
Eastchester Middle School



Handbook for Students and Parents 2022-2023



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Eastchester Middle School Philosophy

MISSION STATEMENT

Eastchester Middle School is committed to providing a rigorous academic program within a safe, supportive, and understanding learning community.

BELIEFS

Our aim is to guide students effectively toward becoming responsible, competent, and respectful young adults with a sense of enthusiasm and purpose.

We believe that all students:

- Deserve a positive, safe, nurturing, and supportive learning environment
- Can be motivated to learn, lead, and excel
- Benefit from a challenging academic program and are enriched by extracurricular activities
- Learn in different ways and at different times
- Possess unique gifts
- Have far-reaching potential to learn and grow
- Thrive with personal attention and recognition
- Benefit from collaboration between parents, staff, and themselves
- Deserve an education that promotes a healthy lifestyle

VISION

We see our students as individuals who are willing to take chances and challenge themselves in order to become valued members and leaders of their community.

We want our students to:

- Set high standards
- Take risks, become well-rounded, and explore new opportunities
- Establish a prideful work ethic and exercise strong time management skills
- Develop personal responsibility, a love of learning, and problem-solving strategies
- Appreciate the connections between rules, rights, and responsibilities
- Practice civility, tolerance, and respect
- Understand and respect boundaries
- Engage in healthy, meaningful social relationships
- Develop meaningful connections to their community

EXPECTATIONS

We seek to create a community that is nurturing and challenging, where students are guided in taking risks within a supportive, forgiving climate.

Our school will:

- Create a safe and secure environment where all students can learn
- Inspire high student achievement that exceeds state learning standards
- Provide instruction that allows each child to excel as an individual
- Encourage students to be self-motivated and constantly strive to reach their full potential
- Recognize the diverse qualities that make each child unique
- Strive to provide opportunities for students to grow socially and emotionally
- Reinforce civic responsibility and promote leadership through character education
- Foster collaborative relationships among the family, school, and community
- Exemplify a commitment to lifelong learning

Program Requirements for All Students

The Middle School curriculum is carefully designed to meet the educational and social needs of the early adolescent student. Various teaching methods and techniques are used including team teaching, individualized instruction, small group instruction, differentiated instruction, and use of audio-visual materials. All available learning resources are used. The instructional program is planned to make the learning experience interesting and exciting, and a wide range of academic programs is offered. Below you will find a list of courses that are required at each grade level.

Grade 6	Grade 7	Grade 8
Required Courses:	Required Courses:	Required Courses:
English Language Arts	English Language Arts	English Language Arts
Social Studies	Social Studies	Social Studies
Mathematics	Mathematics	Mathematics
Science	Science	Science
	World Language: French, Italian, or Spanish	World Language: French, Italian, or Spanish
Physical Education	Physical Education	Physical Education
Health	Health	Health
Art	Art	Art
Technology (Elective)	Technology	Technology
Digital Citizenship 6	Digital Citizenship 7	Productive Thinkers
STEM Communication (Elective)	Independent Inquiry and Research	
STEM Exploration (Elective)		
Music Options:	Music Options:	Music Options:
Adventures in Music	Adventures in Music	Adventures in Music
Band	Band	Band
Chorus	Chorus	Chorus
Orchestra	Orchestra	Orchestra

8th Grade Requirements for Moving-Up Ceremony

All 8th grade students are initially invited to participate in the Moving-Up Ceremony at the end of the school year. This ceremony recognizes the successful completion of the academic course requirements for eighth grade and provides a symbolic transition to high school. To qualify for participation, students must demonstrate success in their academic program of studies. Students that earn a 64% or below in four or more (3 or more if not taking World Language) of their core academic subjects (English Language Arts, Mathematics, Science, Social Studies, and World Language) will have their record reviewed by administration. Additionally, students with disciplinary records of concern will also have their record reviewed by administration. Parents will be notified about their child's eligibility to participate in the ceremony once final grades are calculated.

Eastchester Middle School Faculty

Mrs. Madelin LoBue, Principal

Mrs. Gina DiMarco, Administrative Assistant

Mrs. Jenelle Hindell, Assistant Principal & DASA Coordinator

Mrs. Tracy Mitchell, Administrative Assistant

Grade 6

Roslyn Colangelo – English Language Arts	Stephanie Leone - English Language Arts	Adele Lotto – Science
Mary Kate Martucci - English Language Arts	Richard McGee - Science	Stacy Stabile – Social Studies
Clare Delongchamp - Math	Lawrence Petriccione – Social Studies	Rachel Lee – Math AIS
Cara Dippolito - English Language Arts	Courtney Jukic – Humanities AIS	Kristen Catalano – Math

Grade 7

Ms. Peri – Italian/Spanish	Melissa Cuomo - English Language Arts	Katherine Shay – Spanish
Laura Caluri – Social Studies	Josephine Logan - Italian	Ron Unson - Math
Lori DeMarco – English Language Arts	Daniella Lore – Science	Kyle McGowan – Social Studies
Mary Leptak – French/Spanish	Zachary Glindmyer – Math	Suzanne Wilson - Science
	Courtney Jukic – Humanities AIS	Rachel Lee – Math AIS

Grade 8

Ms. Peri – Italian/Spanish	Kaitlyn O'Flynn – Science	Jenna Blasetti - Math
Kathleen Gallaher – Social Studies	Samantha Kearns - English Language Arts	Lisa VanTassell - Math
Adam Chertok – Science	Andrew Weiss - English Language Arts	Mary Leptak – French/Spanish
Michael Welsh – Social Studies	Josephine Logan - Italian	Katherine Shay - Spanish
	Courtney Jukic – Humanities AIS	Rachel Lee – Math AIS

