10:26 - 11:01
3	11:04 - 11:32
4	11:35 - 12:03
5	12:06 - 12:36
6	12:37 - 1:07
7	1:08 - 1:36
8	1:39 - 2:07
9	2:10 - 2:38
Activity Period	2:40 - 3:00

## SPECIAL SCHEDULE - 2 Hr. Delay FRIDAY HOMEBASE SCHEDULE School Begins at 9:45am

First Bell	9:40
Period 1	9:45 - 10:23
Homebase	10:26 - 10:40
2	10:43 - 11:10
3	11:13 - 11:38
4	11:41 - 12:06
5	12:09 - 12:39
6	12:41 - 1:11
7	1:14 - 1:39
8	1:42 - 2:07
9	2:10 - 2:35

## SPECIAL SCHEDULE - 3 Hr. Delay MONDAY-THURSDAY SCHEDULE

Period 1	10:45 - 11:28
2	11:30 - 11:48
3	11:50 - 12:08
4	12:10 - 12:28
5	12:30 - 1:00
6	1:00 - 1:30
7	1:32 - 1:50
8	1:52 - 2:10
9	2:12 - 2:30
Activity Period	2:30 - 3:00

## SPECIAL SCHEDULE - 3 Hr. Delay FRIDAY HOMEBASE SCHEDULE

Period 1	10:45 - 11:10
2	11:12 - 11:30
3	11:32 - 11:50
4	11:52 - 12:10
5	12:12 - 12:30
6	12:32 - 1:02
7	1:04 - 1:34
8	1:36 - 1:54
9	1:56 - 2:14
Activity Period	2:16 - 2:35

## PLEASANTVILLE MIDDLE SCHOOL

*Dear Parent,*

*It is my pleasure to welcome you to the Pleasantville Middle School!*

*The purpose of this handbook is to familiarize you with the Pleasantville Middle School mission, procedures, services, and programs. I hope that you will review the following pages and familiarize yourselves with their content.*

*The Middle School is a very special place where our students are nurtured through a critical time in their individual development. Traditionally, the parents, teachers, and administrators in our schools have worked closely together in a mutually supportive relationship. I look forward to the continuation of this essential relationship.*

*As your child's journey through the middle years unfolds, I encourage you to keep in close contact with your child's teachers and to call me at any time with questions or concerns you may have. I look forward to our collaborative effort to ensure a wonderful year for every child at the Pleasantville Middle School.*

*I wish you and your children success, happiness and discovery throughout this year's journey.*

*Sincerely,*

*Vivian Ossowski  
Principal*

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## **The Pleasantville Union Free School District Vision Statement**

The Pleasantville Union Free School District believes that all students are unique and can be educated in a manner consistent with their abilities, learning styles, individual interests and talents. Our purpose is to provide all students with the means to acquire skills, knowledge and values enabling them to be healthy, competent, contributing and responsible members of society. To affect the future in a positive way, we accept the challenge and embrace the responsibility of providing an excellent education so that all students may obtain their potential.

## **Pleasantville Middle School Mission Statement**

Early adolescence is a unique period of development. Both the community of Pleasantville and the Middle School staff recognize this as a time of transition for intellectual, educational, physical, personal, and social growth. This is a time when natural forces, technological advances, contemporary societal views and expectations greatly affect perception, motivation, and achievement; a time when increased sophistication does not imply the maturity nor the ability to cope with these challenges. With this understanding, it is necessary to address the requirements of early adolescents to prepare them to be responsible and contributing members of society.

The Pleasantville Middle School is an educational community that is dedicated to understanding and facilitating the positive transition from childhood to adolescence. We are committed to providing educational experiences where learning is valued, differences are accepted, wellness is encouraged, and accountability is realized, to assure the development of each student's intellectual, educational, physical, personal, and social growth.

## GENERAL INFORMATION

Principal	Mrs. Vivian Ossowski	741-1450
Assistant Principal	Mrs. Susan Weill	741-1543
Curriculum Coordinator	Mrs. Lea Macdonald	741-1477
Guidance Counselors	Mrs. Barbara Brandenburg	741-1489
	Mr. Donald Marra	741-5587
School Psychologists	Mrs. Andrea Einhorn	741-1437
	Dr. Megan Cunningham	741-1494
School Nurse	Mrs. Natalie Gjokaj	741-1436
Main Office	Mrs. Arlene Lowry	741-1451
	Mrs. Lisa Salzano	741-1452

## SCHOOL ARRIVAL AND DISMISSAL

### Arrival

Students who have a first period class should arrive to school by 7:45am and no earlier than 7:40am. Students who do not have a first period class should arrive to school by 8:27am. Second period begins at 8:30am. If a child does not have a class first period, but needs to come to school early, they may attend a study hall or play outside if weather permits.

### Dismissal

On Monday, Tuesday, Wednesday and Thursday students' last period of the day ends at 2:30pm. If they do not need to go a teacher for activity period, they may leave school. If they are asked to stay with a teacher, they will be dismissed at 3:00pm. Please do not schedule any appointment for your child before 3:00pm on these days.

On Friday all students are dismissed at 2:35pm. There is no activity period.

Students who need to remain in school until 3:00pm on any day may remain in the cafeteria with adult supervision. Students are not allowed to remain in other areas of the school or on school property during this time.

## ATTENDANCE

Regular school attendance is crucial if the student is to progress and succeed academically. Excessive absenteeism will result in poor academic performance or course failure.

Students who are absent from a class are responsible for completing all missed homework within 5 days after their return. If the homework is

not completed within the 5 day time limit, the student will receive a zero for the incomplete work. The student is responsible to check with his/her teacher to determine the class work which must be completed.

If a student is absent from school they may not participate in any extra-curricular activity on that day.

### **Absences**

Parents should call the school nurse, (741-1436) in the morning (before 8:30am) on the first day of a child's absence. Although this procedure will provide us with current and accurate information, students are still expected to bring a note, signed by a parent, explaining the absence so that we can validate our attendance records. Notes are to be given to the nurse.

### **EXCUSED AND UNEXCUSED ABSENCES. TARDINESS AND EARLY DISMISSAL**

Based upon our District's education and community needs, values and priorities, the School District has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards.

**A. Excused:** An absence, tardiness or early departure may be excused if due to personal illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, emergency medical and dental appointments, directed or authorized presence at the administrative offices or nurse's office, approved college visits (only juniors and seniors - prior approval of parents and counselors, not to exceed 4 days in a school year), approved cooperative work programs, military obligations, choral/instrumental sectionals, approved school-sponsored activities (including field trips, inter-scholastic athletics, musical or other competitions), scheduled absences that have evidence of an acceptable educational experience, or other such reasons as may be approved by the Board of Education.

Written excuse must be presented by the student on the day returning to school following such absences.

**B. Unexcused:** An absence, tardiness or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g. family vacation, hunting, babysitting, hair cut, obtaining learner's permit, road test, oversleeping).

The District believes that classroom participation is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in a student's final grade. For purposes of this policy, classroom participation means that a student is in class and prepared to work.

Consequently, for each marking period a certain percentage of a student's final grade will be based on classroom participation as well as the student's performance on homework, tests, papers, projects, etc. as determined by the building administrator and/or classroom teacher.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused student absences, tardiness, and early departures will affect a student's grade, including credit for classroom participation, for the marking period. The School District is not obligated to provide make up tests or accept homework or other assignments from students who missed class due to an unexcused absence.

Upon returning to school following a properly excused absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with the time schedule specified by the teacher.

## **TARDINESS**

Tardiness to school or class may have an adverse effect on the individual student's academic performance as well as being disruptive to the teaching/learning process. Students who arrive late to school must report immediately to the nurse and receive a "late arrival" pass. Students are expected to bring a written note of explanation for the late arrival from a parent or guardian. All incidents of tardiness are recorded in official attendance records.

Ample time has been provided for students to pass from one class to the next. It is the student's responsibility to arrive promptly for each class. The classroom teacher is responsible for holding students accountable for lost class time. Lateness to class, resulting from being retained in a previous class by the teacher, must be covered by a pass from the teacher. Repeated class tardiness may warrant a referral and disciplinary action. Students are responsible for assignments and class work missed due to tardiness to school or class.

Attendance is taken daily during second period in the morning and in each class which meets during the school day. If a student is missing from class and not absent from school, the Main Office is immediately notified.

In the event that we are unable to find the student, the parents are notified either at home or at work. ***Deliberate cutting of class by our students is absolutely prohibited and may result in suspension from school.***

## **EARLY DISMISSAL**

The school discourages students from missing classes for vacations, doctor appointments and other obligations.

