

**ORVILLE A. TODD
MIDDLE SCHOOL**



**HOME OF THE SPARTANS
Student Handbook**

**Spackenkil Union Free School District
2017 – 2018**

SPACKENKILL UNION FREE SCHOOL DISTRICT

SUPERINTENDENT OF SCHOOLS

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SCHOOL BUSINESS MANAGER

Michele Moloney

ASSISTANT SUPERINTENDENT FOR CURRICULUM, INSTRUCTION

AND PUPIL PERSONNEL SERVICES

Dr. Lori Mulford

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TABLE OF CONTENTS

School Contacts	page 4
Bell Schedules	page 5
One and Two-Hour Delay Schedules	pages 5 – 6
Closings, Delays, and Early Dismissals	page 7
Sports and Seasons	pages 7 – 8
Intramurals	page 8
After-School Activities	pages 9 – 12
Course Listings by Grade	page 13
Accelerated Classes	page 14
Academic Intervention Services (AIS)	page 14
Assessments	page 15
Todd Time	page 15
Study Tips	page 16
Attendance/Tardiness	pages 15 – 16
Lost and Found	page 16
Health Office	pages 17 – 18
Lockers	page 19
Planners	page 19
Moving-Up Ceremony	pages 19 – 20
Special Events	page 21
Honor and Merit Rolls	page 21
Student Services	pages 22 –25
Code of Conduct Penalty Chart	page 26
Personal Device/Cell Phones	Page 27
Index	pages 28 - 29

SCHOOL CONTACTS

ORVILLE A. TODD MIDDLE SCHOOL - Principal – Mr. Daniel Doherty

11 Croft Road
Poughkeepsie, NY 12603

To reach a faculty or staff member call:

Main Office: **463-7830**
463-7831

Fax: **463-7832**

When deciding whom to call...	
Attendance	Mrs. Dawn Nedin
Discipline	Mrs. Anchala Sobrin
Secretary to the Principal	Mrs. Judy Hein
School Nurse	Mrs. Elizabeth Giancaspro
Library	Ms. Eileen Cunningham Mrs. Karen Sauer
Main Office	Mrs. Amanda Tierney Mrs. Diana Petrocca

Student Services	
Mrs. Kristen Gil	Guidance Counselor, A-K
Mrs. Mary Camburn	Guidance Counselor, L-Z
Mrs. Jenelle Ferine	Guidance Secretary
Mrs. Kate Casucci	School Psychologist
Mrs. Tracie Phillips	Part-time Social Worker
Mrs. Joann Shaffer	Part-time Social Worker

District Office	
Superintendent's Office	463-7800
Pupil Personnel Services Office	463-7808
Transportation	463-7800

BELL SCHEDULES

Buses arrive at school: 7:30
Homeroom, Announcement & SSR: 7:45 – 8:00

PERIOD 1	8:03 – 8:43	
PERIOD 2	8:46 – 9:26	
PERIOD 3	9:29 – 10:09	
PERIOD 4	10:12 – 10:52	
PERIOD 5	10:55 – 11:35	LUNCH
PERIOD 6	11:38 – 12:18	LUNCH
PERIOD 7	12:21 – 1:01	LUNCH
PERIOD 8	1:04 – 1:44	
PERIOD 9	1:47 – 2:27	
EXTRA HELP PERIOD*	2:30 – 3:00	

*Students may stay for extra help from any teacher with prior permission from that teacher.
Transportation is available on the **3:15** bus.

ONE-HOUR DELAY BELL SCHEDULE (DUE TO INCLEMENT WEATHER/EMERGENCY)

Buses arrive at school: 8:30
Homeroom & Announcements: 8:45 – 9:00

PERIOD 1	9:03 – 9:33	
PERIOD 2	9:36 – 10:06	
PERIOD 3	10:09 – 10:39	
PERIOD 4	10:42 – 11:12	
PERIOD 5	11:15 – 11:55	LUNCH
PERIOD 6	11:58 – 12:38	LUNCH
PERIOD 7	12:41 – 1:21	LUNCH
PERIOD 8	1:24 – 1:54	
PERIOD 9	1:57 – 2:27	
EXTRA HELP PERIOD*	2:30 – 3:00	

*Students may stay for extra help from any teacher with prior permission from that teacher.
Transportation is available on the **3:15** bus.

**TWO-HOUR DELAY BELL SCHEDULE
(DUE TO INCLEMENT WEATHER/EMERGENCY)**

Buses arrive at school: 9:30
 Homeroom & Announcements: 9:45 – 9:57

PERIOD 1	10:00 – 10:24	
PERIOD 2	10:27 – 10:53	
PERIOD 3	10:56 – 11:21	
PERIOD 4	11:24 – 11:49	
PERIOD 5	11:52 – 12:23	LUNCH
PERIOD 6	12:26 – 12:57	LUNCH
PERIOD 7	1:00 – 1:31	LUNCH
PERIOD 8	1:34 – 1:59	
PERIOD 9	2:02 – 2:27	
EXTRA HELP PERIOD*	2:30 – 3:00	

*Students may stay for extra help from any teacher with prior permission from that teacher.
 Transportation is available on the **3:15** bus

THREE-HOUR DELAY BELL SCHEDULE (DUE TO INCLEMENT WEATHER/EMERGENCY)
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HOMEROOM	10:45 - 10:50	
PERIOD 1	10:53 – 11:10	
PERIOD 2	11:13 – 11:30	
PERIOD 3	11:33 – 11:50	
PERIOD 4	11:53 – 12:10	
PERIOD 5	12:13 – 12:43	LUNCH
PERIOD 6	12:46 – 1:16	LUNCH
PERIOD 7	1:19 – 1:49	LUNCH
PERIOD 8	1:52 – 2:09	
PERIOD 9	2:12 – 2:27	
EXTRA HELP PERIOD*	2:30 – 3:00	

CLOSINGS, DELAYS AND EARLY DISMISSALS

In the event that road conditions or other emergencies make it necessary to close school, delay openings, or dismiss early, announcements will be made on local radio stations, on the district website, and through the School Messenger system.