Art: Sarah Simeone & Nicole Reardon	Reading: Tamara Chilelli & Courtney Jukic
Technology: Thomas Boissonnault & TBD	Speech/Language: Michael Chick & Kristen Palmieri
School Counselors: Carly Damm, Danielle Fiore, Christine Mejia & Thomas Pflugst	Special Education/ENL: Katelyn Andersen, Kim Dorsey, Marina Druzic, Deborah Friedberg (ENL), Patrick Gallo, Jeannine Guido, Nancy Hutchinson, Laura Kirkpatrick, Maggie Meade, Cherie Montenegro, Kevin Nugent, Patrick O'Connor, Thomas Puccini, Diane Romanek, Michelle Walpole
Health Education: Shannon Nicholson & Meghan Vlad	
Health Office: Lisa Massi & Stephanie Rapisarda – School Nurses Suzanne Caccavo – Administrative Assistant	Technology/Research: Elizabeth Bruni, John TBD & Michael Goldstein
Library: Nancy Brown & Eleanor Schuster, Media Specialists Gail Zimbaro, Library Assistant	Team Leaders: Joseph Utschig - Special Areas Mary Kate Martucci - Team 6Red Stephanie Leone - Team 6Blue Patrick O'Connor - Team 7Red Susan Wilson - Team 7Blue Andrew Weiss - Team 8Blue Samantha Kearns - Team 8Red
Music: Erin Bonner, Katelyn Odierna & Madeline Rende	
Physical Education: Brad Gitlin, K-12 Director of Athletics, PE and Health Frank Fiore, Lola Hope, Stacy Monteiro & Joseph Utschig	
School Psychologists: Barbara Virtuoso & TBD	Teaching Assistants: JoAnn Biancavilla, Carol Cavaluzzi, Michelle Gibbs, Anne Marie Kaufman, Tracie Kerins, Agnes O'Brien, Nancy Parisi, Amy Petersen & Brian Reilly
School Monitors: Christine Benicasa, Tina D'Aloisio, Diane Pavlacka & Kristine Rasetina & Catherine Werner	Attendance: Darlene Sacchinelli

Eastchester Middle School Schedule

Early Arrival: Students are permitted to enter the building after 7:15 a.m. Upon entering, students should report to the cafeteria or gymnasium until dismissal to homeroom at approximately 7:40 a.m.

Period	Time	Period	Time	Lunch Periods
Homeroom	7:47 – 7:57	5	10:54 – 11:34	7 th Grade Lunch
1	8:00 – 8:40	6	11:37 – 12:17	8 th Grade Lunch
2	8:43 – 9:23	7	12:20 – 1:00	6 th Grade Lunch
3	9:26 – 10:06	8	1:03 – 1:43	
4	10:11 – 10:51	9	1:46 – 2:26	

EMS Dress Code

Students must dress appropriately for school. Students at EMS are reminded to use good judgment in their dress, especially on warm fall or spring days. 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. The dress code for EMS is as follows:

- Backpacks must remain in lockers during school hours for all students. Female students are permitted to carry a small size/compact bag for feminine hygiene products.
- Extremely brief garments are not permitted. Examples of such garments include, but are not limited to: garments in which any midriff skin is easily exposed, skirts/shorts shorter than mid-thigh length, spaghetti strap tops, halter tops, tank tops, and backless shirts.
- Undergarments such as boxer shorts worn as outer garments are not permitted. Also, undergarments are not to be exposed. Pajama bottoms are not permitted.
- Clothing that advocates controlled substances, alcoholic beverages, offensive language, offensive illustrations or violent activities are not permitted. Clothing may not include items that are vulgar, obscene, libelous, or denigrate others because of race, color, religion, creed, national origin, gender, sexual orientation, and/or disability. Gang paraphernalia or dress is not permitted.
- To ensure student safety throughout the building, high platform shoes – especially those without straps – are not appropriate. Additionally, students' clothing should be free from chains, spikes, and any item which could be unsafe in crowded hallways or stairwells. Any footwear with attached wheels, slippers, and slides are prohibited.
- Hats, visors, sweat bands, bandannas, and winter coats are not permitted during school hours.

The decision as to whether a garment is appropriate or not ultimately rests within the discretion of the building administration. Students who do not conform to appropriate dress standards will be asked to change the offending garment or call their parents to bring them a change of clothes. Repeated offenses and/or refusal to modify dress which is in violation of the dress code will be considered insubordination; this could result in disciplinary consequences, removal from class, being sent home to change, and/or possible suspension from school.

Dress Code for Physical Education Class

Students must dress properly for physical education classes as follows:

- Pair of sneakers with laces.
- Any of the following: warm-up suit, sweatpants or shorts with a T-shirt or sweatshirt.
- As a general rule, shorts or pants should have a drawstring rather than snaps, zippers, or buttons.
- Students may be required to wear specific color shirts for various units.

Cellular Phone/Electronics Guidelines

Cell phone use, including text messaging, is not permitted during school hours (including lunch). If a student must have a cell phone in school, it should be left in his or her locker and turned off. Students are not permitted to turn on their cell phones until school has been dismissed for the day. **In the event that a student uses a cell phone for any purpose during school hours, or a cell phone causes a disruption (rings during school), the phone will be confiscated and returned at the end of the school day at the discretion of the building administration. Repeat offenses will necessitate a parent coming to school to pick up the cell phone; other disciplinary consequences could be assigned.** In case of an emergency, parents needing to contact their children should contact the main office, and a message will be relayed. Please note that EMS accepts no responsibility for lost, damaged or missing cellular phones.

iPods/iPads, Apple/Smart Watches, digital cameras, any kind of video game device and other electronic devices capable of recording, photographing, sending or receiving messages and/or connecting to the Internet are prohibited during the school day. Students found using these items will have the item confiscated and returned at the end of the school day at the discretion of the building administration. Repeat offenses will necessitate a parent coming to school to pick up the item; other disciplinary consequences could be assigned. Please note that EMS accepts no responsibility for lost, damaged or missing electronic devices.