Students who need to be excused early must bring a signed note from home stating time of departure, reason for leaving and who will be signing the student out of school. This note must be presented to the nurse before the student leaves school. Students must be accompanied by the adult referenced in the note or an adult noted on their emergency card if their parent is unable to pick them up. **Under no circumstances will a student be allowed to leave the building without an adult who has been pre-authorized in writing by a parent.**

It is the student's responsibility to make up all work that has been missed because of the early dismissal. Parents are asked to schedule doctor appointments and other obligations of this nature after school hours.

Parents are also reminded that students who leave early for vacation periods or return to school late from a vacation cause disruption to their academic program. Parents are to call the school to discuss the ramifications of these absences before the absence takes place. These absences are considered by the New York State Education Department to be illegal. It is the student's responsibility to complete the missed work. Tests and quizzes must be made up immediately upon return.

**The teachers will not provide school work for the vacation period.**

## **SCHOOL EMERGENCIES**

### **School Delays and Closings**

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The decision will be made by 6:30 a.m. A second decision will be made by 7:00 a.m. as to whether schools will open or close. Announcements will be made on the following radio stations:

WFAS	White Plains	1230 AM; 103.9 FM
WHUD	Peekskill	100.7 FM
Cable TV		Channels 12; 14; 62

**PLEASE DO NOT PHONE THE RADIO STATION OR THE SCHOOL.**

**If your child has a first period class on a 2 hour delay they should report to school at 9:45. If your child does not have a first period class they should report to school at 10:25.**

### **Emergency Dismissal Procedures**

Occasionally, due to situations beyond our control, it may be necessary to dismiss students prior to the end of the school day. At the beginning of the school year, parents will complete an "Emergency Early Dismissal Approved Information" form. This form will specify how students will be dismissed from school. In case of an emergency dismissal, the following procedures will be used:

1. The Principal or designee calls the 4 Homebase Parent Chairs.
2. The Homebase Chairs will call the Homebase Parent Representatives to inform them that school is being dismissed early.

### **HEALTH OFFICE**

The Health Office (741-1436) is staffed by a registered nurse. The nurse has an important responsibility of maintaining up-to-date information on the health of our students. Parents are asked to report any information regarding student health concerns to the nurse. Understanding of your child's health problems will allow us to better serve your child. All health records maintained by the school are confidential.

The teachers and nurse keep a constant watch on your child's health during the school day. If a child is not feeling well, he/she will be referred, to the nurse. The nurse will make contact with the parent or other designated name listed on the emergency card.

Students involved in accidents in school are to report to the nurse immediately so that proper attention may be given to any injury. Parents will be notified.

### **Emergency Cards**

Emergency cards, completed on both sides and signed by the parent, must be returned to the school each September. They are essential in case of emergency. The information on the card can mean the difference between prompt medical attention and serious delay.

Only the people listed on the child's emergency card may take the child home in the event of illness or other emergency if the parent is unavailable. (See page 13 for other details) The parent is responsible for updating information regarding designees and their telephone numbers.

## **Medication**

By law, the school nurse is not permitted to dispense medication without doctor approval. If it is necessary for a child to receive medicine during the school day, the school nurse must have:

- A written order from the child's doctor with medication name, dosage and time to be given
- The medicine in the original labeled container
- Written permission to administer the medicine from the child's parent or guardian.

## **Annual Medical Examinations**

- Physical exams are required for all 7th grade students.
- The school nurse annually screens each student's vision, hearing and spine (scoliosis screening). If additional testing is necessary, a referral form will be sent to the parents or guardian.

## **Activity Period**

Activity Period is offered every Monday, Tuesday, Wednesday, and Thursday from 2:30pm to 3:00pm. Please do not schedule anything during this time. All teachers are in their classrooms and available to students. Teachers may ask students to remain in school for Activity Period or students may stay voluntarily. The purpose of Activity Period is to allow extra time with their teacher for students who may need it. The following activities could be addressed during Activity Period:

- Finish a quiz or test
- Additional assistance (clarification of assignments / class work)
- Work on a particular project
- Make up work due to absence
- Enrichment
- Clubs such as newspaper or video
- Music performing groups
- School store

## **WEBSITE**

The Pleasantville School District website ([pleasantvilleschools.com](http://pleasantvilleschools.com)) is an important communication tool for our entire school community. All school district emergency closings and delays are posted on the website. All required forms and correspondence are found on this site.

In addition, important school news can be found on this site. All teachers post long term assignments and tests on their web pages as well as daily homework.

Please check the website on a regular basis.

## **RESPONSIBILITIES OF PARENTS**

- Become familiar with the contents of the "Parent Handbook". Be objective and supportive of the school's decisions when rules and consequences affect your child.
- Accept responsibility for your child's behavior and learning.
- Encourage respect for school property.
- Encourage and model respect for all school personnel.
- Schedule all medical appointments and other appointments after school hours when possible.
- Encourage attendance at school.

## **WHO TO CALL**

### **Academic**

Your first contact should be directly with your child's teacher. If concerns continue, you should contact your child's guidance counselor. In regard to class placements, please contact your child's guidance counselor.

### **Behavior**

Your first call should be to the teacher involved with the problem. If concerns continue, or if the disciplinary problem occurred during lunch you should contact the administrator in charge of discipline, Mrs. Weill (741-1543). If your child has established a pattern of inappropriate behavior, you should contact your child's guidance counselor. In all cases your objectivity and support of the school's decision regarding discipline are imperative to reduce future occurrences.

## STUDENT SIGN-OUT PROCEDURES

### Parent

1. Parent must report to the main office to pick up their child
2. Photo I.D. may be requested at the discretion of district personnel. After identification is verified, the child will be brought to the main office or, if the child is ill, the parent will go to the nurse's office.
3. Before leaving the building, the parent **must** complete the *Sign-out Log* in the main office.

### Persons other than a Parent

1. The individual must report to the main office to pick up child.
2. **Written permission signed by the parent to pick up the child must be presented to the office staff if the person is not listed on the child's emergency card.\***
3. I.D. may be required and a phone call made to the parent to verify the note at the discretion of district personnel.
4. After verification, the child will be brought to the main office.
5. Before leaving the building, the individual **must** complete the *Sign-out Log* in the main office.
6. Under no circumstances will a student be allowed to leave the building unless they are accompanied by an adult who is their parent/guardian or an adult who has been given written authorization by the parent/guardian.

\* Parents who have a regular babysitter or an au pair may write a note for the year.

## TRANSPORTATION

The school is responsible for the safety of its students both on school property and to and from all school-sponsored activities. The school will provide transportation to and from all school-sponsored activities which are not held in Pleasantville and all students involved must travel by means of school-provided transportation.

Teachers, coaches and chaperones are not to release any of the students under their supervision, except to ride with their own parents, unless the appropriate forms have been completed and approved by the Principal or Assistant Principal. Permission will not be given to ride with friends. Violation of this policy may result in the student's loss of privileges, including team membership, participation in subsequent field trips, or other activities held off school property.

## VISITORS

**All visitors must register prior to any visitation.** Students may not bring guests.

## **CHANGE OF ADDRESS OR PHONE NUMBER**

It is most important for administrative and emergency reasons that we have an up-to-date address and phone number for your child in the school office. Parents must complete the District's Change of Address form and provide proof of residency for an address change. Parents should call or send a note to the main office to inform us of any change in home or business or phone number.

## **USE OF THE TELEPHONE**

Parents are asked not to call the school to give students messages except in cases of real emergency.

In emergencies, students may be permitted to leave class to make a telephone call, but in such cases students should be sent to the Nurse's Office where the call will be made.

Students may not make or receive phone calls on their cell phones, for any reason, during the school day. All students' cell phones must be turned off when they are in the school building.

## **CAFETERIA**

There are two lunch periods for the middle school:

Mon/Tues/Wed/Thurs	5th/6th Grade	Lunch/Recess 10:50-11:31
	7th/8th Grade	Lunch/Recess 11:34-12:15
Friday	5th/6th Grade	Lunch/Recess 11:03-11:43
	7th/8th Grade	Lunch/Recess 11:46-12:26

Students may purchase lunch or bring lunch from home. Menus are distributed monthly in Home Base and are on the website.

The cafeteria is the designated eating area. Students are permitted to eat in other areas of the building during lunch periods under a teacher's supervision. Eating in the stairwells, halls or lavatories is not permitted.

During the regular school day, food and gum will not be allowed in the halls or classrooms.

## **COMPUTER LAB AND LIBRARY**

Up to 25 students may be in the Computer Lab and Library, respectively during first period, lunch recess and activity period. Students are accepted on a first come, first serve basis. During first period students must receive a pass from their Study Hall to go to either location.

## **LOCKERS**

Each student is assigned an individual locker for use during the school year. Students are responsible for the locker assigned and its contents. Lockers can only be reassigned with permission from the administration. A student's right to privacy will be respected, however, all lockers are subject to inspection and search by the building administrators.