SPORTS AND SEASONS

A comprehensive athletic handbook is available through the Office of Athletics:

Director of Athletics: Mr. Marco Lanzoni, 463-7824

Athletic Secretary: Mrs. Cathy Mahoney, 463-7824

SIGN-UPS

The coaches or the athletics director will come to the middle school during lunch periods for sign-ups. Students write their names on the sheet for the desired sport and receive an Athletic Participation Form, which must be completed and signed by a parent/guardian. This form must be returned to the nurse before a school sports physical can be scheduled. If a student misses sign-ups, all forms are available in the nurse's office.

Fall Sports (sign-ups mid May)

Girls' Soccer – Modified
Boys' Soccer – Modified
Boys' and Girls' Cross Country – Modified
Cheerleading – Modified
Field Hockey – Modified
Football – Modified
Girls' Volleyball – Modified

Winter Sports (sign-ups mid October)

Boys' Basketball – Modified
Girls' Basketball – Modified
Cheerleading – Modified

Spring Sports (sign-ups early February)

Baseball – Modified

Softball – Modified

Boys' and Girls' Track – Modified

Boys' and Girls' Crew – Novice

ELIGIBILITY

- Students who wish to join a sports team are required to be in good academic standing and have no disciplinary infractions.
- Students in grades 7 and 8 are eligible to join Spackenkill's organized sports teams.
- By state law, students in grade 6 are eligible only for intramurals, which run during lunch times and after school.

SPORTS PHYSICALS

In order to join a school sports team, students must have a current physical on file with the school nurse. All physicals will be reviewed by our school physician.

- For **fall** sports, physicals are scheduled in **May/June**.
- For **winter** sports, physicals are scheduled in **November**.
- For **spring** sports, physicals are scheduled in **February**.

There is no cost to parents for a physical given in school, which is valid for a period of 12 continuous months.

INTRAMURALS

Intramurals run during lunch times and after school from 2:30 to 3 pm for students in grades 6 through 8. Students play flag football, basketball, wiffle ball, volleyball, bowling, ultimate Frisbee, as well as other games/sports, depending on the season and the weather. To be involved in intramurals, see your physical education teacher.

AFTER-SCHOOL ACTIVITIES

In addition to sports, there are other ways to be involved after school through intramurals and clubs. **Please note:** Participating in an after-school activity/club does **not** interfere with being on a sports team. Students who wish to participate in after-school clubs and activities sign up at meetings with the club advisor. Listen for meeting times during morning and afternoon announcements.

Art Club

The Todd Art Club meets every week after school from 2:30 to 3 pm in the art room. The Art Club is open to students of all artistic abilities in grades 6 through 8. The main objective is to beautify the middle school with temporary murals. Sign-ups are the second week of school.

Book Club

The Book Club meets weekly and alternates between 6th, 7th and 8th grade leveled readers and book choices. There are culturally diverse choices to reflect one of the new Common Core strands of inclusivity and diversity. Provided also are a limited set of choices across all of the genres to facilitate students' selections. The Book Club usually meets on Fridays throughout the school year from 2:30 to 3 pm.

Chess Club

The Todd Chess Club meets every week after school from 2:30 to 3 pm in the dining hall. The Chess Club is open to all students at Todd from beginners to advanced players. A chess tournament takes place during the 4th quarter for all members. New members are always welcome, and sign-ups are during the second week of school.

Continental Math League (CML)

The middle school offers all students the opportunity to participate in the Continental Math League. Students share and learn new ways of solving problems and participate in organized competitions. CML meets every week from 2:30 to 3 pm. Members take part in games, puzzles, cooperative learning, and films and practice for the actual tests administered by the CML. There are five tests during the year, given monthly from November through March. During a regular after-school meeting, the students take a timed, six-question problem-solving test. The school reports the top two scores from each grade to the CML. During the remainder of the year, students work on a variety of enjoyable activities, including making a math journal magazine. New members are always welcome, and sign-ups are the third week of school.

Drama Club

The Drama Club is open to all students in grades 6 through 8. All students who try out are part of the production in some capacity. Two public performances are held at Todd. The purpose and aim of the Drama Club is to advance and improve the theater arts program at Todd and the surrounding community.

Handball Club

The Todd Handball Club is open to all students in grades 6 through 8. Meetings are after school from 2:30 to 3 pm. No prior experience is necessary to participate in the club and all students are welcome. The club aims to improve physical conditioning and to develop such skills as hand-eye coordination, speed, and dexterity. It also teaches students the value of good sportsmanship and provides the opportunity for competition. The club is supported by the United States Handball Association and receives such equipment as gloves, eye guards, and balls. The club begins in late October and runs through June.

National Junior Honor Society

Candidates eligible for election must be members of the eighth grade class at Orville A. Todd Middle School. Membership in the National Junior Honor Society is an honor earned by a student for outstanding scholarship, leadership, service, character, and citizenship. To be eligible for election to the chapter, candidates shall have a minimum cumulative average of 93 for sixth and seventh grade and for the first quarter of eighth grade.