Homework Guidelines

Homework encourages student self-discipline, independence, and responsibility. It reinforces, supplements, and extends school learning serving as a “conversation” between student and teacher, allowing the teacher to monitor the progress of students in the curriculum. Effective homework will be meaningful and designed to challenge each student at his or her level of ability. Whenever possible, teachers will be cognizant of the impact that homework has on family life. Students are encouraged to carry and use their agenda at all times and list all assignments.

- Submit assignments on time that reflect your best effort.
- When necessary, ask teachers to clarify the assignments.
- Use study hall periods and library time to work on assignments.
- Bring home all books, worksheets, and other materials necessary to complete assignments.

PARENT RESPONSIBILITIES	
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| | <ul style="list-style-type: none"> • Check the student’s agenda daily to be sure assignments are listed. Be aware of upcoming tests and long-term assignments. • Ask to see the completed assignments. • Establish a quiet study place for the student to do homework. Monitor the use cell phones, television, and other distracting devices. • Communicate with the student’s teachers and/or school counselor if he/she routinely needs more than the above time spans for completing homework assignments. • Contact the student’s teachers and/or school counselor if he/she experiences substantial difficulty in completing homework assignments. • Call the Guidance Office for homework after three days of absence. |
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TEACHER RESPONSIBILITIES	
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- Consider the value of potential homework assignments based on the criteria established above.
- Communicate homework guidelines and practices to parents and students early in the year.
- Provide parents with course outlines.
- Provide criteria for all major projects and activities.
- Coordinate projects and testing dates within grade level teams.
- Provide regular feedback to students.

Extracurricular and Co-Curricular Events

The Eastchester Middle School student activities program is an essential part of our school’s curriculum. All students are encouraged to participate in the various programs offered. Listed below are the many school activities available at our school. To join an activity, students should ask for the name of the teacher in charge of that activity and contact that teacher for information on meeting dates and times. Students should also listen for announcements regarding meetings during homeroom. For more information on extra- and co-curricular activities, students should refer to the **Handbook of Co-Curricular Clubs and Activities** which is published at the end of September.

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| <ul style="list-style-type: none"> • Acapella Club • Art Club • Arts festival • Chess Club • Dance Club/Jazz Co. • Debate Club • Director MS Play • EMS Players Club • History Club • International Club • Intramurals • Jazz Band | <ul style="list-style-type: none"> • Jazz Co. (dance) • Modern Dance • Modified baseball (7th & 8th) • Modified basketball (7th & 8th) • Modified football (7th & 8th) • Modified lacrosse (7th & 8th) • Modified soccer (7th & 8th) • Modified softball (7th & 8th) • Modified volleyball (7th & 8th) • Newspaper Club • National Junior Honor Society • Photography Club | <ul style="list-style-type: none"> • School of Rock • Science Club • Student Leadership Council • Technology Club • Washington Club • Yearbook • Selected students may participate in high school athletics |
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LATE BUS	
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Students who stay after school for extra help, detention, or co-curricular activities may use one of the two late busses. Please note that late bus use is restricted to students involved in the above activities. The busses leave from the high school circle between 3:30 p.m. and 3:45 p.m. Students will be required to have a late bus pass issued from the supervisor of the after school activity for which they stayed in order to take the late bus. ***Late bus service begins approximately 1-2 weeks after school opens.***

ATHLETIC ELIGIBILITY	
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Eligibility to compete in interscholastic athletics is contingent upon successful performance of academic responsibilities. Accordingly, students who do not meet minimum standards of achievement will be declared academically ineligible to participate in the EMS program.

Eligibility rules are as follows:

- A student’s academic eligibility for participation is determined by his/her report card grades from the marking period immediately preceding the season in question. For fall sports, this would mean that the 4th marking period averages from the previous school year would determine eligibility.
- A student who receives one failing grade for the applicable marking period will be placed on academic probation. Students on academic probation are allowed to continue participating in athletics, but must attend at least two after-school/make-up sessions per week. Attendance at these sessions as well as student progress will be monitored. Failure to attend the sessions and work toward academic improvement can result in temporary removal from participation.
- A student who receives two or more failing grades for the applicable marking period will be declared ineligible for participation for the remainder of the season.

Appeal Process:

- Students who are declared ineligible as a result of two failing grades have the opportunity to appeal for reinstatement.
- The opportunity to appeal will only be granted to students with two failing marks. Students with three or more failing grades will not be allowed to appeal. Additionally, students may only appeal for reinstatement **once** during their **EMS athletic career**.
- All appeals will be heard by the Assistant Principal, one or more teachers, the student’s school counselor, and the Director of Athletics. A successful appeal will require the student to create and enact a plan that will bring about improvement in the student’s academic performance. The student will also be responsible for completing an Athletic Eligibility Reinstatement Maintenance Form on a weekly basis.
- Regardless of the outcome of the appeal, the student will be required to miss all athletic activity (practices and games) for a minimum of five school days following the declaration of ineligibility.
- Failure to fulfill any of the agreed-upon measures from a successful appeal can result in the immediate and final revocation of the student’s eligibility for the remainder of the season in question.

ATTENDANCE REQUIREMENTS	
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Students must attend school for **at least six periods** to be eligible to participate in an athletic event, practice or extracurricular activity that same day.

FIELD TRIP PARTICIPATION	
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Throughout their three years at EMS, students have the opportunity to participate in a variety of field trips. Participation in field trips is a privilege for students, not a right. Students must demonstrate their ability to abide by all school rules. This ability must be established and maintained for students to be allowed to attend. Individual students can be excluded at any time, including the day of departure, due to behavioral concerns.