**Only school purchased locks are permitted on lockers.**

**All students must lock their lockers at all times.**

The school can assume no responsibility for the contents of any locker. All problems with lockers must be reported to the main office. Students may assist the school in protecting their property by:

1. Not sharing lockers
2. Not revealing combinations
3. Keeping lockers locked with a lock purchased from the school.

Students should immediately inform the office if anyone is opening or using a locker that is not his or her own.

## **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who damage school property or equipment will be required to pay for the damage or replace the item and may also be subject to school discipline as per the code of conduct.

## **PERSONAL PROPERTY**

Students are solely responsible for their personal property. Valuable possessions, such as personal portable digital musical and video devices, and large amounts of money, should not be brought to school. The school cannot be held responsible for students' personal property that is brought to school and damaged, reported missing or stolen. (However, students should report such incidents immediately, and they will be given assistance in an effort to locate or recover the property.) Cell phones may not be used by students at any time in the school building during school hours. I Pods and other electronic entertainment devices may only be used at lunch or recess. All such devices must be kept in a student's locker at all other times. This includes ear buds or any other accessories.

## **STUDENTS AFTER SCHOOL**

Students are not permitted to remain after school unless they are attending school-sponsored or PTA-sponsored activities. These activities include PTA after school programs, athletics, extra help sessions with teachers, working in the computer room, watching an athletic event, detention, etc. The same conduct rules which apply during school apply after school.

## **LOST AND FOUND**

The Lost and Found is located outside the Multi-purpose Room. However, lost valuables such as jewelry, money, eyeglasses, cell phones etc. should be brought to the main office. Items which are not claimed within a reasonable length of time are donated to local charities.

## **PTA**

The Pleasantville Middle School PTA is an integral part of our school. The PTA sponsors parent education programs, after school programs including forensics (grades 7 & 8) and theater arts (grades 5-8), cultural arts programs (grades 5-8), "Canteen" (grades 7 & 8) and "Teamwork", (parents as resources for teachers). For more information call the PTA president listed in the school calendar.

## **COMMUNITY RESOURCES**

### **Mt. Pleasant Library**

The Mt. Pleasant Library is located on Romer Avenue. The library is available to assist students with research projects as well as recreational reading selections. We encourage our students to take full advantage of this resource.

### **Pleasantville Recreation**

The Village of Pleasantville sponsors a variety of sports and activities for our middle school children. Call 769-7950 for further information.

# ACADEMIC INFORMATION

## Course of Study

### **5th Grade**

English  
Social Studies  
Reading  
Math  
Science  
Physical Education  
Health  
Art  
Computer  
Library  
(Students must participate in Band, Chorus, or Orchestra)

### **6th Grade**

English  
Social Studies  
Reading  
Math  
Science  
Foreign Language  
Physical Education  
Health  
Art  
Computer Literacy  
Home & Career Skills  
(Students must participate in Band, Chorus, or Orchestra)

### **7th Grade**

English  
Social Studies  
Math  
Science  
Foreign Language  
Physical Education  
Home & Career Skills  
Health  
Computer  
Art  
Music  
Socratic Seminar I

### **8th Grade**

English  
Social Studies  
Math  
Science  
Foreign Language  
Technology  
Physical Education  
Computer  
Health  
Art  
Music  
Socratic Seminar II

## **Foreign Language**

During December of 5th grade you and your child will be asked to select a foreign language for your child to begin in 6th grade. They will choose from French, Spanish and Italian. Please be advised that the language they select is the language they will study for the duration of their Middle School years.

## **Band/Orchestra/Chorus**

In Grades 5 and 6 all students must participate in either band, chorus or orchestra. Band, chorus and orchestra are available to students in the 7th and 8th Grade on an elective basis. Students may not participate in both band and orchestra. However, students in band or orchestra may also participate in chorus.

## **Advanced Classes**

The middle school offers enriched, accelerated and advanced classes in math grades 6-8, science grade 8, and Spanish grade 8.

The following is the placement and maintenance criteria for math, science and foreign language:

## **SCIENCE**

### **Criteria for students to advance to Earth Science:**

1. Students must achieve an overall average of 93 for the year in 7th grade science.
2. All placement changes are subject to teacher recommendation and principal approval.

Upon passing Earth Science, students will be placed in Honors Biology upon meeting the following criteria:

- Overall average of 93 or higher based on test scores
- Laboratory skills
- Earth Science Mid-Year/ Regents Exam Grade of 90 or better
- 8th grade teacher recommendation\*

Students who pass the course but do not meet these criteria will move to Biology.

## MATH

### **Criteria for students to advance one level in Math:**

1. Students must achieve an overall average of 94 for the year in fifth and sixth grade.
2. Students in seventh grade must achieve an overall average of 95, however, students with an average between 93 and 95 may self nominate through a process which will include a written Math assessment.

### **Criteria for remaining in enriched/accelerated level math classes in grades 6, 7 and 8:**

1. Student must maintain at least an 88 average for the year.

Upon passing, students in Algebra will be placed in Geometry Honors upon meeting the following criteria:

- Overall average of 93 or higher based on test scores
- Integrated Algebra I Mid-Year/Regents Exam grade of 90 or better
- 8th grade teacher recommendation\*

Students who pass the course but do not meet these criteria will move to Geometry.

## FOREIGN LANGUAGE

### **Criteria for students to advance to honors foreign language:**

1. Students must achieve an overall average of 93 for the year.
2. Students must achieve a grade of 90 or higher on the 7th grade final exam to move to Spanish Honors in eighth grade
3. Students must achieve a grade of 90 or better on the Language Proficiency Exam to move to a High School Honors Foreign Language class.
4. All placement decisions are subject to teacher recommendation and principal approval

### **Criteria for remaining in advanced level foreign language classes:**

1. Student must maintain at least an 88% average for each marking period.

## ENGLISH

At the end of 8th grade, students are recommended for honors placement in 9th grade English. The criteria used for the initial selection in grade 8 are as follows:

- Overall average of 93 or higher based on test scores and individual's writing assignments.
- English 8 Mid-Year/Final Exam grade of 90 or better
- 8th grade teacher recommendation\*

### \* Teacher Recommendation

The teacher's recommendation for honors placement is based on observable student behaviors which show that ability is consistent with performance. An honors student is expected to have:

- **self-motivation demonstrated by a willingness to devote extensive time and energy into the learning process**
- **an interest in the subject area demonstrated by consistent reading of both assigned and unassigned work and/or consistent attempts to work on extended class tasks**
- **an inquiring mind and ability to articulate ideas and opinions demonstrated by frequent contributions to class discussions**
- **strong communication skills which are unified, coherent and specific**
- **critical thinking skills such as analysis, synthesis, and interpretations**

## SOCIAL STUDIES

At the end of 8th grade, students are recommended for honors placement in 9th grade Social Studies. The criteria used for the initial selection in grade 8 are as follows:

- Overall average of 93 or higher based on test scores and individual's writing assignments
- Social Studies 8 Mid-Year/Final Exam Grade of 90 or better
- 8th grade teacher recommendation\*

### \* Teacher Recommendation

In Social Studies, the teacher's recommendation for honors placement is based on observable student behaviors which show that ability is consonant with performance. An honors student is expected to have:

- **self-motivation demonstrated by a willingness to devote extensive time and energy into the learning process**
- **an interest in the subject area demonstrated by consistent reading of both assigned and unassigned work and/or consistent attempts to work on extended class tasks**
- **an inquiring mind and ability to articulate ideas and opinions demonstrated by frequent contributions to class discussions**
- **strong communication skills which are unified, coherent and specific**
- **critical thinking skills such as analysis, synthesis, and interpretations**

## **INFORMATION CENTER (Library)**

The Information Center provides the students with a place to work and with materials to assist them in their learning.

The library contains a selection of resources appropriate for the middle school age level including books, maps, pictures, pamphlets, magazines and reference materials.

The Information Center is available to students before and after school hours and upon the request of teachers.

## **FIELD TRIPS**

Middle School students engage in a number of field trips during the school year as part of their educational program. The objective of our field trips is to provide our students with worthwhile learning experiences that can take place only outside our classrooms.

All students participating in a field trip must return a parental consent form to their teacher. In addition, parents and students must sign a field trip code of conduct for the year prior to the first field trip. Permission slips will be distributed by teachers well in advance of any scheduled trip. While on a field trip, students are subject to the same rules of conduct that apply while they are in school.

The administration reserves the right to rule a student ineligible to participate in the field trip program. Ineligibility would be based on past field trip conduct and school conduct. Any student who has been suspended must be reviewed by their grade level team.

## **OVERNIGHT FIELD TRIPS**

Any child receiving medical attention prior to the field trip will be required to have their doctor provide written statements that they are medically cleared to attend the field trip. If the doctor does not comply, that student will not be allowed to attend.

