

# CANDLEWOOD MIDDLE SCHOOL

## Agenda Book 2024-2025

*Matthew Mayo, Principal*  
*María Belfiore, Assistant Principal*  
*Anthony Dohrenwend, Assistant Principal*

**This Middle School Agenda Book Belongs To:**

NAME: \_\_\_\_\_ ADVISORY TEACHER: \_\_\_\_\_

GUIDANCE COUNSELOR: \_\_\_\_\_

BUS ROUTE: \_\_\_\_\_ ACTIVITY ROUTE (4:00 p.m.): \_\_\_\_\_

ACTIVITY ROUTE (4:45 p.m.): \_\_\_\_\_

**Main Office:** (631) 592-3300    **Guidance:** (631) 592-3310    **Attendance:** (631) 592-3308

**Nurse:** (631) 592-3301

**1200 Carl's Straight Path, Dix Hills, NY 11746**

## HALF HOLLOW HILLS CENTRAL SCHOOL DISTRICT 2024 - 2025 SCHOOL CALENDAR

Adopted: 1/8/2024

AUG. / SEPTEMBER 2024				
M	T	W	T	F
				30
(2)	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

OCTOBER 2024				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER 2024				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY 2025				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August	30	Superintendent's Conference Day
September	2	Labor Day
September	3	First Day of School
October	3 - 4	Rosh Hashanah
October	14	Columbus Day
November	1	Supt. Conference Day - Diwali
November	5	Supt. Conference Day - Election Day
November	11	Veterans Day
November	27 - 29	Thanksgiving Recess
December	23 - 31	Christmas/
January	1	New Year's Recess
January	20	Martin Luther King Day
January	29	Lunar New Year
February	17 - 21	Winter Recess
March	31	Eid al-Fitr
April	14 - 18	Spring Recess/Passover
May	23 - 26	Memorial Day Recess
June	6	Eid al-Adha
June	19	Juneteenth
June	27	Last Day of School

### DAYS IN ATTENDANCE EACH MONTH

August:	0	+	1
September:	20		
October:	20		
November:	15	+	2
December:	15		
January:	20		
February:	15		
March:	20		
April:	17		
May:	20		
June:	18		
<b>TOTAL:</b>	<b>180</b>	<b>+</b>	<b>3</b>

**180** # Student Attendance Days  
**3** # Conference Days  


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**183** Total # Days

FEBRUARY 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL 2025				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY 2025				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE 2025				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

*The Board of Education develops the calendar annually and reserves the right to change this calendar if emergency closings during the school year require additional days.*

#### Emergency Closing Days:

Should a first day be needed, May 23 will be a school day for students.

Should a second day be needed, June 6 will be a Superintendent's Conference Day for staff only.

**Notes:** There will be 3 half-days at the end of the elementary school year; these days will be June 25, June 26 and June 27.

# Principal's Message to Students

## CANDLEWOOD MIDDLE SCHOOL

Welcome to the 2024-2025 school year at Candlewood Middle School! Let's join together to continue to grow as engaged learners and thoughtful citizens, both in school as well as in our larger community.

Candlewood Middle School holds so many wonderful opportunities for every student. You will have the chance to take challenging classes and join interesting clubs. Throughout your time with us, you may pursue interests in music, the arts, technology, science, athletics and many other great activities and passions. We encourage you to become involved in all that Candlewood has to offer!

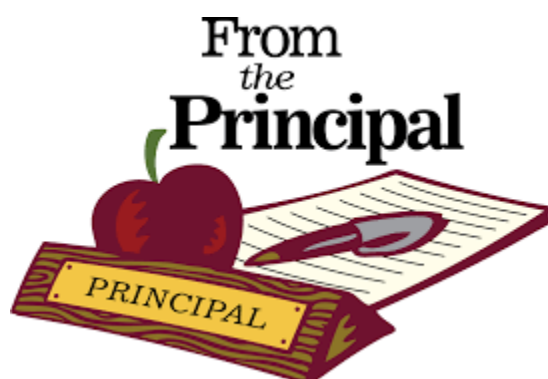
During your middle school years, you will be called upon by teachers and administrators to make thoughtful decisions and to begin to self-monitor your actions and choices. We ask you to join us as we continue to build an inclusive environment here at Candlewood where you will work toward reaching your highest potential. Your opportunities have no limits and our commitment to helping you set and reach goals is limitless.