- Any student who receives disciplinary action in response to a level 3 infraction as noted in the Eastchester Middle School Code of Conduct is automatically disqualified from participating in the trip.
- Any student who receives disciplinary action in response to a level 2 infraction will have his or her disciplinary record reviewed by the middle school administration before being considered a candidate for participation.
- Three level 1 infractions will also result in administrative review.

Reporting Student Progress

REPORT CARDS

Report cards are accessible via Home Access Center four times per year, approximately every ten weeks. At the end of the year a final grade is computed that includes the grade received in each of the four marking periods and also the final exam score (if applicable). The passing final average for all subjects is 65%. Final grades are calculated as follows:

Grade 6: Each marking period weighted 25% (4 x 25=100%), final exam accounting a 4th quarter grade. See individual course syllabi.

Grade 7: Each marking period weighted 22.5% (4 x 22.5 = 90%), final exam counts for 10% of final grade. (Note: Math 7 Honors course: each marking period weighted 20% with final exam counting for 20% of final grade).

Grade 8: Each marking period weighted 20% (4 x 20=80%), with final or Regents Exam counting for 20% of final grade for: Algebra Regents Exam, Earth Science Regents Exam, World Languages final exam. For ELA/SS the final exam accounting a double 4th quarter test grade. For IL Science Academic and Math Academic, each marking period weighted 22.5% (4 x 20=90%), final exams count for 10% of final grade.

INTERIM REPORTS

Interim reports are made available to call attention to areas of notable success or to call attention to areas that need improvement. The reports are accessible via Home Access Center to all students in the middle of each marking period. Below are the progress report and end of marking period dates for the 2022-2023 academic year:

Marking Period	End of Marking Period
1	Nov. 11, 2022
2	Jan. 27, 2023
3	April 21, 2023
4	June 13, 2023

PARENT CONFERENCES

To schedule a conference with an individual teacher, contact the teacher directly. To schedule a team conference, please contact the grade level school counselor (school counselor contact information is on page 18).

HONOR ROLL (Grades 7, 8)	
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The following are criteria for placement on the EMS Honor Roll:

- An overall average of 85% or higher, with no grade on the report card below 75%.

HIGH HONOR ROLL (Grades 7, 8)	
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The following are criteria for placement on the EMS High Honor Roll:

- An overall average of 92% or higher, with no grade on the report card below 85%.

NATIONAL JUNIOR HONOR SOCIETY	
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Eastchester Middle School has had a chapter of the National Junior Honor Society since 1978. Membership in the society recognizes students who demonstrate outstanding qualities of leadership, citizenship, scholarship, character, and service. To be eligible for membership, the candidate must be a member of the 8th grade class and have a cumulative average of at least 93% (no rounding) since entering 7th grade. Note that making the Honor Roll or High Honor Roll on a regular basis does not guarantee membership in the National Junior Honor Society.

Membership is determined by a faculty council. Once selected, members have the responsibility to continue to demonstrate these qualities or forfeit membership. If a student or parent would like more information, please contact the National Junior Honor Society faculty advisor.

Philosophy of Discipline

An effective discipline code of conduct is directly related to the excellence of the overall educational program and the school’s philosophy of education. The Eastchester Middle School’s philosophy of discipline is based on the belief that teaching students to be responsible is an ongoing process that will help them to internalize values and help them make sound ethical and moral judgments.

Eastchester Middle School is a community of individuals who are expected to demonstrate respect, sensitivity, and openness to others. These attitudes lead to an active concern about ourselves, our neighborhoods, and the larger world community. Our goal for school discipline is to provide structure and control without alienating and overly regulating students.

The Eastchester Middle School community strives to help our students develop:

- A social conscience

- An open-mindedness and respect for individual differences
- A respect for the rights of others
- A capacity for self-motivation and self-discipline
- A positive and tolerant attitude toward self and others
- Good self esteem

It is the right of every student to feel comfortable and safe in their school. Should another student deny them this right, they should let an administrator, counselor, or teacher know so that the situation can be addressed immediately. In accordance with the Dignity for All Students Act, any student, faculty, and/or staff who observe the harassment or intimidation of students, or who become aware of the harassment or intimidation of students, shall report this information immediately to the building Principal or Mr. Jenelle Hindell, DASA Coordinator for EMS.

To accomplish this, all members of the EMS community need to be aware of our corrective disciplinary procedures which are designed to prevent disruptive actions and build constructive, pro-social behavior.

Student Bill of Rights

1. Students have the right to freedom of speech provided that it does not interfere with their orderly conduct at school and is not offensive to others.
2. No student will be discriminated against on the basis of gender, race, religion, sexual orientation or nationality.
3. Students have the right to wear or display buttons, arm bands, or other badges of expression, as long as they do not interfere with the orderly conduct of classes or contain material that is prejudicial, libelous, slanderous, or obscene.
4. No student may be searched unless the administration has determined a reasonable suspicion.
5. A student may not be suspended for more than 5 days at a time by the building Principal. The student must be given oral and written notice of the charges and be provided with an opportunity to present his or her perception of the incident. Any suspension beyond 5 days requires a Superintendent’s hearing at which time the student and the parent or guardian have the right to be represented by an attorney, the right to present witnesses or other evidence on their behalf, and the right to cross-examine witnesses against them.
6. Students have the right to expect an orderly environment in school without fear of harassment.

Responsibility of Discipline

Ideal student conduct is self-directed and self-regulated. In order to assure an orderly environment in which each person may live and learn to his or her full capabilities, students, teachers, administrators, counselors, and parents must share the responsibility for helping students develop self-discipline.