Odyssey of the Mind

Odyssey of the Mind is designed to create problem-solving opportunities for all students in grades 6 through 8. This program promotes creativity by challenging members to solve divergent problems by working in teams. Students learn the important skills of teamwork, self-respect, and respect for others through such activities as brainstorming and role-playing. Every October, Odyssey of the Mind publishes five problems that students may sign up to solve. Based on the number of students who choose to participate, the school creates teams to solve particular problems. These teams meet after school from 2:30 to 3 pm starting in late October to prepare for the regional competition in late February. Winners of the regional competition go on to State Finals in March.

Peer Mediation

Peer Mediation is a process in which students come to a peaceful, non-judgmental zone to resolve conflicts. This club promotes the mediation process and strives to have trained student mediators assist their peers and make our school community a better place. Interested students must apply and commit to extensive and ongoing training. Students trained to be peer mediators at Todd have the opportunity to continue their work as mediators at the high school.

This club is open to students in grades 6 through 8. Applications are available in the guidance office.

Ping-Pong Club

The Ping-Pong Club is open to all students in grades 6 through 8 and is run by Mrs. Joy. She teaches serves, spins, forehand, backhand, loops, blocking, pushing, footwork, and tournament strategies. The club meets every week from 2:30 to 3 pm and at times during lunch periods. Several students have also participated in tournaments in Boston and New Jersey. Come and see how much fun Ping-Pong can be!

School Store/The Bookbag

The Bookbag originally began in 1997 as a used bookstore made possible through a school-to-work grant funded by BOCES. Over the years The Bookbag has evolved into a school supply center. Students learn not only the math and language skills important in running a business but they also learn vital work place skills that will last them a lifetime. Students have the opportunity to work as accountants, salespeople, publicists, and stock and ordering personnel. Students even go through an application process to fill these positions.

The Bookbag provides the students at Todd with reasonably priced school supplies at a convenient location. The profits help the store continue its growth, as well as fund school activities. Each year the students select a charity to which to donate a portion of the funds. Organizations that students have chosen in the past include Dutchess Outreach, Dutchess County SPCA, Roberto Morelli Medical Trust, American Cancer Society, and The Alzheimer's Foundation. Hours of operation are Monday through Friday, 7:30 to 7:45 am.

Science Olympiad

Science Olympiad meets weekly after school from 2:30 to 3 pm. Students in grades 6 through 8 are welcome to join at any time throughout the school year. The club starts in September and continues through the spring. The Science Olympiad tournaments are rigorous academic interscholastic competitions that consist of a series of individual and team events, which students prepare for during the year. The competitions follow the format of popular board games, TV shows, and athletic games. These challenging and motivational events are well balanced between the various science disciplines of biology, earth science, chemistry, physics, computers, and technology. There is also a balance between events requiring knowledge of science facts, concepts, process, skills, and applications.

Student Government

Student Government is an organization that represents student interest at Orville A. Todd Middle School. Students arrange such activities as assemblies, dances, and other special events. Student Government members also provide input to help solve school-wide problems, along with teachers and administrators. Each homeroom elects one student representative to serve on student council. Students elect officers such as president, vice president, treasurer, secretary, and committee chief in school-wide elections. Students elect homeroom representatives in September and other officers in October/November. Meetings take place twice a month after school. All students are welcome to join and are encouraged to run for homeroom representative or other positions.

Technology Club

Students in the Technology Club participate in a mentor program with IBM. They also lead professional development workshops and free community workshops. Topics for workshops include Google, Microsoft Office, Smartboards, Comic Life, digital cameras, and Flip video cameras. Students help write technology grants for Todd and maintain a Moodle website designed to assist teachers, staff, and students with technology issues.

Yearbook Club

The Yearbook Club has fun gathering all of the memorable experiences of Todd students in photos and incorporating them in an artistic collage culminating in the yearbook. During weekly meetings, from 2:30 to 3 pm, the club's advisor helps students to plan, design, publicize, and sell Todd's yearbook. Students learn about photography, artistic page layout, sales, and purchasing, while also acting as sport and club liaisons. If you'd like to have your work enjoyed by all, join the Yearbook Club today.

COURSE LISTINGS BY GRADE

<i>6th Grade</i>	<i>7th Grade</i>	<i>8th Grade</i>
Math	Math	Math
	Accelerated Math	Integrated Algebra
Science	Science	Science
		Earth Science
Social Studies	Social Studies	Social Studies
Reading/Language Arts	English	English
Spanish	Spanish	Spanish
French	French	French
Art	Art	Art
		Studio-in-Art
Computer	Computer	Computer
Technology	Technology	Technology
Home & Career	Home & Career	Home & Career
Physical Education	Physical Education	Physical Education
Music Appreciation	Music Appreciation	Music Appreciation
Chorus	Chorus	Chorus
Band	Band	Band
Strings	Strings	Strings
Health Education	Health Education	Health Education
Resource Room	Resource Room	Resource Room
AIS	AIS	AIS

ACCELERATED CLASSES

Todd Middle School offers an opportunity to 7th and 8th graders to qualify for acceleration in math (grades 7 and 8), science (grade 8), and studio art (grade 8).

To qualify for **acceleration in math for grade 7** students must receive 85% or higher as a composite score, which includes 1st, 2nd, and 3rd quarter grades; State Assessments; a skill-based placement test; and teacher recommendation.

To qualify for **acceleration in math for grade 8**, a high school credit-bearing class, students must receive an 85% or higher as a composite score, which includes 1st, 2nd, and 3rd quarter grades; a placement test; teacher recommendation; and State Assessments.