## **WASHINGTON FIELD TRIP**

If a student receives three or more days of suspension (in school or out of school), the eighth grade teachers will review the student's overall discipline record and determine whether or not he/she may participate in the Washington Trip. The Faculty and Administration will make the final decision in this matter.

At the end of the third quarter of eighth grade, any student who is failing three Core subjects will not be allowed to attend the Washington field trip.

If for any reason your child does not accompany the class to Washington, your deposit will be returned less any costs which have been already expended in your child's name (such as hotel room, theatre tickets, dinner cruise, ball game)

## **HOMEWORK**

As a general rule successful sixth, seventh and eighth grade students should expect to average from 1-2 hours each evening. Fifth graders can expect to do approximately forty-five minutes of preparation each evening. If your child's homework is not being completed within these guidelines, please contact your child's teacher or guidance counselor.

Policies regarding missing or late homework are established by grade level teams. These policies will be available in the course expectation sheets distributed at Open House.

Students who are absent, for any reason, are responsible for making up all missed assignments. Assignments can be found on the Middle School website. When the student returns to school he/she should make arrangements with his/her teachers to make up the missed work.

## **EXTRA HELP**

Students are encouraged to seek extra help from their teachers during activity period, before or after school or at some mutually convenient time during the school day. Students may be mandated by the Child Study Team to see a teacher on a scheduled basis during activity period. In addition, all teachers have the right to ask a student to report after school for extra help. A student who fails to report, once given such notice, will be referred for disciplinary action.

In addition, please be aware that the Middle School faculty has instituted a program of specific study and organizational skills addressed through their various curricula. Your child should be applying these strategies when working at home. If you would like more information on how to help your child please feel free to contact your child's teacher.

## **GRADING POLICY**

Pleasantville Middle School uses a numerical grading system, except for Pass/Fail courses where a student may receive a grade of PH=pass with honors; P=pass; S=satisfactory; F=fail.

INC indicates the quarter's/quint's work is incomplete. Incomplete work must be submitted no later than the conclusion of the following marking period. After that time, the student loses the right to make up the work and the grade will be converted to a failure.

The class work grade is determined by the teacher based upon the student's daily preparation of assignments, performance on quizzes, tests, laboratory exercises, oral recitation, projects, compositions and similar work. Class work grades do not reflect a student's behavior. Teachers indicate behavior patterns and work habits through the use of "comments."

Individual teachers, in consultation with the principal, will determine whether a student who has been failing should be passed on the basis of a passing final or Regents exam.

The teacher is responsible to indicate clearly the course requirements and required work; it is the student's responsibility to see that these standards have been met to the teacher's satisfaction.

## **GRADING**

Final averages will be based on the following formula: Grades 5/6 - Each quarter equals 25% of the final grade. Grade 7 – Each quarter equals 22.5% of the final grade and the final exam equals 10% of the final grade. Grades 8 - Each quarter equals 20% of the final grade; midterm and final exams equal 10% each of the final grade.

## **PROGRESS REPORTS**

Progress reports are sent home mid-quarter to parents of students in **Grades 6-8**. The purpose of these reports is to alert the parents to any academic problems students are having so that the school and the home may work together to help the student. Progress reports can also be used to provide students with commendations for outstanding or improved work.

**In fifth grade, test folders are sent home monthly for parent review and comment.**

## **REPORT CARDS**

Report cards are distributed to our students four times a year. The year is divided into four quarters of approximately ten weeks each, and students receive an evaluation of their achievement at the end of each of these quarters. The final report card gives the final average for the school year.

## **PROMOTION/GRADUATION**

If a student fails 3 or more Core area subjects (English, Science, Social Studies, Math) in any given school year they will be retained in their current grade. In addition, during the 8th grade, if a student fails 2 or more Core area subjects for the year they will not be allowed to participate in the graduation ceremony or the graduation dance.

## **EIGHTH GRADE STUDENT AWARDS**

Each June an awards evening will be held to honor selected 8th grade students. Students will be honored for achieving grades of high honors all 4 quarters of 8th grade (95-100). They will also receive certificates for maintaining averages in the honors range (90-94). Other awards will be given for excellence in each of the subject areas, performing arts, musical performance, as well as various character and leadership recognition awards.

## **COMMUNITY SERVICE AWARDS**

Eighth graders are encouraged to participate in community service projects in or out of school. Students may elect to document their hours of community service during the eighth grade school year by receiving a form from their guidance counselor which is their responsibility to complete throughout the year. Students who return this form with 25 hours or more of community service completed between September and May will receive a community service award at graduation. This service must be completed for a not for profit agency and an official from that agency must sign off on the students' hours.

## **TESTING**

In addition to classroom assessments, the following is a list of assessments for grades 5 through 8.

### **Grade 5**

NYSA English Language Arts Assessment (Spring)  
NYSA Mathematics Assessment (Spring)

### **Grade 6**

NYSA English Language Arts Assessment (Spring)  
NYSA Mathematics Assessment (Spring)

### **Grade 7**

NYSA English Language Arts Assessment (Spring)  
NYSA Mathematics Assessment (Spring)  
Final Examinations (June)

### **Grade 8**

NYSA English Language Arts Assessment (Spring)  
NYSA Mathematics Assessment (Spring)  
NYSA Science Assessment (Spring)  
Foreign Language Proficiency Assessment (Spring)  
Mid-term Examinations (January)  
Final Examinations (June)

All test results are available to parents. Mid-term and final examination scores are listed on the report card. If you wish to discuss these results, please contact the teacher or your child's Guidance Counselor.

## **COUNSELING SERVICES**

Our guidance counselors are available to assist you and your child. In their role as guidance counselor, they focus on monitoring student progress socially, emotionally and academically. They provide counseling so that each child can reach his/her potential. The counselors also facilitate bringing all members of the school community together to work effectively in meeting the needs of the adolescent.

Mrs. Andrea Einhorn, our school psychologist, is available for children and families who may require support services.

## **HEALTH - HIV/AIDS EDUCATION**

*HIV/AIDS education is a required part of our health curriculum. No student can be required to receive instruction concerning the methods of prevention of HIV/AIDS if the parent or legal guardian of the student wishes to exempt him/her from that portion of HIV/AIDS instruction. To qualify for an exemption, the parent or legal guardian must file with the school principal a written request for an exemption and assure that the student will receive this instruction at home.*

## **PARENT CONFERENCES**

Conferences between parents and teachers, the counselors, and/or the principal are held throughout the year to discuss problems related to student failure, poor achievement or inappropriate behavior. Parents are encouraged to take advantage of the availability of the professional staff members of the school to work toward helping students improve. Conferences may be arranged by telephone or by a note to the teacher and/or counselor and may be requested by either the parent or the teacher.

## **HOME BASE**

Students and Home Base advisors meet on a weekly basis in a small group setting. The program strives to encourage optimal personal growth by helping students to accept responsibility and develop skills in self-management, decision making, interpersonal relationships and leisure time activities. The program is unique to each home base and provides the student with a source of advisement and personal guidance.

## **EXTRACURRICULAR OPPORTUNITIES**

### **Student Participation in School Activities**

All students in the Pleasantville School District are expected to demonstrate good citizenship at all times, both within the school and outside in the community. Accordingly, students must learn to obey and respect the laws of the school, village, state and country at all times and in all places.

The Student Handbook publicizes the rules and regulations for the school day and after school activities, as well as the consequences for disobeying or disregarding these rules.

It must be noted that participation in athletic and other school-related activities, including dances, proms, graduation, spectator events, etc. is a privilege that is granted to a student in good standing. The school has the right to suspend a student's participation in activities when any serious behavioral infraction occurs.

While it is not the District's responsibility to investigate illegal activities outside of the school, illegal activities such as drug abuse or other violations require student accountability. Reports of such serious illegal activities which are substantiated and/or admitted to by the student in question will be referred to the principal. The principal may refer the situation to a committee which will consist of staff members appointed by the principal. The committee will then make an appropriate recommendation to the principal, who will then make a decision regarding student participation in the aforementioned activities.

### **The Middle School Student Government**

Our student body is represented by the Student Council. Representatives from each home base are elected by their fellow students to form the membership of the Student Council. In addition, the principal officers are elected by the entire student body.

Our student government meets regularly and is one of the most active organizations of our school. It is the vehicle for communications by our students. Student Council projects are enthusiastically supported by the vast majority of the students, and help to keep students' challenged and involved.