STUDENT ROLES	
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<ul style="list-style-type: none"> • Obey school rules and regulations; students who are involved in High School clubs and activities are subject to the High School code of conduct • Accept responsibility for actions • Respect the rights of students, staff, and property • Attend school regularly and punctually 	<ul style="list-style-type: none"> • Show consistent effort in class work • Read and understand student rights and responsibilities • Work to create a positive school climate • Cooperate with school staff to ensure a safe environment
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TEACHER ROLES	
<ul style="list-style-type: none"> • Participate in the establishment of school rules • Explain rules thoroughly • Encourage students to discuss their problems • Provide lessons that are challenging and appropriate • Implement appropriate classroom management techniques • Model appropriate behavior • Give adequate notice and appropriate consideration to students when assigning detention 	<ul style="list-style-type: none"> • Reflect personal enthusiasm for teaching and learning, and a genuine concern for the individual student • Be fair, firm, and consistent in enforcing rules throughout the school • Give positive reinforcement for acceptable behavior • Refer any student whose behavior requires special attention to a counselor or administrator • Seek cooperative relations with parents

COUNSELOR ROLES	
<ul style="list-style-type: none"> • Seek to understand and explain students' positions • Help students to understand and work out their problems and realize their potential 	<ul style="list-style-type: none"> • Arrange conferences with appropriate parties about issues when necessary • Coordinate personnel and/or other agencies and services on behalf of the student

PARENT/ GUARDIAN ROLES	
<ul style="list-style-type: none"> • Make sure all student absences are properly excused • Teach students respect for the law, respect for the authority of the school, and respect for others • From the earliest years, guide students to develop socially acceptable standards of behavior 	<ul style="list-style-type: none"> • Demonstrate an enthusiastic attitude by becoming involved in the student's school activities and curriculum • Review school rules with the student and discuss consequences of any violations of these rules • Initiate communication with appropriate staff regarding concerns and expectations

Rules of Conduct and Consequences

When self-discipline fails or self-control falters, a disciplinary response is imposed to protect the rights of others and modify inappropriate behavior. Outlined below are the rules of conduct and possible consequences for inappropriate behaviors. Misconduct is classified according to severity: Level 1, Level 2, and Level 3.

LEVEL 1	<p>All behaviors listed below are prohibited at Eastchester Middle School, both on the school campus and on school-sponsored trips and activities, including both home and away athletics events</p>
Procedure	<p>The supervising teacher or staff member carefully investigates the infraction observed or reported. Based upon the past behavior of the student and the nature of the infraction, the teacher or staff member applies the most appropriate disciplinary response. The frequency of the occurrence or degree of the infraction may be reasons to reclassify these misbehaviors at the next level, notifying the Assistant Principal or Principal by disciplinary referral form.</p>
Infractions	<p>Examples of Level 1 infractions include, but are not limited to:</p> <ul style="list-style-type: none"> • Card playing • Copying assignments or work • Disrespectful gestures • Disruptive behavior • Eating food outside the cafeteria without permission • Failure to clean up after eating in cafeteria • Gum chewing • Wearing hats or coats during school hours • Inappropriate dress/violation of school dress code • Failure to comply with teacher/ staff directions • Littering or minor property damage • Loitering in halls before and after school • Lying or stealing • Minor misbehavior in school or on the bus • Name calling or verbal harassment • Possession of cell phones, or other electronic device without permission • Running in hallways • Skateboarding/biking on school district property • Unexcused lateness to school or class • Using inappropriate language • Intentional disruption to the educational process
Disciplinary Action(s)	

In the case of Level 1 infractions, an EMS staff member may take one or more of the following disciplinary actions:

- Detention assigned at teacher’s discretion
- Grade reductions for copied work
- Notification to Principal and Assistant Principal
- Notification to parent
- Student/teacher conference or discussion
- Staff guidance
- Temporary confiscation of item(s)
- Temporary removal from activities

LEVEL 2	
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Misbehaviors are included at this level when the frequency or seriousness of an act disrupts the climate of the school. Level 1 infractions that continue to occur become Level 2 infractions.

Procedure	
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The teacher or staff member reports the behavior to the Assistant Principal using the disciplinary referral form. The Assistant Principal meets with the student and/or teacher to investigate the incident and determines the most appropriate disciplinary response. The Assistant Principal records the disciplinary response on the referral form and a copy is filed in the student’s folder. Copies of the referral form are sent to the referring staff member, to the school counselor, and to the parents.

Infractions	
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Examples of Level 2 infractions include, but are not limited to:

- Repeated or more severe Level 1 infractions
- Cheating and/or plagiarism
- Cutting class or excessive tardiness
- Using ethnic, religious, or racial slurs
- Fighting
- Gambling/games of chance
- Insubordination to school personnel, including: Administrators, Faculty/Staff, Custodians, Bus Drivers
- Leaving school building or campus without permission
- Being in an unsupervised area of campus
- Major or aggravated harassment: verbal, physical, sexual, racial
- Minor physical assault
- Possession of obscene or indecent materials
- Video recording/distribution
- Sexual comments or slurs
- Obscene or indecent behavior
- Opening another student’s gym or hall locker without permission
- Physical/verbal threatening other students or staff
- Inappropriate, obscene, vulgar, offensive and/or degrading language
- Possession of stink bombs, water guns, laser pens, and other disruptive items
- Stealing or willful possession of another’s property
- Vandalism of school or personal property
- Throwing snow, ice, or other dangerous items
- Cutting teacher detention
- Intentional disruption to the educational process

Disciplinary Action(s)	
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Optional disciplinary actions that may be taken by the Principal are as follows:

- Continuation of appropriate Level 1 consequences
- Verbal or written apology
- Parent conference
- Principal’s detention
- Superintendent’s Hearing under Sect. 3214 of NYS Education Law
- Suspension (in or out of school)
- Temporary withdrawal of privileges
- Exclusion from school field trips and activities/ceremonies

LEVEL 3	
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Misbehaviors at this level are acts that are very serious and represent a direct and immediate threat to the welfare of others. In most cases, such acts require administrative action that calls for the immediate removal of the student from school and possible intervention by police.