By building mutual respect, developing personal integrity, establishing a strong work ethic, and practicing gratitude and kindness, you will move on to high school as a life-long learner and a productive, solid citizen. This is our greatest hope for every student at Candlewood Middle School. Have a great year!

All the best,

Mr. Matthew Mayo

Principal



Candlewood Middle School  
Mission Statement

*Candlewood Middle School's mission is to foster resilience in order to encourage innovative, independent, and critical thinkers, who will be globally-minded and have respect for differences, while developing responsibility to oneself and empathy for others.*

*Here at Candlewood, we inspire the personal growth of intelligent, lifelong learners who will practice responsible use of technology and become contributing members of the school, community, and society.*

*It is our goal that through a collaborative effort, each student will acquire the tools to reach their fullest potential.*



## **Advisory: An Amazing Way to Start the Day!**

Each morning at Candlewood Middle School begins with Advisory! Advisory is a ten minute period each day (8:40 a.m. - 8:50 a.m.) where a small group of students are paired with an Advisory teacher. During Advisory, students will listen to announcements, receive important flyers and passes, and teachers will take attendance. However, at Candlewood, we have made it so much more!

**Extended Advisory:** About twice a month we will have an Extended Advisory. Extended Advisory is exactly what it sounds like—extra time for Advisory in the morning to come together to participate in exciting activities, or to learn something new. The Extended Advisory lasts from 8:37 a.m. - 9:11 a.m. This is plenty of time to play exciting and competitive games, give back to others through school and community outreach, and get to know each other through fun activities, such as untying a human knot, decorating an award-winning pumpkin, or writing thank you notes to our Veterans.

### **Extended Advisory Activities and Events!**

- Pumpkin Decorating Contest
- Rock/Paper/Scissor Tournament
- The Great Outdoors
- No Place For Hate (ADL) Presentations and Discussions
- Team Challenges
- Door Decorating Contest
- Kindness and Gratitude Activities
- Days of Celebration!

**Make Mornings Matter!** Come to Advisory to enjoy the activities, meet new friends and to work together as a team! It is a great way to start the day!



## BELL SCHEDULE

REGULAR SCHEDULE	
Period 1	7:50 - 8:36
Advisory	8:40 - 8:50
Period 2	8:54 - 9:40
Period 3	9:44 - 10:30
Period 4	10:34 - 11:20
Period 5	11:24 - 12:10
Period 6	12:14 - 1:00
Period 7	1:04 - 1:50
Period 8	1:54 - 2:40

EXTENDED ADVISORY SCHEDULE	
Period 1	7:50 - 8:33
Advisory	8:37 - 9:11
Period 2	9:15 - 9:58
Period 3	10:02 - 10:45
Period 4	10:49 - 11:32
Period 5	11:36 - 12:19
Period 6	12:23 - 1:06
Period 7	1:10 - 1:53
Period 8	1:57 - 2:40

## SCHOOL CLOSING PROCEDURES

Please remember that the safety of the children is our primary concern. Whether schools are closed, openings are delayed, or dismissal is early due to inclement weather, your first source of information should be the Half Hollow Hills District website for the up-to-date announcements.

Our school buses are well equipped for inclement weather and we ask that for their safety, students should ride the buses rather than be driven by parents. **When schools close early, no student may remain in the building waiting to be picked up by a parent/guardian.** In addition, a message will be sent to all households to alert them of any changes made to the schedule during the course of the school day.

## DELAYED SCHOOL OPENING SCHEDULES

### 2 Hour Delayed Opening

- Per. 1 9:50 – 10:21
- Advisory 10:25 – 10:35
- Per. 2 10:39 – 11:10
- Per. 3 11:14 – 11:45
- Per. 4 11:49 – 12:20
- Per. 5 12:24 – 12:55
- Per. 6 12:59 – 1:30
- Per. 7 1:34 – 2:05
- Per. 8 2:09 – 2:40



## ATTENDANCE INFORMATION

### Absences

A Parent or Guardian must call the school Attendance Office (592-3308), before 8:30 a.m., to report an absence to school. A student who misses all or part of a day must bring a note to school signed by the parent/guardian, stating the reason for the absence or tardiness. Legal absences include illness, death in family, and religious observances. Students will not be excused from school except in cases of emergency. All work missed must be made up as soon as possible after returning to school. **In addition, an absence note is required upon re-entry. The written absence note can be submitted to the Attendance Office or can be sent via e-mail to [cwatt@hhh.k12.ny.us](mailto:cwatt@hhh.k12.ny.us).**