To qualify for **Earth Science in grade 8**, a high school credit-bearing class, students must receive an 85% or higher as a composite score, which includes 1st, 2nd, and 3rd quarter grades; teacher recommendation; and State Assessments.

To qualify for **Studio-In-Art in grade 8**, a high school credit-bearing class, students must receive an 87% or above in 7th grade art, show a sense of responsibility (projects completed and turned in on time), work well independently as well as with fellow students, have an interest in the subject area, show a willingness to do extra work, display a mature attitude, take pride in their work, demonstrate creativity, and pass an art performance assessment. Due to student and teacher schedules, we can only accommodate 25 students in this course, which will be offered from 7 to 7:40 am. If there are more than 25 qualified candidates, we will have a lottery. Students not chosen will be placed on a waiting list for admission if other student(s) drop out prior to the opening of school. No transportation is provided for this early morning class.

ACADEMIC INTERVENTION SERVICES (AIS)

The New York State Education Department has mandated schools to provide Academic Intervention Services to students believed to be in jeopardy of not succeeding on the 8th Grade Assessments. Students are placed in the AIS program based on State Assessments. Students are scheduled for one period every other day of AIS in the area(s) of math, English, or both. We will send home a letter if a student needs AIS.

ASSESSMENTS

During the school year students are tested to check that they are on target with New York State's requirements. Some of the assessments that will be given are as follows:

- Grade 6: ELA in April
Math in April
- Grade 7: ELA in April
Math in April
- Grade 8: ELA in April
Math in April
Science Performance in May (written portion in June)
Foreign Language Proficiency in late June

Grades 6, 7, and 8 ESL students will take the NYS English as a Second Language Achievement Test (NYSESLAT) in May. Results of the testing will help to determine if a student is in need of Academic Intervention Services (see AIS section).

TODD TIME

Todd Time is provided when students don't have scheduled classes. All students in a Todd Time should be engaged in studying or reading. Students are expected to bring books and/or reading materials with them. All students are assigned a seat. Students with passes out of Todd Time from teachers must first go to Todd Time to be counted for attendance and then sign out.

Procedures for students using the library during Todd Time are as follows:

- After a study environment has been established, each Todd Time teacher will initiate a library sign-out sheet on a daily basis.

- All students who request to go to the library will be dismissed as a group with a pass to the library.

STUDY TIPS

Learning how to study is an essential skill. Following are some tips to help you learn how to study:

1. Study in a quiet place with few distractions (no television, radio, or people).
2. Study for stretches of 30 to 45 minutes and then take a quick break.
3. Study the most difficult subject first.
4. Study each subject daily (this helps with retention and comprehension of material).
5. Don't wait until the last minute to study for tests/quizzes.
6. Study with a partner and re-teach the material to each other.
7. Don't study too late. Being tired will make it difficult for you to concentrate.

ATTENDANCE - TARDINESS

Regular attendance and promptness are essential for success in school. Students are expected to arrive at school on time and should not be dropped off at school before 7:35 am. Students must be in the homeroom at 7:45 am for the Pledge of Allegiance, attendance, morning announcements, and sustained silent reading (SSR). Classes begin promptly at 7:45 am. If a student arrives after 7:45 am, he/she should report to the main office with a note signed and dated by a parent explaining the tardiness. Student will receive an admit pass before reporting to the scheduled class. The student must have a pass to be admitted to class. Records are kept regarding absences and tardiness and letters will be sent home periodically when absences and tardiness are in excess.

All students must exit the building and leave school grounds at the end of the school day **unless** they have made arrangements to stay with a teacher or are participating on a school sports team.

Early Dismissal

Students who will be leaving school prior to normal dismissal must submit a written request signed by his/her parent/guardian to the main office before homeroom. A list of those students with early dismissal is included on the daily attendance sheet. When a student is leaving early, a parent/guardian must sign that student out in the main office at time of departure.

Homework

Each student is responsible for completing all missed homework assignments. If a child is ill, parents/guardians can make homework requests for that day's work through the main office prior to 9:30 am. Teachers need time to gather extra items for absent students. A student who will be out for an extended period of time with a "scheduled absence" (surgery, family emergency, etc.) must request the work from teachers for the days missed.

Moving

A student who is moving out of the school district must notify his/her guidance counselor. Before a student leaves, a parent/guardian needs to sign a release, which will permit school personnel to mail records to the new school district. A student also needs to have each of his/her teachers initial a sign-out form on the last day in school. This form signifies that all school material has been returned.

LOST AND FOUND

If a student has misplaced or lost an item (book, clothing, notebook, handbag, musical instrument, glasses, etc.) he/she should check the lost and found bin, located near the dining hall. The student should also notify the main office about the lost item and periodically check back to see if it has been found.

HEALTH OFFICE

The health office is located next to the guidance office and is staffed by one full-time registered nurse. Among the services provided by the health office are:

- providing first-aid care to students who are injured or ill while under school supervision;
- conducting New York State mandated yearly screenings for vision, hearing, and scoliosis;
- maintaining health records for each student;
- assisting doctors in the administration of health examinations.

Medication in School

If it is necessary for students to have medication during the school day, the nurse will cooperate with the physicians and parents. However, certain procedures must be followed:

The nurse cannot administer medication unless there is a **written order** from a doctor and a written request from a parent. The written order, signed by the doctor, should contain the following information:

- name of student/patient;
- name of medicine;
- reason for giving the medicine;
- dosage/time of day to administer;

- number of days to administer;
- doctor contact information.