Procedure	
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After verification of the offense, the Principal meets with all those involved. The Principal initiates procedures according to established policy for excluding the student from school. The parents and the Superintendent are notified immediately. The Principal records the infraction and the disciplinary response in the student’s cumulative record. A complete report is submitted to the Superintendent.

Infractions	
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Examples of Level 3 infractions include, but are not limited to:

- Unmodified or more severe Level 2 behaviors
- Arson
- Possession, use and/or sale of fireworks
- Possession, use, or transfer of weapons, or displaying what appears to be a weapon, on school property or at school-sponsored activities
- Inappropriately using, selling, possessing, or sharing prescription and/or over-the-counter drugs.
- Deliberate attempts to disrupt the computer system or destroy data.
- Unauthorized use of computer accounts
- Video recording/distribution
- Possessing, providing, selling, or using illegal chemical substances, and/or paraphernalia including but not limited to tobacco/nicotine, Juuls, pods, cannabinoids products and/or alcohol on school property or at school-sponsored activities
- Sale of known stolen property
- Severe physical assault
- Sexual offenses/inappropriate sexual conduct.
- Tampering with or pulling the fire alarm,
- Causing a false fire alarm, false alarm and/or bomb threat
- Chronic and/or serious violation of the Code of Conduct

Disciplinary Action(s)	
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In the case of Level 3 infractions, the Principal may take one or more of the following disciplinary actions:

- Continuation of appropriate Level 2 consequences
- Suspension from school
- Superintendent's Hearing under Sect. 3214 of NYS Education Law

Student Searches and Questioning

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. 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.

In addition, the Board authorizes the Superintendent, building 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. 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. An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate. Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought. Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

Student Lockers, Desks and other School Storage Places The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

The building principal or the principal's designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The principal or his or her designee shall clearly label each item taken from the student and retain control of the item(s), until the items are turned over to the police. The principal or his or her designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

Off-Campus Misconduct

Students may be subject to disciplinary action, up to and including suspension from school, when they engage in off-campus misconduct that endangers the health and safety of students or staff within the school or substantially disrupts the educational process. Examples of such misconduct include, but are not limited to:

- Cyberbullying (i.e. inflicting willful and repeated harm through the use of electronic text)
- Threatening or harassing students or school personnel over the telephone or other electronic medium
- Using message boards or social media outlets to convey threats, derogatory comments or post pornographic pictures of students or school personnel.

Harassment and Discrimination

Dignity For All Students Act	
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The Dignity For All Students Act, enacted in July of 2012, prohibits harassment or discrimination of students by employees or students on school property (in the school building, athletic fields, parking lot, school bus, etc.) or at a school function (extra-curricular activity, athletic event, etc.) based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

The goal of the Dignity Act is to create a safe and supportive school climate where students can learn and focus, rather than fear being discriminated against and/or verbally and/or physically harassed.

All students, faculty, and/or staff who observe the harassment or intimidation of students, or who become aware of the harassment or intimidation of students, shall report this information immediately to the building principal or his/her designee.

In addition to on-going character education and development, students will receive direct instruction during the school year related to civility, citizenship, character, honesty, tolerance, personal responsibility, respect for others, observance of laws, courtesy and dignity. Students in violation of the Dignity Act could receive both disciplinary and/or non-disciplinary consequences (i.e. counseling, additional education on topics related to the infraction) depending upon the situation.

Parents and students are strongly encouraged to report any instances of harassment or discrimination to Mr. Jenelle Hindell, Eastchester Middle School DASA Coordinator. All reports will be reviewed, investigated and addressed appropriately.

Cafeteria

CAFETERIA POLICY	
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The cafeteria is open for breakfast prior to 7:35 a.m. and during lunch periods. The cafeteria is for student use and convenience. The cafeteria will be kept clean. No food or drink may be taken from the cafeteria without a teacher’s permission. Students are not to borrow money or lend money to other students.

CAFETERIA RULES OF CONDUCT	
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During assigned lunch periods, students will line up in an orderly manner to purchase meals, sandwiches, milk, etc. and proceed to a table to eat lunch. While eating, it is expected that students observe appropriate standards of behavior and courtesy. *Students*

must clean up when they are finished eating and dispose of waste in the proper place. Failure to do so may result in the loss of cafeteria/recess privileges.

Cafeteria rules are:

- Do not bring glass bottles or containers to school.
- Respect all members of the school community.
- Do not run or push. Do not throw food.
- Ask permission to go to the bathroom, office, etc.
- Keep your voice down.
- Clean your table.
- If you spill something, wipe it up.
- Get passes from teachers before coming to lunch for computer, extra work, lunch detention, etc.
- Do not “cut” the food lines.
- When on line, be quiet and courteous.
- When an adult is talking on the microphone, stop talking and listen.
- Go to your locker before lunch or at the bell, not during the period.
- Choices for recess time include:
 - Gym/Outdoor Recess
 - Remain in cafeteria
 - Student must have obtained a pass prior to arriving to lunch in order to visit any other location of the school.

GUIDANCE and STUDENT SERVICES

OVERVIEW	
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A guidance program is provided to all students at EMS to address their common developmental issues. The middle school guidance staff is committed to helping students take full advantage of their middle school education. Comprehensive counseling, guidance, and psychological services are available to students. Confidential educational, personal, social, and developmental counseling are provided by certified counselors and the school psychologists.