### Absence notes should contain the following information:

- Students Full Name
- Student's Advisory Teacher
- Date(s) of Absence
- Reason for the Absence
- A Phone Number for Verification
- The written note is to be signed by the Parent/Guardian

### Participation in School Activities

In order for students to participate in any after school activity (athletics, clubs, performances, activities, etc.) students must have attended school that day. All students must arrive to school before 10:00 a.m. to be considered eligible to participate in athletics, clubs, performances, activities, etc., unless an Administrator approves otherwise.

### STUDENT LATENESS TO SCHOOL/CLASS

A Parent or Guardian must call the school Attendance Office (592-3308), before 8:30 a.m. If the student arrives late – **during or after First Period – he/she must report to the reception desk, outside of the Main Office, to sign in for the day.**

**Students who develop serious attendance problems in terms of lateness to school shall be subject to disciplinary consequences as deemed appropriate by administration.**

Students are expected to arrive on time to all classes. There is enough time for any student to arrive promptly from any place in the building. Arriving late disrupts the academic instruction going on in the class. The student arriving late and others will miss valuable information. There are classroom consequences as well as loss of privileges for students who are chronically late.

If another teacher has detained the student, he/she should secure a pass from the teacher. If a student is late without a pass, they should report to their class, and the teacher will decide what action is to be taken.

After three or more times being late to class or Advisory, a written referral will be sent to the administration and chronic tardiness will be reported to their parents.

### EARLY DISMISSAL SIGN OUT PROCEDURE FROM SCHOOL

If a student plans to leave school early, he/she must bring a note from home. The note should have the student's name, the date, and the time the student will be picked up from school. If the student will be picked up by someone else other than the parent/guardian, that person's full name must be included in the note. The individual must come to school with proper identification in order for the student to be released. The student will bring the note to the Attendance Office during Advisory. Our attendance staff will verify the note and issue a pass to the student. At the early dismissal time, the student will report to the Main Lobby for dismissal and will surrender the pass to the monitor on duty at the front desk.

**SCHOOL BEGINS AT 7:50 A.M.  
Students who arrive late to their First Period class seat  
(after 7:50 a.m.) will be marked LATE TO SCHOOL!**

## GENERAL POLICIES

### Leaving School Grounds

Students may not leave the building or grounds at any time during regular school hours without administrative permission; it is a serious breach of school policy because it endangers the welfare of students. Any student caught violating this rule will be charged with truancy, parents will be informed, and appropriate administrative action will be taken.

### Before/After School Procedures

Students are not to be in the building or on the school grounds, before or after school, unless they are under the supervision of a teacher.

### Use of Lavatories

Students may use the lavatories with a pass. Agenda books are generally used as a pass.

**Students must complete the sign-in book outside of the bathrooms.**

### Selling or Soliciting

Selling or soliciting for personal gain is illegal. This includes the sale of such items as gum, candy, clothing, or soliciting for outside organizations, ski or amusement park trips, etc. Administrative action will be taken to enforce this rule.

***Students may not bring knives, guns, box cutters, laser pointers, toy-pellet, bb guns or air guns to school. All of the above items will be interpreted as a weapon and be subject to disciplinary action.***

### Cell Phones

Cell Phones are permitted prior to advisory and after dismissal. Cell phones should be placed in student lockers at all times throughout the school day. Should a cell phone be seen or heard during school hours, the student will be asked to put the item away and possibly receive a disciplinary consequence. It is important to remember that the school cannot assume responsibility for the safekeeping of personal items should they become lost or stolen.

### Lockers

A locker will be issued to students at the beginning of the year. The locker is provided to store books and clothing. Please keep it uncluttered and locked at all times. During the first week of school, students are asked to note the times they are close to or pass their locker when traveling between classes. **Students should organize themselves so they carry and replace only those books and notebooks when needed.** If a locker is left open or unattended, the student is responsible if anything is lost. The school will not assume responsibility.