In order to be eligible for student government or home base officer, a student must meet the following criteria:

## **PHASE I ELIGIBILITY**

### **Student Council Requirements to run for office:**

1. All candidates seeking to be an officer on the student council should be 8th grader and have maintained a minimum 80 average across all subject areas for 7th grade.
2. All candidates must be in excellent standing (no disciplinary referrals for the last 90 school days, no detentions for the last 90 school days).
3. Students are required to have at least 5 teacher references signed off on the candidate petition before running
4. The principal's signature is also required.
5. Each candidate and his/her parent must read and sign off on the 4 Phase Election Process Requirements
6. Failure to complete any one of the above requirements in a timely fashion precludes candidates from running for office.

## **PHASE II PRE-ELECTION PROCESS**

### **Candidates will submit a written speech to the student council advisor 3 days prior to the home base representative meeting for review and approval.**

1. All approved candidates will present their speeches at the first Representatives meeting.
2. If candidates do not attend this meeting, they forfeit their chance of being considered for office.
3. Representatives will vote once for each office.
4. There will be a maximum of 3 candidates for each office.
5. Candidates with the greatest number of votes will be forwarded to the general assembly for speeches and school-wide voting.

## **PHASE III GENERAL ASSEMBLY & ELECTIONS**

1. The top 3 candidates **MUST** attend the general assembly to make their speeches, otherwise they forfeit their chance to run for office.
2. Candidates **MAY NOT** alter the speeches made at the representatives meeting in any way.
3. Speeches are 3-5 minutes in length and are delivered during a school-wide assembly.
4. Appropriate school attire is required at the school-wide assembly.
5. Votes will be tallied and winners announced by the end of the same school day.

## **PHASE IV OFFICE REQUIREMENTS AND STANDARDS**

Once elected, the President, Vice President, Secretary, Treasurer AND their parents or guardians must sign an Oath of Office that requires the following:

1. Maintain 80 averages or better in all subject areas.
2. Remain in solid social and behavioral standing throughout their terms.
3. Disciplinary referrals of any kind will constitute immediate dismissal from office.
4. Attend all executive meetings (more than 3 absences will constitute a special meeting with the student council advisor and school principal).
5. Will fulfill all requirements of the office including the planning and preparation for the 2 main assemblies and attend fund raising activities.

## **MIDDLE SCHOOL YEARBOOK**

Each year the faculty and students of the Middle School create a student yearbook for sale and distribution to all of our students. The yearbook is a memento to our students of their years at the Middle School and has special significance to our 8th graders.

## **IMAGININGS - Grades 7/8**

*Imaginations* is the title of the middle school's literary magazine which contains poetry, short stories, essays and other creative writing compiled by students.

## **LITERARY MAGAZINE - Grades 5/6**

Students gather and edit student writing for publication. They become aware of the difference between assigned and creative work and take ownership of their creative work. A published magazine is produced and distributed.

## **MIDDLE SCHOOL NEWSPAPER**

"Paws Prints", the middle school newspaper, is published throughout the school. Under the guidance of an advisor, students report on various middle school happenings. Students in grades 5-8 can participate.

## **ODYSSEY OF THE MIND**

Odyssey of the Mind provides students with an opportunity to explore critical thinking skills, solve unique problems, and produce and perform in skits relating to these problems and thinking skills. The program is available for 5th and 6th graders.

## **SOUND/LIGHT CREWS**

The students are involved in providing stage lighting and sound for all middle school programs. The program is available for students in grades 5-8.

## **SCHOOL STORE**

The Middle School Store is operated by the 5th grade. Students manage the store during 1st period and Activity Period.

## **COMMUNITY SERVICE**

Community service is an integral part of our middle school program. Students are encouraged to participate in a variety of activities including food drives and special programs involving senior citizens and the community.

## **FORENSICS (GR. 7 & 8)**

Students will learn public speaking and be given opportunities to perform.

## **MUSIC PERFORMING GROUPS**

Students have the opportunity to try out and participate in All-County performance groups and instrumental competitions. In the fall, students are selected for All-County band, orchestra and chorus tryouts. In the spring, students are selected to participate in instrumental competitions. In addition to all-county opportunities, the middle school offers students the opportunity to participate in two select performing groups: Jazz Band (grades 7 and 8) and select chorus (grades 7 and 8). Tryouts will be scheduled in the fall.

## **THEATER ARTS**

The Theater Arts program is available for students in grades 5-8. This is an after school activity.

## **MODIFIED ATHLETIC TEAMS**

Interscholastic athletic competition is available to students in grades 7 and 8. Registration occurs prior to each sport season. Fall sport registration occurs in the spring before the new school year.

To participate, students need parent permission and a current physical. The following sports are available:

### **FALL**

- Boys Football
- Boys Soccer
- Girls Soccer
- Girls Field Hockey
- Girls Volleyball

### **WINTER**

- Boys Basketball
- Boys Wrestling
- Girls Basketball

### **SPRING**

- Boys Baseball
- Girls Softball
- Boys and Girls Track
- Boys Lacrosse

## **INTRAMURAL SPORTS**

**FALL - VOLLEYBALL**

**WINTER - BASKETBALL**

**SPRING - GIRLS LACROSSE**

Students who are exceptional athletes can be eligible for the high school athletic program if they pass a special medical exam and physical fitness test.

For additional information contact the Athletic Director (741-1420 ext. 20810).

## **P.A.W.S.**

Expectations for students at Pleasantville Middle School are represented by the acronym PAWS, which stands for Positive, Accountable, Well-mannered and Safe. All members of the Pleasantville Middle School Community are expected to conduct themselves as defined herein:



### **POSITIVE**

Being positive means to be kind and cooperative, and to engage in tolerant behavior.

### **ACCOUNTABLE**

Being accountable means to be responsible for your own actions and behavior.

### **WELL-MANNERED**

Being well-mannered means to be polite, helpful, and aware of others and their needs.

### **SAFE**

Being safe means to engage in behavior that promotes the physical and emotional well-being of the entire school community.

# CODE OF CONDUCT

## INTRODUCTION

The Pleasantville Union Free School District is committed to maintaining high standards of education for students in the schools. Because the District believes that order and discipline are essential to being educated effectively, the District is also committed to creating and maintaining high behavioral standards and expectations. An orderly educational environment requires that everyone in the school community play a role in contributing to an effective environment. It also requires the development and implementation of a code of discipline that clearly defines individual responsibilities, describes unacceptable behavior, and provides for appropriate disciplinary options and responses.

The District believes that order and discipline must be a shared responsibility between school, home and community. This Code of Conduct was developed in collaboration with student, teacher, administrator and parent organizations, school safety personnel and other Board-approved school personnel. Finally, it is our belief that, to be effective, such a code must:

- identify, recognize and emphasize acceptable behavior;
- identify, recognize and prevent unacceptable behavior;
- promote self-discipline;
- consider the welfare of the individual as well as that of the school community as a whole;
- promote a close working relationship between parents/guardians and the school staff,
- distinguish between minor and serious offenses, as well as between first time and repeated offenses;
- provide disciplinary responses that are appropriate to the misbehavior;
- outline procedures to ensure that it is administered in a way that is fair, firm, reasonable, and consistent;
- encourage a high regard for every person's right to reasonable hearing procedures and due process when accused of misconduct;
- comply with the provisions of federal, state and local laws, as well as the guidelines and directives of the New York State Department of Education and the Board of Regents.

A school's primary concern in establishing a code of discipline is to enable our young people to become responsible, respectful and caring citizens within the school and community settings. The Board of Education is responsible for ensuring that essential regulations are established and adequate discipline is maintained in the operation of the schools to effectively promote safety, as well as the social and educational growth of the students. Administrative regulations are developed and enforced by the school administration and staff.

The parent/guardian is expected to assume primary responsibility for control of his or her child. The parent/guardian may be called upon to actively cooperate with the school in providing the necessary structure to promote his or her child's social and educational growth. To this end, a high degree of parent-school communication will be fostered by the school.

Disciplinary measures available to the administration of each school building include conferences, detention, in-school suspension, out-of-school suspension and administrative hearings with the designated hearing officer. Administrative hearings can result in out-of-school suspensions of more than five days and, in particularly serious cases, a student may be permanently suspended from school.

## **STUDENT BILL OF RIGHTS AND RESPONSIBILITIES**

The Pleasantville Union Free School District believes in the right of each child, between the ages of five and 21 years or until the child receives a high school diploma, whichever comes first, to receive a free and appropriate education. All student in this state between the ages of six and the school year through which he or she becomes 16 are required by law to regularly attend school, either in the public schools, non-public schools that are approved for equivalency of instruction by the appropriate school authorities, or in the home in accordance with the Regulations of the Commissioner of Education.

The right to a free public school education extends to all students, including those with disabilities. However, this right is not unconditional. As long as due process of law requirements are met, a student may be removed from the classroom, suspended temporarily or suspended permanently from school. Only students within the compulsory education ages (age six through the school year in which the student turns 16) are entitled to alternative, equivalent instruction following suspension.