Students are referred to the appropriate counselor by the principal, the Committee on Special Education, the Child Study Team, parents, or teachers. Students may also avail themselves of these services on their own.

GUIDANCE SERVICES	
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The school counseling staff provides educational and developmental counseling and also assists in academic planning so students receive educational programs appropriate to their individual needs. Counselors confer with parents and address any school-related concerns. The counselors work as a team with parents, staff, and the principal to ensure that the school responds to each student’s unique talents and requirements. Guidance services include:

- Assisting students in their adjustment to the middle school environment
- Assisting students through a difficult home or school problem
- Helping students and parents understand the middle school curriculum, requirements, and their current academic status
- Assisting students with their personal and social adjustments
- Interpreting evaluative data for students and their families

Contacting the Guidance Office	
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Contact your child’s school counselor for the following services:

- Middle school educational planning
- Course scheduling questions
- Academic program information
- Parent conferences with counselor and/or teachers
- High school transitional planning (8th grade)
- Educational and developmental counseling
- Homework after 3 days of absence; for shorter absences, contact a classmate for homework assignments

PSYCHOLOGICAL SERVICES	
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The school psychologists, Ms. Virtuoso and Mrs. Basulto, see students individually and in small groups to discuss and address issues related to school, family, and community. Additionally, the school psychologists play a large role in the evaluation of students for special education services.

Contacting the School Psychologist	
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Contact the **school psychologists at 793-6130, Ext. 4265 or 4663** for the following services:

- Psychological and educational evaluations
- Special education referrals
- Special services and counseling for special needs students
- Assisting individuals and families regarding psychological concerns such as depression, anxiety, stress, divorce, or death in the family
- Referrals to community and private agencies

<h2>Health Services</h2>

HEALTH CONCERNS	
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Parents should inform the School Nurse of any specific health problem a student has. If student is required to take medication during the school day, the following information **MUST** be sent by the family physician with the medication and a note from the parent/guardian:

- Amount to be given at one time
- Time of day to be given
- Duration of medication

Medication must be in the original container. All medications must be left in the Nurse’s Office. No medication, including aspirin or the like, is to be kept in a student’s possession or locker.

ACCIDENTS	
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Any accident in the school building or at a school-sponsored event **MUST** be reported immediately to the person in charge, to the School Nurse, and to the Principal using the accident report form.

HEARING/VISION EXAMINATIONS	
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During the course of the year students may receive a pass to go to the Nurse's Office for a vision/hearing exam or sports physical. Please keep all appointments.

Attendance Procedures

REPORTING ABSENCES	
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Parents should report absences daily before 9 a.m. by calling the Attendance Clerk, Mrs. Sacchinelli, 793-6130, extension 4271 or emailing emsattendance@eufsdk12.org

LEGAL ABSENCES	
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New York State Law defines the following as legal student absence:

- Personal illness or illness of a family member that requires the student to remain at home to assist.
- Death in immediate family
- Required court appearance
- Required religious obligation

REQUIRED WRITTEN EXCUSE	
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On the first day back to school from an absence, students must bring a written explanation of the absence, signed by a parent or guardian, to the Attendance Clerk in the main office. Failure to bring in a timely written excuse results in an illegal absence being recorded on the report card.

MISSED WORK	
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Students are responsible to obtain all work that is missed and make arrangements to make up any tests or quizzes. If a student will be out for three or more days, a parent or guardian should contact the EMS main office via this email address: mshomework@eufsdk12.org

EARLY DISMISSAL	
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A note from a parent or guardian is needed in advance of a student's leaving school early. The note should be given to the Attendance Clerk in the main office during homeroom. Students must be picked up by parents/guardians in the main office or Nurse's Office.

LATE ARRIVAL	
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If a student is late to school, he or she must report to the Attendance Clerk in the main office immediately upon arrival at school. The student must give the Attendance Clerk a note from a parent or guardian explaining the lateness. Repeated incidents of students arriving late to school without a valid note and/or excuse may be assigned detention.

Contacting the Middle School

The home-school partnership is crucial to maximizing your child’s education. The school is eager to speak with you regarding your child’s progress. If you have concerns, parent-to-school communication is suggested through these channels.

EMS TELEPHONE NUMBERS

The **main telephone** number for Eastchester Middle School is:



914-793-6130

Title	Name	Extension
Principal	Ms. LoBue	4267
Administrative Assistant	Ms. DiMarco	
Assistant Principal	Ms. Hindell	4443
Administrative Assistant - Assistant Principal & Guidance	Ms. Mitchell	
Grade 6 School Counselor	Ms. Mejia	4269
Grade 7 School Counselor	Ms. Fiore	4472
Grade 8 School Counselor	Ms. Magelowitz	4468
School-Wide Counselor	Ms. Damm	4427
Attendance Office	Ms. Sacchinelli	4271
Nurse’s Office	Ms. Caccavo	4246
School Psychologists	Ms. Basulto/Ms. Virtuoso	4265/4663
Transportation Office	Ms. Dolce	4207
Athletics Office	Ms. Rubeo	4257

HOURS TO CALL

MAIN OFFICE: between the hours of 7:30 a.m. and 3:30 p.m.

ASSISTANT PRINCIPAL’S OFFICE: between the hours of 7:30 a.m. and 3:30 p.m.

GUIDANCE OFFICE: between the hours of 7:45 a.m. and 2:55 p.m.

High School Course Information

During their eighth grade year, students may be eligible to enroll in Regents-level Earth Science and Algebra I. Both of these courses are high school credit-bearing classes that are displayed on the student's high school transcript.

ATTENDANCE POLICY	
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A student who has in excess of 24 absences may be denied credit for the course. Both excused and unexcused absences will count toward minimum class attendance requirements for achievement of course credit.