Hall lockers and athletic lockers remain the exclusive property of the school district and are loaned to the student for the school year. Students have no expectation of privacy with respect to lockers. Each student is responsible for his/her belongings and for the books and equipment issued by the school in their lockers. Students are financially liable for the loss or damage of school books and equipment as well as for damage to their lockers. Student locker numbers and combinations are the privilege of the student assigned to that locker. **Students should not share their hall or gymnasium locker or give their combination to anyone.** Administration reserves the right to enter these lockers at any time they deem necessary without prior knowledge or consent of the student or parent. School authorities assume no responsibility for the loss of students' personal belongings or for the loss of books and equipment issued to the student by the school. **To keep up with the maintenance of the hallway lockers, students may not decorate the outside of their lockers for any reason.** **Here are a few simple rules students should follow:**

1. *Do not bring valuables to school.*
2. *Safeguard their locker combination. No one else should know it.*
3. *Be sure to close the locker door properly and snap it shut.*
4. *If the locker does not work properly, report it immediately to the Attendance Office.*
5. ***Coats and backpacks must be left in lockers.***

If you lose or misplace your lock, please report the loss to the Attendance Office and remit \$6.00 in cash for a new lock. Personal locks are not permitted.



### **Smoking and Substance Abuse**

Candlewood is a smoke-free building. Students are not permitted to use or carry vaping devices, cigarettes, electronic cigarettes, cigarette lighters, matches, or any other related product while in the school building on school grounds, on the school bus, or during any activity sponsored by the school. All cigarettes, lighters, vapes and matches will be confiscated. Any student who violates this rule is subject to suspension. Any student in possession of any controlled substance is subject to suspension and possible legal action.

### **Dropping off items for Students**

In an effort to minimize classroom disruption by calling into classrooms during instructional time, we ask that when dropping off an item for your child, please label the item with their name and grade. A note will be sent to the student during their lunch period stating that they have an item in the Main Office to pick up. If the item is needed before their lunch period, the Main Office will make every effort to try to get a message to the student. If your child knows an item is being dropped off, they may come on their own to the main office in between periods to pick up the item. It is the responsibility of the student to come to the Main Office to retrieve the item. The Main Office is not responsible for items that are not picked up.

### **Notices to the Home**

It is extremely important to keep the lines of communication from the school to the home open by seeing to it that messages are delivered to the parents/guardians. From time to time there will be important information that parents/guardians must be made aware of. Please check with your child for all notices. Messages may also come through email or through the inbox on canvas. Please update phone numbers and email addresses as important messages are shared through phone and email communication.

### **Personal Possessions**

Do not bring personal items, money, electronic items, or valuable jewelry to school. It is important to remember that the school cannot assume responsibility for the safekeeping of your personal items should they become lost or stolen.

### **Lost and Found**

All inquiries relative to lost and found articles are to be referred to the Main Office. Check the lost and found in the cafeteria and outside the PE locker rooms first. All textbooks and agenda books should be properly identified so that they can be more easily located and returned.

### **Student Dress**

Students are encouraged to dress in a manner appropriate to attending school. Students are expected to dress in clean clothing and should work to develop good habits regarding their personal hygiene. If no clothing is available to change into, they will not be permitted to go to class or they may be sent home. Students may also be asked to call home to get a change of clothes. Please take a moment to review these guidelines for proper dress with your child.

- Clothing should cover all undergarments.
- No overly short shorts/skirts.
- No bare midriffs. No crop tops or half shirts.
- Slides and flip-flops.

### **Visitors**

The school building is closed to all unauthorized visitors. Those persons who have business to conduct in the school must state their business, provide state or government issued ID, and wear a visitor's pass.

### **Hall Traffic**

While in the corridors, students are expected to keep to the right and move at a reasonable pace. Be sure to use the "Up" and "Down" staircases accordingly. Running in the halls is not permitted.

### **Gum Policy**

Gum chewing is prohibited in all areas of Candlewood Middle School.