The medication must be in the original pharmacy container and brought to the health office by an adult.

Additional Health Information

1. A medical examination is required upon entrance to school and routinely in grades Pre-K, 2, 4, 7, and 10. Parents are encouraged to have their child examined by their family physicians. Results of the examinations must be noted on health forms furnished by either the district or physician, signed by a doctor, and returned to the health office. Students who do not present the form signed by the family physician will have medical examinations by the school physician. Any health conditions that seem to require more complete diagnosis or treatment will be referred to the parents.
2. Students who attend school in New York State must be immunized against polio, mumps, diphtheria, whooping cough, measles, rubella, hepatitis B, meningitis, and varicella. No student will be admitted to school without appropriate certification of immunization. Exemption to the immunization law is allowed for medical or religious reasons. A physician must certify a medical exemption yearly in writing. If a student belongs to a bona fide, recognized religious organization that does not believe in immunization, he/she may also be excused from the immunization requirement.
3. Students who arrive at school on crutches, with canes, in casts, or with other serious injuries must report to the health office before going to homeroom.
4. Either the school physician or family physician may do physical examinations for working papers. Examinations must be completed no longer than 12 months before the date of employment. Forms are available in the guidance office for this purpose.
5. Students who wish to participate in interscholastic sports must have a current physical from their own physician or the student will be referred to the school physician for a sports physical. (See the sports physical section.)
6. If a student is unable to participate in physical education classes, he/she must bring a note from home to the health office before homeroom. Any extended period of time out of physical education class requires a physician's note.

Emergency Cards

Emergencies such as illness, injuries, etc., arise during the course of the school year. The school must be able to contact someone who is responsible for a particular student at all times. Please complete and return the emergency cards to the health office as soon as possible. There are two identical cards so that we can keep one in the nurse's office and one in the main office.

Note: Please submit in writing all changes in telephone number, address, and employment to the nurse's office as soon as the change occurs so that we can update emergency cards.

If a student has an accident, he/she must inform the supervising teacher immediately. The nurse will then be contacted to assist the student and notify parents/guardians.

Illness in School

If a student feels ill during class, he/she should get a pass from the classroom teacher and report to the health office. In the event that the student is so ill that that he/she must go home, the nurse will contact parents/guardians.

LOCKERS

Hall lockers are assigned to students at the beginning of the year. Lockers are used to store and safeguard books and personal property. **Students may not carry backpacks in the hallways during the school day and will need to use lockers.**

One of the first steps of using a locker is opening the lock. To open the lock, follow these steps:

1. Spin the dial to the right 3 times. On the third time stop.
2. Turn the dial to the left one full circle passing the first number and stop on the second number.
3. Turn the dial to the right directly to the third number and stop.
4. Pull the lock open.

Helpful Hints

- If it doesn't work try again.
- Remember to turn the dial right, left, right for your combination.
- Ask for help! That is why we're here.
- Put the locker combination in a safe place and don't share it with anyone.
- If you lose or forget the combination, go to the main office.
- Practice makes perfect!

Note: For Studio-in-Art students, locks are yours to use free of charge for the year. A replacement for a lost lock costs \$5.00.

PLANNERS

On the first day of school every student will be issued a planner. This planner can hold the key to success. The planner is set up as a date book with the months, dates, and days of the week. Use the planner to keep track of your daily homework assignments, tests, and projects. Planners are also a tool for communication between school and home, so be sure to share the planners with your parents/guardians. Some key elements in the planner this year are hallway passes (so make sure to bring your planner with you to **every** class!), a vinyl "Home-School" pouch for safeguarding items/correspondence between home and school, a today page finder that also serves as a ruler, and an informative insert on character education and conflict resolution.

MOVING-UP CEREMONY

The moving up ceremony is a Todd tradition that recognizes the successful completion of 8th grade and the transition to the high school. The ceremony typically takes place on the last day of school. Family and friends are encouraged to attend.

At the moving up ceremony, several awards are given. The Triple "C" Award from the Attorney General's Office stands for Character, Courage, and Commitment. A student who receives this award shows outstanding Commitment to education and to the future; has strong Character, which has helped him/her to achieve goals; and displays the Courage to face any future challenges.

The Scott A. Sanford Award is presented to the 8th grader who embraces the qualities that Scott Sanford demonstrated throughout his life. That student respects academic effort and success, values family and community, possesses exemplary character and integrity, appreciates fitness and sports, expresses understanding and compassion, and shares a wonderful sense of humor.

The Richard Jones Memorial Award is awarded in memory of Richard Jones, who was a teacher for approximately 30 years in the Spackenkill School District. Mr. Jones taught Health Education in grades 6 through 12 before his untimely death in 1997. The criteria for this award are respect for others; thoughtfulness and consideration; loyalty in friendship; honesty; caring and helping others; and volunteerism in school and/or the community.

The President's Award has two categories, Educational Excellence and Educational Achievement. To be eligible for *Educational Excellence* a student must have been on the honor roll for quarters 1 through 3 in grades 6 through 8 **and** obtained a level 4 on either the NYS Math or ELA exam. To be eligible for *Educational Achievement* a student must show tremendous growth but not meet the criteria for the Excellence Award. This student demonstrates unusual commitment to learning in academics despite various obstacles; maintains a school record that would have met the school's selection criteria for the Excellence Award but was prevented due to illness, personal crisis, or special needs from maintaining such

high standards despite hard work; or demonstrates achievement in the arts, such as music or theater.

The New York State Comptroller Achievement Award is awarded to a student who has shown academic excellence and the potential for leadership through involvement in activities that improve the community. This student has devoted a significant amount of time to helping his/her school and/or community.