## RIGHTS OF STUDENTS

Education in a free society demands that students be aware of their rights and learn to exercise them responsibly. To this end, students have a right

- to be provided with an education that is intellectually challenging and relevant to demands of the 21st century;
- to learn in an environment free from interruption, harassment, discrimination, intimidation and fear;
- to participate in district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, disability or sexual orientation;
- to be informed of all school rules;
- to be guided by a discipline policy which is fairly and consistently implemented.

In addition, students in this District are afforded the following rights:

1. **Student Expression** - Students shall be allowed the opportunity for the free expression of ideas consistent with rights established by the federal and state constitutions. However, a student's freedom is subject to limitation in that the constitutional protections will not extend to libelous, slanderous, vulgar, lewd, indecent or obscene words or images or to words or images which by their very use incite others to damage property or physically injure persons. Furthermore, speech which materially and substantially disrupts the work and discipline of the school may be subject to limitation.
2. **Symbolic Expression** - Students, in light of constitutionally protected free speech rights, may wear political buttons, arm bands or badges of symbolic expression so long as the same conform to the limits set forth herein under "student expression", "school sponsored publications" and "dress code".
3. **Student Activities** - All pupils shall enjoy equal access to the extent of their capabilities for participation in the various extra-curricular and co-curricular activities sponsored by the School District. The privilege of participating in such activities shall be conditioned upon appropriate conduct as established by the student code of conduct and any rules promulgated specifically for participation in extra and/or co-curricular activities.

4. **Student Government** - Students are encouraged to participate in the various student governmental bodies, which have been or may be established in our schools. It shall be the duty of the student governmental body to establish reasonable standards for qualification of candidates to serve in offices of the government. Elections for student government shall be conducted in accordance with the principles of our democracy and elected student representatives shall work with the faculty, administration, and student body in identifying cooperatively those areas of appropriate student responsibility. All student governmental bodies shall have a faculty advisor and shall be organized pursuant to a specific written constitution which the students shall participate in formulating.
  
5. **Student Clubs and Other Student Organizations** - The District encourages students to participate in curriculum related extra-curricular activity clubs and/or organizations. To the extent that the District authorizes meetings of non-curriculum related clubs or organizations, the same shall be subject to the constitution of the student government and shall be conducted in accordance with any applicable federal or state law, as well as Board of Education policy or regulations.
  
6. **Privacy Rights [Search, Seizure and Interrogation]** - Students in attendance in our public schools are protected against illegal or unreasonable personal searches or seizures of their property by both the federal and state constitutions. In light of these protections, no student's person or property shall be searched for illegal substances or materials unless the school authorities conducting the search have reasonable suspicion to do so. In addition, the board authorizes the superintendent, building principals, assistant principals, the school nurse and district security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct. Lockers and desks assigned to students may be subject to inspection at any time by school officials since such places are not the property of the student, but rather are owned by the School District and shared with the student.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside

of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

Students are not entitled to any sort of "Miranda" type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

7. **Pregnant Students** - During pregnancy and the period of pregnancy related disability which follows childbirth, a student shall be entitled to home instruction, upon request. Pregnant students who desire to attend their regularly scheduled classes prior to the time of childbirth may do so to the extent that their physician approves of such attendance.
8. **Student Safeguards** -The District is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to: Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty and receive an explanation of those rules from school personnel.

## **RESPONSIBILITIES OF STUDENTS**

Students attend school so that they may develop to their fullest potential. With this in mind, each student is expected:

- to accept responsibility for his/her actions and the consequences of those actions;
- to respect the rights of others, including his/her right to secure an education in an environment that is orderly and disciplined;
- to attend school on a regular and punctual basis;
- to complete class assignments and other school responsibilities by established deadlines;
- to show evidence of appropriate progress toward meeting course and/or diploma requirements;
- to respect school property, e.g. lockers, and help to keep it free from damage;

- to obey school regulations and rules made by school authorities and by the student governing body;
- to recognize that teachers and other school personnel assume the role of a surrogate parent in matters of behavior and discipline when at school, as well as during any school-sponsored activities;
- to react to direction given by teachers, administrators and other school personnel in a respectful, positive manner;
- to contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all;
- to become familiar with this code and seek interpretation of parts not understood;
- to actively discourage inappropriate behavior of other students and report the incidents to the administration;
- to work to develop mechanisms to control their anger;
- to seek help in solving problems that might lead to discipline;
- to dress appropriately for school and school functions;
- to conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

## **THE ROLE OF PARENTS**

A cooperative relationship between home and school is essential to each student's successful development and achievements. To achieve this wholesome relationship, parents are urged:

- to recognize that the education of their child(ren) is a joint responsibility of the parents and the school community;
- to show an enthusiastic and supportive attitude toward education, school and personnel;
- to build a good working relationship between themselves and their child;
- to teach their child self-respect, respect for the law, respect for others and for public property;
- to insist on prompt and regular attendance;
- to listen to the views and observations of all parties concerned;
- to recognize that teachers merit the same consideration and respect that parents expect from their child;
- to insist their children be dressed and groomed in a manner consistent with the student dress code;

- to send their children to school ready to participate and learn;
- to help their children to understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment;
- to know school rules and help their children understand them;
- to build good relationships with teachers, other parents and their children's friends;
- to inform school officials of changes in the home situation that may affect student conduct or performance;
- to insist that their child promptly bring home all communications from school;
- to cooperate with the school in jointly resolving any school related problem;
- to set realistic standards of behavior for their child and resolve to remain firm and consistent;
- to help their child learn to deal effectively with negative peer pressure;
- to provide a place conducive for study and completion of home work assignments;
- to demonstrate desirable standards of behavior through personal example;
- to foster a feeling of pride in their child for their school;
- to provide support and positive reinforcement to their child.

Parents should be aware that they are responsible for any financial obligations incurred by their child in school. This includes lost books, damage to property, etc.

## **VISITORS TO THE SCHOOL**

The Board encourages parents and other district citizens to visit the district's schools. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal or his or her designee is responsible for all persons in the building and on the grounds. Visitors are expected to comport themselves in a manner that does not disrupt the academic process and in accordance with the law and this Code of Conduct.

For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.

2. All visitors to the school must report to the main office upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the main office before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings are not required to register.
4. Visitors should not expect teachers to take class time to discuss individual matters.
5. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
6. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.
7. Students may not bring guests to school.

## **REPORTING CODE VIOLATIONS**

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the building principal/assistant principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal/assistant principal, the principal's designee or the superintendent.

All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The building principal or his or her designee must notify the local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

## **OFF-CAMPUS MISCONDUCT**

A student may be subject to discipline for conduct constituting a crime which is committed off of school premises or at non-school sponsored activities to the extent that the Superintendent of Schools and/or Board of Education believes that the continued attendance in school of the student would constitute an endangerment to the health, safety, welfare or morals of the student and/or others in our schools.

## **STUDENT DRESS CODE**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), "muscle" shirts, and see-through garments are not appropriate.
- Ensure that underwear is completely covered with outer clothing.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- Not include the wearing of hats in the classroom, auditorium, and offices except for a medical or religious purpose.
- Not include items that are vulgar, obscene, and libelous or

denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.

- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- Any dress or appearance which constitutes a threat or danger to the health and safety of students (e.g., heavy jewelry or jewelry with spikes which can injure the student or others is prohibited in school or at school functions.)

Each building principal, assistant principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

## **COMPUTER AND INTERNET USE**

The following prohibited use of District-owned computer drives, network facilities and Internet links may give rise to disciplinary action against users of such equipment and/or facilities:

1. E-mail originating from the school premises or received at the school premises that a student user creates that:

- is lewd, vulgar, obscene, indecent or inappropriate for student recipients of certain ages;
- conveys an imminent threat of violence, including sexual violence, to a specific individual or individuals;
- constitutes a state and/or federal crime;
- is the cause of or a substantial contributing factor to a substantial interference with the orderly functioning of the school(s);
- attributes the text of e-mail to school officials or that the text is school endorsed, unless there is such official endorsement or consent from school officials;

2. Internet use that circumvents access restrictions placed upon the District's computer systems by the Board of Education or its administrative designee(s).
3. Computer and/or Internet use that is not school related or is unauthorized.
4. Permitting the use of a student's computer access code by any other person and such student shall assume responsibility for occurrences in violation of this code of conduct that occurs under the student's access code number.