**UNLESS GIVEN PERMISSION, STUDENTS ARE NOT PERMITTED TO CARRY BACKPACKS, STRING BAGS OR LARGE POCKETBOOKS IN THE BUILDING DURING THE SCHOOL DAY. As a result, you must plan your day carefully. Know what books to carry for the next period. Keep lockers uncluttered. Be ready for special days, changes in schedules, and due dates for long-term assignments.**

## STUDENT HEALTH POLICIES

### **Illness**

If a student does not feel well before leaving for school, he/she should be kept at home. If a student is in school and not feeling well, the school nurse should be seen. A student will be admitted to the Health Office with a pass from a classroom teacher. A student is not to go to the Health Office between periods but should report to the next period class and obtain a pass from the teacher. Only in the case of an emergency will a student be admitted without a pass. If the student is too ill to remain in school and must leave school because of illness or injury, the nurse will contact the parent/guardian for pickup.

### **Injury**

Any injury on the school bus, school grounds, or in the school building must be reported to the nurse as soon as possible. First aid will be administered as needed. Follow-up treatment of such injuries is the responsibility of the parent/guardian. Home injuries are not the responsibility of the school.

### **Medication**

Medication must be brought to school by a parent or guardian, in the original container, accompanied by a written request from the doctor indicating frequency and dosage of the prescribed medication for students who require medication. Doctors' notes are also required for all over-the-counter medications. All medication must be left with the school nurse and used under her supervision.

### **School Medical Examination**

Annual screenings are completed by the nurse during the school year. Students in grades 7 and 8 may participate in the interscholastic athletic program. They must receive a sports physical examination prior to tryouts. The district provides sports physicals for the students, free of charge, prior to the start of each sports season. Postings and announcements for physical exam dates are on the school website well in advance of the scheduled exam dates.

**PLEASE CHECK THE SCHOOL WEBSITE OR THE NURSE'S OFFICE FOR MORE INFORMATION RELATED TO THE HEALTH SCREENINGS, MEDICATIONS, IMMUNIZATIONS AND SPORTS.**

## LIBRARY MEDIA CENTER

We have an excellent school library available for our students to use. The library will be available before and after school as well as during the school day. Students must sign up in the library at the beginning of their lunch period to use the library after school. Any closing of the library for a period of time will be announced in advance.

The library is a quiet place for learning and research. To maintain this atmosphere, the following must be observed:

1. Quiet, courteous, studious behavior is expected.
2. Keep the space tidy; put the chair away neatly; discard trash in the wastebasket.
3. Books circulate for three weeks and may be renewed.
4. Sign up in the cafeteria at the beginning of the lunch period to use the library after school.
5. Library computers are available for schoolwork. Ask permission to use a computer upon arrival at the library and sign the Library Log-In book.
6. No food or drinks in the library.

### **Computer Lab/Chromebooks**

Each student has his/her own password. Do not share it with anyone. A survey will be sent out at the beginning of the school year. All students and parents must complete the survey.



## TRANSPORTATION

**Students are expected to behave in a manner which ensures the driver's ability to operate the bus in the safest way.** The basic rules to be followed on the bus are posted on each bus and include the following:

1. Be seated immediately and remain seated. Do not stand in the bus.
2. Cooperate and follow the instructions of the bus driver.
3. Keep head, hands and feet inside the bus.
4. Do not eat or drink on the bus.
5. Be courteous, do not use profane language.
6. Keep the bus clean.
7. Do not be destructive.
8. Smoking or vaping is absolutely prohibited.
9. The use of phones, taking pictures or making videos is prohibited.
10. Do not throw anything out of the windows.
11. Fighting on the bus will be dealt with disciplinary action.

Students wishing to take an alternate bus home (other than their assigned bus) must bring in a request in writing signed by their parent/guardian to the Main Office to be stamped. Students are not permitted to walk to and from school unless written documentation from a parent/guardian is on file at Candlewood. Students are not permitted to ride bikes to and from Candlewood Middle School.

A violation of any of these rules is sufficient cause for the issuance of a report of misbehavior by the bus driver. The driver, in applying the rules fairly, can issue verbal warnings and assign seats prior to filing a written report. Disciplinary action resulting from the receipt of a written report shall be carried out by the building administrator and reported to transportation as well as to the Assistant Superintendent. Repeated or severe misbehavior may result in the suspension of privileges. Students, whether they take a bus or not, are requested to leave the building immediately after their last class.

## CAFETERIA

Candlewood offers a Breakfast Program from 7:15 a.m. - 7:45 a.m. Students must report to their first period class after breakfast; therefore, leaving the cafeteria at or before 7:45 a.m. is mandatory. Students who wish to eat breakfast will be permitted to go to the cafeteria as soon as their buses arrive at school. Students may purchase a full breakfast of pancakes, breakfast pizza, French toast, bagels, rolls, or cold cereal with juice and milk or any item a` la carte. **No breakfast is to be taken out of the cafeteria.** Lunch periods provide a complete lunch and an a` la carte lunch.