As attendance issues arise, parents shall be notified in two ways. First, teachers will call parents when a student accrues 6 absences. The teacher will also notify the assistant principal. Second, the school will notify the parent via a letter apprising them of any classes in which the student accrues over 12 absences.

When a student accrues 12 absences, the teacher will notify the assistant principal so a conference may be arranged. A concerted effort will be made to resolve any difficulties concerning absences. At this time, a suggested plan of support will be recommended.

When a student accrues 18 absences, the parent will receive administrative notification that an attendance review meeting is mandated. A meeting between the student, parent, teacher and assistant principal shall be held to determine further action. The meeting may have one or more of the following outcomes:

- The student may remain in the course under contract with the assistant principal and teacher. The contract may include aspects related to attendance, effort, and homework. Laboratory requirements will also be stipulated if the course in question is a science course.
- The student may be referred to alternative programming.
- A student's failure to follow through with the determinations as set forth in the attendance hearing will result in an administrative hearing to establish further action.

When the student reaches 25 absences, the teacher will notify the assistant principal. The parent will receive administrative notification that no credit can be earned for the course and the transcript will reflect the denial of credit due to absence.

DROP POLICY	
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Students may drop an elective course during the first 20 school days with no notation on their permanent record. After 20 school days, WP (withdraw passing) or WF (withdraw

failing) will be noted on their high school transcript if the student does not enroll in another course within the department.

Miscellaneous Information

LIBRARY

The EMS library media center is located on the first floor and is open from 7:45 a.m. - 3:45 p.m. daily. Books may be checked out for two weeks; reference materials may be used within the library.

LOCKERS

Every EMS student will be assigned a locker and a lock. Lockers should be used for the storage of materials used during the school day, books, jackets and all electronic devices. It is important that students plan visits to lockers so that they are on time to all classes. ***Students are not to open or use any locker or lock other than the one assigned to them. In addition, students are not to share lock combinations with other students.*** Students may not decorate the outside of lockers. Report any problem with a locker to the main office. New York State Law holds that student lockers remain the exclusive property of the school. Accordingly, the school administration retains the right to inspect or search student lockers.

LOCKS

All EMS students will be issued a Master combination lock at the start of 6th grade or upon entering EMS. Only a school issued Master Lock is permitted on hall lockers. Personal locks are not allowed. If students misplace or intentionally damage their lock, the cost for a replacement is \$7. Students are encouraged to hang locks on the locker's round latch plate while lockers are open as to avoid dropping locks which will cause them to become inoperable.

LOST AND FOUND

The EMS lost and found for cash, jewelry, and other valuable items is located in the main office. Any valuables found should be brought to the main office. The lost and found for other items, such as clothing or textbooks, is located in the cafeteria. If a student has misplaced an item, check the appropriate lost and found location. A report for lost or stolen items should always be filed in the main office.

TEXTBOOKS

Proper care of textbooks is the student's responsibility. Students are responsible for damages to or loss of textbooks and independent reading books.

SCHOOL DELAYS AND CLOSINGS

Whenever school is closed due to inclement weather or other factors, an announcement will be made via the School Messenger automated system to notify everyone in the Eastchester District through email and telephone.

VISITORS	
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All visitors to the school are required to come to the main office to register with the appropriate school official.

PLEASE BE ADVISED:

- Appointments are required to visit our school.
- Please have your ID ready. Visitors without ID will not be allowed to enter.
- All visitors must answer several screening questions related to COVID-19.

DIRECTIONS FOR VISITOR ENTRY:

1. Ring the bell.
2. Through the intercom, security will ask for your name and appointment details.
3. You will wait outside while security verifies this information.
4. When your appointment is verified, security will collect your ID through the door.
5. Security will run your ID through our visitor management system
6. Once cleared through our system, security will admit you and provide you a visitor’s badge or ID sticker.
7. Please clearly display this badge or ID sticker throughout your visit.
8. At the end of your visit, you must sign out and return your badge or ID sticker at the security desk.

If your experience does not align with this procedure, please immediately report this issue to the main office so that we can ensure optimum safety and security.

PERSONAL PROPERTY	
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The Board of Education does not assume responsibility for the security of jewelry, currency, or other personal possessions which students may bring to school. ***The Board discourages students from bringing valuable possessions to school.*** Staff members are not to accept any such personal possessions for safekeeping. The Board of Education will not indemnify any staff member for the loss of student valuable(s) entrusted to his or her care in violation of this policy. Please note that EMS specifically does not assume any responsibility for items that students are prohibited from bringing to school (i.e. any cell phones, smart watches, portable video games, etc.).

WORKING PAPERS	
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Working papers for students at least 14 years of age can be obtained through the Middle School main office.

VIDEO RECORDING/ DISTRIBUTION	
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Taking photos or making audio or video recordings without permission in any context in which the person has a reasonable expectation of privacy such as private offices, restrooms, changing rooms, labs, classrooms, and conference rooms is prohibited. Only persons authorized by the building administrator will be allowed to photograph or record in restricted areas for specific purposes. These persons might include media or yearbook photojournalists.

The publication of pictures or recordings taken in an inappropriate situation is prohibited. In other words, a picture or recording taken under prohibited conditions is also prohibited from being published. This includes pictures taken off district property and brought to the district for distribution. Transmission on the Internet constitutes publication. Additionally, all media transmitted are subject to all applicable policies and laws, including copyright, as is any other digital document. The use of electronic devices to transmit or record images or conversations without explicit permission and acknowledgment of all parties is prohibited. Exceptions for law enforcement purposes may be granted. Any other exceptions must comply with applicable policies and laws and be approved by the Superintendent or designee.