**The Pleasantville School District  
Code for Responsible and Ethical Computer Use**

- I will only use computers and the Internet for purposes that are not harmful and are within the law.
- I understand that the school district has the right to monitor all computer, network and Internet use that takes place on its systems. Network administrators can review files and communications to maintain system integrity and ensure that users are utilizing the system responsibly.
- I understand that all district Internet access is filtered.
- I understand that everything on the Internet is considered to be copyrighted material whether or not it is stated or not. Therefore, I will not violate copyright laws by plagiarizing.
- I will respect copyright laws and not make any unauthorized copies of software found on school computers and networks, either by copying them onto my own diskettes or onto other computers through electronic mail or bulletin boards.
- I will only use the Internet for educational purposes. Use of the Internet for personal, political or private use is prohibited.
- I understand that students do not have e-mail privileges unless given to them for a specific time and purpose for a teacher-directed project.
- I am responsible for good behavior on the school network and the Internet just as I am responsible in a classroom or school hallway.
- I understand that access to network services is given to students who agree to act in a considerate and responsible manner.
- I agree to use my network account for my own work and to keep my password confidential.
- I agree not to download any programs from the Internet without permission.

- I agree not to reveal my name, home address or phone number, or those of others over the Internet.
- I understand that hate mail, harassment, profanity, obscenity, discriminatory remarks and other antisocial behaviors are prohibited on the network and can be prosecuted by law.
- It is my responsibility to notify an adult immediately if by accident I encounter inappropriate materials that our filtering or blocking software did not catch.
- I will respect the privacy of others. I will not try to gain access to another person's password or information unless I have the owner's permission.
- I will respect the property of others. No use of the network shall disrupt the use of the network by others; hardware or software shall not be destroyed, modified, damaged, or abused in any way. Such vandalism is considered a crime under state and federal law.
- I understand that malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system (viruses) is prohibited.
- I understand that the district has the right to discipline and set forth consequences for violation of this code of responsible and ethical computer use. Violations may result in loss of access as well as other disciplinary or legal action.

## **SUSPENSION FROM EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES AND SCHOOL FUNCTIONS**

If a student is suspended from school pursuant to §3214 of the Education Law, s/he shall not be permitted to participate in any extra-curricular or co-curricular activities, as well as attend any other school events or activities which take place on the days of suspension (including intervening weekends).

## **STUDENT PARTICIPATION IN SCHOOL ACTIVITIES**

Participation in athletic and other school-related activities, including dances, proms, graduation, spectator events, etc. is a privilege that is granted to a student in good standing. The school has the right to suspend a student's participation in activities, when any serious behavior infraction occurs.

A student may be suspended from participating in extra-curricular or co-curricular activities (including a sports team) for an infraction of any of the provisions herein, for violating a code of conduct issued to participants in the activity by the activity supervisor or for fighting at games. Upon the request of the student's parent/guardian, the Building Principal shall allow the parent/guardian or other representative of the student the right to appear before him/her informally, to discuss the conduct which led to suspension from the activity.

In addition, while it is not the District's responsibility to investigate illegal activities outside of the school, students involved in school teams, the play and/or are in leadership roles will be held accountable for illegal activities outside of school such as drug abuse or other violations that are self-reported or provided by the police.

## **PROHIBITED STUDENT CONDUCT**

The board of education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

## **DISCIPLINARY MEASURES**

The following shall constitute appropriate disciplinary measures authorized by this Student Code of Conduct:

1. Warnings (oral or written).
2. Detention.
3. Saturday detention
4. School Support Day
5. In-school suspension
6. Suspension from co-curricular and/or extra curricular activities
7. Suspension from school for up to five (5) school days.
8. Suspension from school in excess of five (5) days.
9. Suspension from school for at least one (1) year for possession of a weapon pursuant to the Gun-Free Schools Act of 1994 (subject to the right of the Superintendent to modify such penalty) or, in the case of a student with a disability whose possession of a weapon is determined not to be related to his/her disability, placement in an interim alternative educational setting for a period of up to forty-five (45) days.
10. Placement in an interim alternative educational setting for a period of up to forty-five (45) days, in the case of a student with a disability whose knowing possession or use of illegal drugs, or sale or solicitation of the sale of a controlled substance at a school or a school function is determined not to be related to his/her disability.
11. Permanent suspension (Expulsion).

## **Infractions with Penalty References**

1. Disturbances which disrupt instruction. (1, 2, 3, 4, 5, 6, 7)
2. Repeatedly disruptive and/or substantially interferes with the teacher's authority in class, giving rise to removal on four or more occasions per semester (6, 7, 8)
3. Bullying involving physical and/or verbal (1, 2, 3, 4, 5, 6, 7, 8, 11)
4. Teasing (1, 2, 3, 4, 5, 6, 7)
5. Abusive language and/or indecent gestures directed at staff, students or visitors on school grounds or at school functions (1, 2, 3, 4, 5, 6, 7)
6. Carelessness in failing to follow school rules and staff directions. (1, 2)
7. Dress or grooming which is inappropriate as described in this code (1, 2, 3, 4, 5, 6, 7)
8. Possession or dissemination of obscene materials (1, 2, 3, 4, 5, 6, 7)
9. Smoking or other tobacco use on campus or at school functions (3, 4, 5, 6, 7)
10. Cheating in any academic, extra-curricular or co-curricular activity. (0 issued for work, 2, 3, 4, 5, 6, 7, 8)
11. Abusive and/or indecent language and/or gestures directed at school employees or students on school grounds or at school functions which provoke a fight (2, 3, 4, 5, 6, 8, 10, 11)
12. Willful failure to obey the reasonable directives of school staff (insubordination), including directives not to engage in conduct otherwise referenced as an infraction in this code and for failing to notify a parent of assignment to detention (1, 2, 3, 4, 5, 6, 7, 8)
13. Fighting between students where no dangerous instruments are involved and no person is injured in the altercation (2, 3, 4, 5, 6, 7)
14. Fighting between students where harm is caused to one or more of the combatants (3, 4, 5, 6, 7, 8, 11)

15. A fight involving the use or threatened use of a dangerous or deadly weapon (6, 7, 8, 9,11)
16. Any violent act against a teacher or other staff member, as described in this code (8, 11)
17. Any violent act against another student or person in the schools or at a school function, as described in this code (8, 11)
18. Possession of dangerous or deadly weapons on school property (9, 11)
19. Possession of a knife (1, 2, 3, 4, 5, 6, 7, 8, 11)
20. Possession of a toy weapon (1, 2, 3, 4, 5, 6, 7, 8, 11)
21. Possession of illegal drugs, dangerous drugs, counterfeit drugs or alcohol, or a substance which the individual believes or represents to be such drugs or alcohol, at school or at school functions (6, 7, 8, 10, 11)
22. Use of illegal drugs, dangerous drugs, counterfeit drugs or alcohol, or a substance which the individual believes or represents to be such drugs or alcohol, at school or while attending school functions (6, 7, 8, 10, 11)
23. Sale or other distribution of illegal drugs, alcohol or counterfeit drugs, or a substance which the individual believes or represents to be such drugs or alcohol, at school or while at school functions (8, 10, 11)
24. Possession of fireworks on school property or at school functions (6, 7, 8)
25. Use of fireworks while on school property or at school functions (6, 7, 8, 9, 11)
26. Commission of conduct which constitutes a misdemeanor while on school property or at a school function (6, 7, 8)
27. Commission of conduct which constitutes a felony while on school property or at a school function (6, 7, 8, 11)
28. Gambling (2, 3, 4, 5, 6, 7)

29. Hazing (6, 7, 8)
30. Lewd behavior (3, 4, 5, 6, 7, 8)
31. Extortion (6, 7, 8, 11)
32. Plagiarism – copying verbatim from any source without proper documentation (0 issued for work, 2, 3, 4, 5, 6, 7, 8)
33. Arson (6, 7, 8, 11)
34. Intentional destruction of school property (payment for damage, 3, 4, 5, 6, 7, 8, 11)
35. Theft of school property (payment for loss, 6, 7, 8, 11)
36. Mental or physical condition which endangers the health, safety and/or welfare of the student or others (3, 4, 5, 6, 7, 8, 11)
37. Use of cellular phones during the school day. Use of Ipod or portable music device during any time except for lunch. (Confiscation, 1, 2, 3, 4, 5)
38. Violation of computer use policy (1, 2, 3, 4, 5, 6, 7, 8 Suspension of Computer Privileges)
39. Class, study hall, homeroom, teacher detention, Homework Club or extra help sessions, administrative detention, Saturday detention cuts. (1, 2, 3, 4, 5, 6, 7, 8)
40. Eating or drinking outside of lunch periods without approval or where prohibited (1, 2)
41. Driving recklessly, speeding, failing to follow school crossing guard's directives on school grounds (Suspension of driving privileges, 3, 4, 5, 6, 7)
42. Activation of a false alarm, bomb threat or other disaster alarm (6, 7, 8, 9, 10, 11)
43. Forgery or fraud (3, 4, 5, 6, 7, 8)
44. Harassment (sexual, racial, etc.) (2, 3, 4, 5, 6, 7, 8, 10, 11)