**Students are not permitted to have fast food, pizza, or donuts sent to the cafeteria. Students are not permitted to bring in treats (homemade or store bought) to share to celebrate special occasions. Please do not bring any of these items up to the school. We will not permit them to be brought to the cafeteria.**

**Due to food allergies, please do not share food with other students.**

## SAMPLE COURSE OFFERING

<u>6<sup>th</sup> Grade</u>		<u>7<sup>th</sup> Grade</u>		<u>8<sup>th</sup> Grade</u>	
English	Full Year	English	Full Year	English Mastery	Full Year
Science	Full Year	Science	Full Year	Science 8/Earth Science	Full Year
Social Studies	Full Year	Social Studies	Full Year	Social Studies Mastery	Full Year
Mathematics	Full Year	Mathematics	Full Year	Math 8/Honors Algebra	Full Year
World Language	10 weeks	World Language	Full Year	World Language	Full Year
Content Literacy	10 weeks	Art	Every other day	Music or Art	Every other day
Family & Consumer Science F/CS	20 weeks	Physical Education	Every other day	Earth Science Lab or Seminar	Every other day
Art	10 weeks	Music	Every other day	Health	Every other day
Health	10 weeks	Technology	Every other day	Physical Education	Every other day
Technology	20 weeks			Family & Consumer Science F/CS	Every other day
Physical Education	Every other day				
Music	Every other day				

### MARKING PERIOD ENDS

November 7, 2024

January 24, 2025

April 4, 2025

June 27, 2025

### HOMEWORK

Students will be receiving specific homework guidelines from each teacher. These guidelines will outline the type of homework and the frequency of homework each week in each of the major disciplines. When there is no formal homework assignment, students are expected to study things that they do not know perfectly and completely.

It is recommended that every student should have at least two “**homework buddies**” for the school year. A homework buddy is someone to call for assignments when **absent two days or less**. On the third consecutive day of absence, please call the Counseling Center and request missed work. Missed work will be ready for pick up in the Counseling Center 24 hours from the date and time requested.



### EXTRA HELP

Extra help is offered in all subjects. It is the responsibility of the student to take advantage of this opportunity to improve his/her work. All teachers offer extra help classes. Students should contact teachers for help in subjects in which they are doing poorly or simply have some questions. A list of the times and days of the week when extra help is available is posted in each classroom. A master list of these times will also be posted on the school website and on the Candlewood New & Announcements Canvas Page.

## STUDENT SERVICES

### COUNSELING CENTER SERVICES

Guidance services are offered to every student and are adapted to one's needs, interests, and abilities as one faces educational and personal challenges. In the beginning of the school year, students will be invited to meet their guidance counselors. The guidance counselor works in close cooperation with teachers, parents and students. Students and parents should feel free to talk with the counselor to seek help or obtain information.

It is suggested that students make an appointment prior to advisory to see their guidance counselor during their lunch period. Except in an emergency, students should not visit the counseling center during class time without the permission and a pass from the classroom teacher.

### PARENT/TEACHER CONFERENCES

Parents/Guardians may call the Counseling Center at any time to arrange an appointment with any teacher you wish to see. Usually these conferences are held during school hours. **The Counseling Center can assist in meeting with the teacher.**

#### **Some of the services and programs offered by the Counseling Center are:**

- Comprehensive Orientation Programs
- Crisis Intervention and Developmental Counseling
- Conferencing Individual and Group Counseling
- Coordination of Standardized Testing Programs
- Interpretation of standardized testing
- Academic follow-up
- Career Exploration
- Peer Mediation
- Liaison to Community Service



### AFTER SCHOOL CLUBS AND ACTIVITIES

The club programs are set up during the first weeks of school. These clubs offer students the opportunity to meet new friends and to pursue the special interests they may have. **Clubs are open to all grade levels.**

Clubs constitute a major part of our co-curricular program. A variety of clubs and activities are offered. These offerings may change from year-to-year depending upon budget and changing student interests. Students are urged to participate for their own benefit, experience and enjoyment. Many of our clubs also offer leadership opportunities.