The Stuart Glazer Memorial Award This Award goes to the 8th grade student who excelled in social studies while at Todd. This student has shown qualities of citizenship and responsibility, revealed their good character to teachers through his/her actions, and demonstrated a capacity for leadership amongst peers.

Student Government Recognition Award is given to a student who for the past three years has been involved in all activities of student government despite the fact he/she has not held an official office. He/she has given his/her time to prepare, decorate, and organize all activities that student government runs for the school and the community.

SPECIAL EVENTS

Trip to Washington, D.C.

This is a 7th grade trip that takes place in the fall. The faculty and students look forward to experiencing all of the historic and cultural sites of Washington, D.C. The cost of the trip is subsidized with financial assistance from the Spackenkill PTA. The trip is three days long, from Wednesday to Friday, and culminates with a wreath laying ceremony at Arlington National Cemetery.

8th Grade Dinner Dance

A formal dinner dance takes place at the end of the school year for the 8th grade students. This dance incorporates a sit-down dinner, music, dancing, and ambiance. Student Government runs the event. Dress code is semi-formal and strictly enforced. Guests are permitted with permission from the principal. All guests, whether Spackenkill students or students from outside districts, must have a written permission slip to attend. Students in grades 10 and higher are not permitted. Students look forward to this event and enjoy it tremendously.

HONOR AND MERIT ROLLS

Student in grades 6 through 8 are eligible for the honor roll. The requirements for the **honor roll** are a 90.0 minimum overall average with no grade 74 or lower and no incompletes. If a student has been on the honor roll for the first three quarters, he/she is recognized at a special ceremony and presented with a certificate. Following the ceremony, the family and friends of the honored students enjoy a hearty breakfast provided by the PTA. This event is a special way to acknowledge students' hard work, dedication, and commitment to academics.

The requirements for the **merit roll** are an 85.0 minimum overall average with no grade 70 or lower and no incompletes. Students on the merit roll receive certificates.

STUDENT SERVICES

Guidance counselors, a school psychologist, and social workers work as a team with students, parents, and teachers. The primary function of this team is to counsel students on any matter that they feel is important. Many students expect a counselor to solve problems. This is not always possible. A counselor can help students (and their families) select possible solutions to problems and continue to help until things improve.

Students are referred to the counselors through self-referrals, teachers/staff, other students, parents, administrators, and the nurse. All issues discussed with a student and/or parents are kept in strict confidence. Some of the subjects that have been discussed with counselors include peer relationships, divorce, loss of a loved one, peer pressure, self-esteem, personal difficulties, choices, drugs and their dangers, personal/family difficulties, expressing and managing feelings (anger, sadness, jealousy, etc.), effective communication, homework, grades, student/parent relationships, student/teacher relationships, courses required for graduation, career exploration, job descriptions, goal setting, and other concerns.

In addition to the services mentioned above, counselors work with students in group settings, such as group counseling and mediation, to effectively reach those with common concerns and issues. Group counseling provides a safe haven for students to share feelings and receive support when facing certain issues, such as divorce. Mediation between peers, teachers, etc., is sometimes necessary as a solution for issues or concerns.

Counselors provide information and resources to parents, teachers, and community members on a variety of issues and assist in facilitating referrals to outside agencies, including, but not limited to, outside therapists/psychiatrists, hospital programs, out of district school programs, and the Pupil In Need of Supervision (PINS) process. Placement reviews and planning occurs with information gathering that includes teachers, administration, parents, psychologists, and guidance counselors.

GUIDANCE

In addition, the guidance office offers the following services:

- **Facilitation of parent/teacher conferences.** The guidance secretary schedules requests by either teachers or parents for team meetings. These usually take place during a team-meeting period (when a team of teachers share the same free period) or at 2:30 pm.
- **Academic planning.** Scheduling 8th graders into the 9th grade occurs in January. An important part of this process is the involvement of the parents/guardians. The middle school counselors work in conjunction with the high school counselors to make this process a smooth one.
- **Orientation.** This event for incoming 6th graders helps ease the tensions for both students and parents.
- **Schedule changes.** These are done only on an as needed basis.
- **Home tutoring.** If a student has a health problem or physical impairment, which in the opinion of a licensed medical examiner will cause him/her to be absent from school for an extended period of time, home tutoring is available. Contact your child's guidance counselor to set up this program.
- **The Johns Hopkins University Center for Talented Youth.** Established in 1979, this program identifies, challenges, and rewards young people with academic talent. Its annual Talent Search looks for exceptional mathematical and/or verbal reasoning abilities among students in the 7th grade in order to provide opportunities that encourage them to excel. To qualify to take the SAT I: Reasoning Test or the ACT, students must score at or above the 95th percentile on any reasoning section of nationally normed tests. The SAT I and ACT provides information that can help students recognize and develop their academic strengths. The Orville A. Todd Middle School has been participating in the Talent Search since 1984. Numerous students have scored high enough on the SAT test to qualify for summer academic programs at various

participating colleges. In October letters will be sent home regarding eligibility for the Johns Hopkins Talent Search, and an informational meeting will be scheduled for late October.