45. Intimidation or coercion (3, 4, 5, 6, 10, 11)
46. Leaving campus without authorization (2, 3, 4, 5, 6, 7)
47. Parking in unauthorized areas (1, 2, 3, 4, 5 removal of parking privileges)
48. Public displays of affection beyond hand holding (1, 2, 3, 4, 5, 6, 7, 8)
49. Tardiness to class/school (1, 2, 3)
50. Unauthorized absence from school (1, 2, 3, 4, 5, 6, 7)
51. Theft of personal property (2, 3, 4, 5, 6, 7, 8)
52. Trespassing while suspended from school (8, report to police)
53. Possession or use of incendiary devices (matches, lighter, etc.), light or laser pointers, and/or laptop or other internet enabled electronic devices. (Confiscation, 2, 3, 4, 5, 6, 7, 8)
53. Gross insubordination, failure to follow school rules (6, 7, 8, 11)

**THE REPEATING OF AN INFRACTION MAY LEAD TO THE IMPOSITION OF THE NEXT MEASURE OF DISCIPLINE.**

**CHRONIC REPEATING OF INFRACTIONS MAY LEAD TO LONG-TERM SUSPENSION OR PERMANENT SUSPENSION (EXPULSION).**

### **PUBLIC CONDUCT ON SCHOOL PROPERTY**

The Board of Education recognizes that the primary purpose of the School District is to provide a superior atmosphere for learning and education. Any action by an individual or group(s) aimed at disrupting, interfering with or delaying the education process or having such effect, is prohibited. The Board also recognizes its responsibility to protect school property and declares its intent to take any and all legal action to prevent its damage or destruction. The Board will also seek restitution from, and prosecution of, any person or persons who willfully damage school property.

These rules govern the conduct of students, parents, faculty and other staff, other visitors, licensees, invitees, and all other persons, whether or not their presence is authorized, upon district property, and also upon or with respect to any other premises or property (including school buses) under the control of the District and used in its instructional programs, administrative, cultural, recreational, athletic, and other programs and activities, whether or not conducted on school premises.

## **PROHIBITED CONDUCT**

No person, either singly or in concert with others, shall:

- willfully cause physical injury to any other person, or threaten to do so, for the purpose of compelling or inducing such other person to refrain from any act which s/he has a lawful right to do, or to do any act which s/he has a lawful right not to do;
- intimidate, harass or discriminate against any person on the basis of race, creed, color, national origin, religion, gender, age, marital status, sexual orientation or disability;
- physically restrain or detain any other person, or remove such person from any place where s/he is authorized to remain;
- willfully damage or destroy property of the District or under its jurisdiction, or remove or use such property without authorization;
- without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff member;
- enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others;
- without authorization, remain in any building or facility after it is normally closed;
- refuse to leave any building or facility after being required to do so by an authorized administrative officer, member of the faculty or staff member, or member of the Board of Education;
- obstruct the free movement of persons and vehicles in any place to which these rules apply;
- deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings or deliberately interfere with the freedom of any person to express his/her views, including invited speakers;
- knowingly have in his/her possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without written authorization of the chief administrative officer, whether or not licensed to possess the same has been issued to such person; and/or
- willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.

- distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- violate the traffic laws, parking regulations or other restrictions on vehicles;
- possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- loiter on or about school property.
- gamble on school property or at school functions.
- refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- willfully incite others to commit any of the acts prohibited by this code.

## **PENALTIES AND PROCEDURES**

A person who shall violate any of the provisions of these rules shall be subject to the following penalties and procedures:

- If a licensee or invitee, his/her authorization to remain upon the grounds or other property shall be withdrawn and s/he shall be directed to leave the premises. In the event of failure to do so, s/he shall be subject to ejection.
- If trespasser or visitor without specific license or invitation, s/he shall be subject to ejection and/or arrest.
- If s/he is a student, s/he shall be subject to disciplinary action as the facts of the case may warrant, as prescribed by §3214 of the Education Law and the Student Code of Conduct.
- If a faculty member, s/he shall be subject to disciplinary action as prescribed by and in accordance with procedures of the Education Law and the collectively negotiated agreement.
- If a staff member in the classified service of the civil service, described in §75 of the Civil Service Law, s/he shall be guilty of mis conduct and subject to the penalties and procedures prescribed in said section and be subject to ejection.
- If a staff member other than one described above, s/he shall be subject to discipline in accordance with law and any applicable collectively negotiated agreement.

# FRONT ENTRANCE / ROMER AVE DROP OFF

BALL FIELD

(OVER)

\* NO DROP OFF HERE \*

SIDEWALK

ONE LINE ONLY

THRU TRAFFIC ONLY

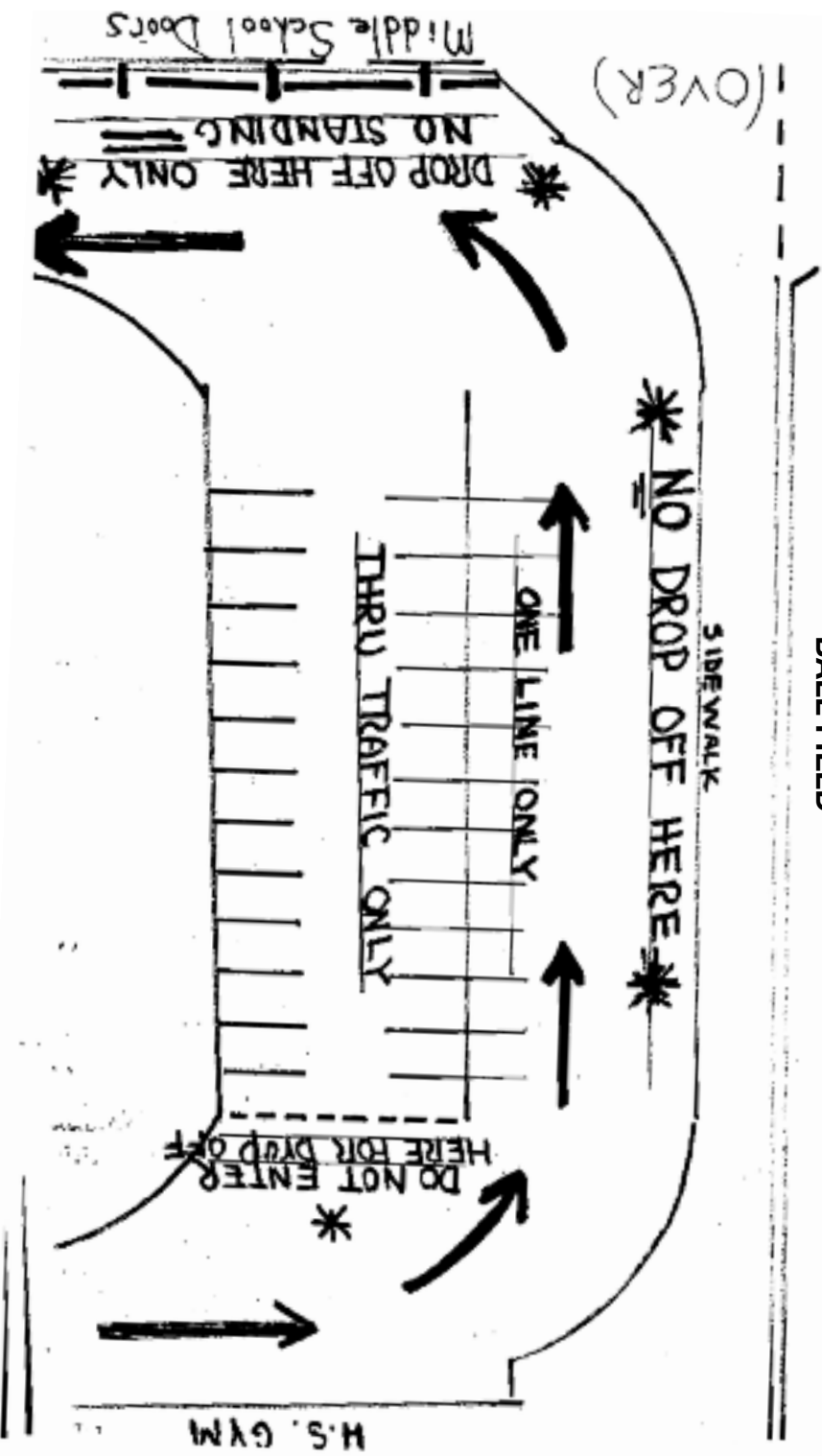
DO NOT ENTER  
HERE FOR DROP OFF

DROP OFF HERE ONLY

NO STANDING

Middle School Doors

H.S. GYM



# ASHLAND AVE DROP OFF