Candlewood offers a wide range of activities to meet the interests of all students. **Please check the Candlewood website for a list of available after school clubs and activities.**

## LUNCH CLUBS

Candlewood Middle School will be offering Lunch Clubs this year. These clubs will meet during students' regularly scheduled lunch periods. Students can listen to the morning announcements and check the website for availability and start dates.

## ATHLETIC PROGRAM

Grade 7 & 8 students are eligible to join interscholastic teams. Grade 6 students may join the intramural teams. In accordance with the NY State Commissioner's regulations, interscholastic teams are not open to 6<sup>th</sup> grade students. Traditionally, Candlewood has offered a variety of sports that have included the following: cross country, football, soccer, softball, baseball, field hockey, basketball, volleyball, lacrosse, wrestling, and others. In addition, several sports that are not offered in the middle school are available for our students at the high school. Transportation is provided.

Before a student can take part in any of our athletic teams, he/she must first have parental permission to join a team, and then he/she must pass an athletic physical given by a school doctor. Proper paperwork must be on file in the nurse's office. See the school website for more information.

## INTRAMURALS

Candlewood offers a variety of intramural programs for 6<sup>th</sup> grade students. Intramural activities are an opportunity to get involved, learn a new skill, or in some cases can provide a gateway into the Candlewood Athletic program. Intramural offerings can change slightly from year to year, but usually include weight training, flag football, boys' soccer, girls' soccer, yoga, basketball, volleyball, softball, and ping pong, among others.

## INFINITE CAMPUS

Infinite Campus is a web-based student management system that permits parents/guardians with Internet access to view their child's school calendar, schedule, attendance, secondary progress report and secondary report card.

The parent portal may be accessed through the district's website at [Parent Portal](#) OR [www.hhh.k12.ny.us](http://www.hhh.k12.ny.us). Click on Quick links (top right) then, Infinite Campus for Parents/Students. To update parent contact information – email: [parentportal@hhh.k12.ny.us](mailto:parentportal@hhh.k12.ny.us)

## CANDLEWOOD NEWS & ANNOUNCEMENTS

Canvas is a web-based learning management platform that is used at Candlewood. Teachers can post assignments and resources for students that are accessible on any electronic device that has internet access. Students should check their Canvas pages daily.

All students will be connected to the Candlewood News and Announcements page. This is a great resource to keep up on upcoming events, clubs and activities offered, daily positive quotes, mental health resources, and important announcements. The students are also able to access the daily morning announcements as well.

## STUDENT DISCIPLINE

### **Lunch Detention**

Lunch detention is assigned for minor infractions of school rules, such as inappropriate cafeteria behavior, inappropriate hallway behavior, among others.

### **After-School Detention**

After-school detention is assigned for infractions of school rules such as tardiness to class, classroom disruptions, cutting, inappropriate language, among others.

Detention will be held from 2:45 p.m. until 3:45 p.m. At the conclusion of the detention session, transportation will be available. Refusal to serve detention, or removal from detention, will result in the assignment of additional detentions. Continued refusal to serve detention will result in further disciplinary action.

### **In-school suspension**

In-school suspension is assigned to a student whose behavior warrants immediate removal from the general setting such as insubordination, or unacceptable behavior that disturbs the educational process. Students who are assigned in-school suspension are responsible for obtaining the work for that school day, as well as the homework relative to the day's work. Students will work quietly in the in-school suspension room and complete their work for the day.

### **Out-of-school-suspension**

Out-of-school suspension may be assigned for serious infractions of school rules, as follows: repeated truancy, smoking, fighting, possession of alcohol or any controlled substance, false fire alarms, insubordination, abuse of a teacher (verbal or physical), extortion, possession of a weapon, or any conduct which otherwise endangers the safety, morals, health or welfare of oneself or others. Parents are notified of out-of-school suspension.