PSYCHOLOGICAL/SOCIAL WORK

In addition, the psychologist and social workers offer the following services:

- **Identification of students in need of special education and 504 Accommodation Plans.** They also facilitate the implementation of these services.
- **Assessment of student's levels and abilities in academic, cognitive, and social/emotional realms.** The information gathered by the psychologist helps to identify if the student is in need of services in school and at what level these services should take place.
- **Referral of eligible students to the Committee on Special Education (CSE).** The CSE will meet and determine if the student is qualified to obtain services provided through the school and will work to develop an Individual Education Plan (IEP) for the student.
- **Development of Functional Behavioral Assessment (FBA) and a Behavior Intervention Plan (BIP).** These plans help in understanding what function the student's behavior serves and in turn helps the teachers with strategies aimed at addressing student needs, thus helping the student achieve his/her goals.
- **Counseling.** They provide services akin to the guidance staff and often times counsel students on a more frequent or long-term basis.

Meeting with Counselors

Guidance

Each student should make an effort to meet and get to know his/her guidance counselor. To meet with a counselor, a student makes an appointment with the guidance secretary, who will make every effort to schedule an appointment on that day. The best times to see a counselor are during lunch, homeroom, Todd Time, or after school. If an emergency arises, the student is required to get a pass from a teacher to see the counselor.

Psychologist/Social Workers

Students can be referred to the psychologist or social worker by parents, teachers, the principal, other counselors, or themselves. Long-term counseling services only take place with parental consent. The psychologist and social worker will work with the students to determine the most appropriate counseling times.

Code of Conduct Penalty Chart 2017-2018

Orville A. Todd Middle School is committed to maintaining high expectations regarding respectful behaviors for students in the school. While in school, on district property, or at any venue off school grounds when engaged in a school related activity (e.g., field trips, concerts, competitions, etc.), all students are expected to abide by the guidelines established in the Code of Conduct. In general, we are very proud of the behavior of our students. We believe, however, that there is value in clearly providing the consequences of misbehavior. The following chart constitutes ranges of appropriate disciplinary measures that may be assigned for common infractions. The actual discipline and consequence will be chosen from the ranges given after consideration of the seriousness of the infraction, any extenuating circumstances, and the disciplinary history of the student involved. Consequences for all infractions may include some aspect of counseling by guidance or administration, student reflection packets, and administrative directives. All infractions, both listed in the chart and those not listed, will be handled with administrative discretion and in accordance with Board of Education Policy No. 5119, the District Code of Conduct.

*****All consequences are subject to administrative discretion and may, at times, differ from chart based on circumstances*****

	Infraction	First offense	Second Offense	Third Offense	Fourth Offense
1	Cheating/Plagiarism	Parent Notification/Zero on Assignment	Parent Notification//Zero on Assignment/1 - 3 Lunch Detentions	Parent Notification//Zero on Assignment/3 - 5 Lunch Detentions	Parent Notification//Zero on Assignment/ISS
2	Cyber-bullying or Posting Inappropriately on Social Media (Harassment)	Warning/Reflection Packet/Parent Notification/1 - 3 Lunch Detentions	5 Lunch Detentions/Reflection Packet/Parent Notification/Referral to SRO	ISS/Referral to SRO	OSS/Referral to SRO
3	Damaging/Destroying/Theft of School/Personal Property	Reimbursement for Damage/Lunch Detentions/ISS/OSS	Reimbursement for Damage/Referral to SRO/ISS/OSS	Reimbursement for Damage/Referral to SRO/ISS/OSS	Administrative discretion
4	Dining Hall Misconduct (Throwing Food, Yelling, Table Hopping, Etc.)	Warning/1 - 3 Lunch Detentions	3 - 5 Lunch Detentions	3 - 5 Days ISS	ISS/OSS
5	Disruptive Behavior in Classroom	Warning/ Parent Notification/ Removal from Classroom by Teacher	1 - 3 Lunch Detentions	3 - 5 Lunch Detentions	ISS/OSS
6	Disruptive Behavior Outside of Classroom	Warning/1 - 3 Lunch Detentions	3 - 5 Lunch Detentions	3 - 5 Days ISS	ISS/OSS
7	Dress Code Violation	Change of Clothes/Parent Notification	Change of Clothes/Parent Notification	Change of Clothes/Parent Meeting/1 - 3 Lunch Detentions	Change of Clothes/Parent Meeting/3 - 5 Lunch Detentions/ISS
8	Inappropriate language or behavior on a bus	1 - 3 Lunch Detentions/ Possible 1 - 3 Days Suspension from Bus	5 Lunch Detentions/5 Days Suspension from bus	ISS/Bus Suspension/Referral to SRO	OSS/Referral to SRO
9	Instigation/Intimidation/Coercion (Bullying/Harassment)	Warning/1 - 3 Lunch Detentions/Reflection Packet	3 - 5 Lunch Detentions	3 - 5 Days ISS	ISS/OSS
10	Insubordination (Failure to comply with a reasonable direction of a Staff Member)	Warning/1 - 3 Lunch Detentions	3 - 5 Lunch Detentions/Parent Notification	3 - 5 Lunch Detentions/ISS	ISS/OSS
11	Intimidation/Threats/Hurtful Teasing (Bullying/Harassment)	Warning/Reflection Packet	5 Lunch Detentions/Reflection Packet	ISS	OSS
12	Leaving School Grounds Without Permission	Parent Notification/Lunch Detentions	Parent Notification/Lunch Detentions/ISS	Parent Notification/Lunch Detentions/ISS	OSS
13	Physical Altercation/Fight	1 - 3 Days ISS/OSS	1 - 3 Days OSS	3 - 5 Days OSS	Superintendent's Hearing
14	Possession of Weapon or Dangerous Device (Or Facsimile)	Confiscation/Parent Notification/Possible Suspension/Superintendent's Hearing and referral to SRO	1 - 3 Days OSS/ Superintendent's Hearing and referral to SRO	Administrative Discretion	Administrative Discretion
15	Pushing/Shoving/Making physical contact in a reckless manner	Warning/Lunch Detention	2 Lunch Detentions	ISS	OSS
16	Unauthorized Use of a Personal Electronic Device	Confiscation for the Day	Confiscation for the Day/ 1 - 3 Lunch Detentions/ Parent Notification	Confiscation/3 - 5 Lunch Detentions/Parent Notification/Parent Needs to Pick Up Device	Confiscation/ISS/Parent Needs to Pick Up Device
17	Use of Abusive, Obscene, Lewd, Vulgar Language or Gestures Directed at Staff	1 Day ISS/OSS/Reflection Packet	1 Day OSS/Administrative Discretion	1 - 3 Days OSS/ Administrative Discretion	3 - 5 Days OSS/ Administrative Discretion
18	Use of Abusive, Obscene, Lewd, Vulgar Language, Gestures, or Materials	Warning/Lunch Detention(s)/ISS/Reflection Packet	Parent Notification/Lunch Detention(s)/ISS	ISS/OSS	OSS
19	Use of Biased Language or Actions (Bullying/Harassment)	Warning/Reflection Packet	5 Lunch Detentions/Reflection Packet	ISS	OSS
20	Violation of Technology/ Chrome-Book Use Agreement	Warning/Loss of Device and/or Privileges	Warning/Loss of Device and/or Privileges	ISS/Loss of Device and/or Privileges	OSS/Loss of Device and/or Privileges

Personal Electronic Device/Cell Phone Procedures 2017-2018

While we recognize the capabilities and conveniences of personal electronic devices/cell phones in today's daily life, in a middle school setting, these devices present several distractions during teaching/learning time such as: (1) texting; (2) use of social media; (3) use of camera; and (4) making phone calls.

Our office staff is prepared to accept and deliver messages from home to students during the school day. Students needing to contact home are allowed to come to the Main Office to access a phone at any time. Our Code of Conduct explicitly states: "Students may not bring electronic devices to school. These include, but are not limited to, portable entertainment devices (e.g., Walkman), beepers, radios, cellular phones, televisions, and electronic games" (p.3).

Given the times we live in, we are sensitive to students' needs to carry cell phones into schools. However, if brought to school, the expectation is that the cell phone is powered off and out of sight (stored in locker or backpack) throughout the instructional day, which is defined as from 7:45 AM to 2:27 PM, unless a student is staying after school for extra-help with a teacher. Then, the instructional day ends at 3:00 p.m.

If students bring a personal electronic device/cell phone to school, once the school day begins at 7:45 AM, the following guidelines must be adhered to in order to ensure minimal distraction and maximum safety for all students and staff:

- The school/district will not be responsible for the loss or theft of a cell phone
- Cell phones ***must be powered OFF*** during the school day (7:45 AM to 2:27 PM), and **stored in lockers or backpacks** throughout the day
- Cell phones ***may not be seen, used, or heard*** from the moment Homeroom begins until the bell rings at the end of the school day at any location in the school including the **Dining Hall, classrooms, offices, hallways, bathrooms, and locker rooms**
- Any phone that is seen, or is heard (rings), or is displayed for text, voice or photo in class or the hallways will be confiscated by a staff member and kept in the office
- From 2:27 PM to 3:00 PM, cellphones may only be used with permission from a staff member
- After 3:00 PM, cell phones may be used in the lobby or Main Office
- Failure to adhere to stated guidelines will result in consequences including confiscation, parent notification, and/or parent pick up of device

No student may use a cell phone or other portable communication device on any School District property or District busses in a manner that is illegal, profane, indecent, or obscene; that constitutes an invasion of privacy; or that violates the District's policy regulations regarding academic integrity. Examples of this include, but are not limited to, inappropriate photographs, videos, posts to social media, or text messages.

Students may not use cell phones on District or commercially chartered buses used for school-sponsored activities, such as field trips, during the instructional day without permission from a staff member/chaperone.

Index	
Academic courses	page 13
Academic Intervention Services	page 14
Acceleration	page 14
After-school activities	pages 9 – 12
Art Club	page 9
Assessments	page 15
Attendance	pages 16
Awards	pages 20 – 21
Bell Schedules	page 5 - 6
Book Club	page 9
Chess Club	page 9
Code of Conduct Penalty Chart	Page 26
Continental Math League	page 9
Delay schedules	pages 5 – 6
Dinner dance	page 21
Drama Club	page 10
Emergency cards	page 18
Guidance services	pages 23 - 24
Handball Club	page 10
Health office	pages 17 – 18
Home tutoring	page 23
Homework	page 16
Honor and Merit rolls	page 21
Intramurals	page 8
Johns Hopkins	page 23
Lockers	page 19
Lost and found	page 17
Moving	page 16
Moving-up ceremony	pages 19 – 20
National Junior Honor Society	page 10
Office of Athletics	page 7
Odyssey of the Mind	page 10
Peer Mediation	page 10
Personal Device/Cell Phones	Page 27
Ping-Pong Club	page 11
Planners	page 19
Psychological/social work services	pages 24 - 25
School closings and early dismissals	page 6 - 7
School contacts	page 4
School store/Bookbag	page 11

Science Olympiad	page 11
Sports sign-ups and eligibility	pages 7 – 8
Sports physicals	page 8
Student Government	page 12
Student Government Recognition Award	page 20
Study tips	page 15 - 16
Technology Club	page 12
Todd Time	page 15
Trip to Washington, D.C.	page 21
Yearbook Club	page 12