### **Loss of Privileges**

Students who develop a record of disciplinary referrals will be subject to a loss of privileges. The consequences will be determined by the types of disciplinary infractions that occur. **Loss of privileges may include social probation, non-attendance on school trips, pass restriction and exclusion from a variety of school related activities.**

## **TITLE IX**

*TITLE IX is the portion of the Educational Amendments of 1972 which prohibits sex discrimination in federally assisted programs. Specifically, Title IX states:*

*"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any education program or activity receiving Federal Financial Assistance."*

*Sexual Harassment is a form of discrimination in that it constitutes improper differential treatment on the basis of sex. Candlewood Middle School condemns all unwelcome and uninvited physical, verbal or non-verbal sexual overtones that are personally offensive and fail to respect the rights of others of the same or opposite sex.*

*Any student who believes that he/she has been violated with regard to sexual harassment should report such conduct to a school administrator. All complaints will be investigated and appropriate disciplinary action will be taken against any person violating this policy or guilty of retaliatory conduct against the person lodging a complaint.*

*Official complaints will be filed with the Assistant Superintendent, the District Compliance Office for all sexual harassment complaints. Any questions in regard to Title IX should be referred to the Assistant Superintendent of District Wide Administration at 631-592-3025.*

## NATIONAL JUNIOR HONOR SOCIETY

### *Criteria for Membership*

The National Junior Honor Society is more than just an honor roll. Each chapter establishes rules for membership that are based upon a student's **outstanding** performance in the areas of **scholarship, service, leadership, citizenship and character**. Criteria for selection form the foundation upon which the organization and its activities are built. Outlined below are the procedures and criteria for membership.

- ◆ **Scholarship** – Students will be deemed academically eligible after earning a cumulative average of 93.0 for the first semester. They must maintain this average throughout the entire application process and earn a 93.0 average for the third quarter as well.
- ◆ **Service** – Students must complete a minimum of 10 service hours to the school or community without compensation and with a positive, courteous and enthusiastic spirit. The hours must be completed prior to the application process but during the school year they are applying (September – February). Students must show proof—a signed letter from the activity advisor or certificate of completion must be attached to the application packet. Students are encouraged to volunteer at more than one location.
- ◆ **Citizenship** – Applicants must participate in at least **two** ongoing clubs or activities that they have been involved in months before the application process began. It is recommended that one activity be school based and the other outside of school. Advisors will need to complete recommendation forms that will comment on the applicant's leadership and character.
- ◆ A list of students seeking membership will be sent to all faculty members. Teachers will be asked to provide information about the students in regard to leadership, citizenship and character. This information will be used to supplement the student activity information and file.
- ◆ Students' disciplinary records, interim reports and report card comments will also be considered.
- ◆ The principal will appoint a five-member selection committee that will be overseen by the NJHS advisor. Membership is granted only to those students selected by the Faculty Council on the condition of their having met the standards for selection.

Membership in the National Junior Honor Society is one of the highest honors that can be awarded to a middle school student. Criteria for acceptance into National Junior Honor Society are based on: **Scholarship, Leadership, Service, Citizenship and Character**.

Teacher and activity recommendations are based on a rating scale. A minimum rating is required for acceptance into the Society.

Applications for membership are sent to qualifying 7<sup>th</sup> and 8<sup>th</sup> grade students at an application meeting in March. The induction ceremony is held in early May.

***The Candlewood Chapter of National Junior Honor Society offers an ongoing tutorial service. Students meet in the library, after school, on mutually convenient days, for as many sessions as necessary. This informal arrangement, having a peer as a tutor, has proven to be successful. Students interested in being matched with a NJHS tutor should see the Counseling Center secretary.***



# **Half Hollow Hills Central School District**

## ***Code of Conduct***

*Implementing Project SAVE and the Dignity for All Students Act*

### **Board of Education**

Diana Acampora

Stephanie Gurin

Nadia Bilal

Eric Geringswald

Adam Kleinberg

John Mathew

Michael Prywes

### **Superintendent**

Dr. Patrick Harrigan

### **Assistant Superintendent for District-Wide Administration**

Dr. Jeffery Woodberry

### **Assistant Superintendent for Finance & Facilities**

Anne Marie Marrone Caliendo

### **Assistant Superintendent for Elementary Education**

Diana Ketchum

### **Assistant Superintendent for Secondary Education**

John O'Farrell

### **Principals**

#### **Otsego Elementary School**

Dr. Stacey Gillespie

#### **Vanderbilt Elementary School**

Martin Boettcher

#### **Paumanok Elementary School**

Steven Vitolano

#### **Candlewood Middle School**

Matthew Mayo

#### **Signal Hill Elementary School**

Dr. Maryann Fasciana

#### **West Hollow Middle School**

Steven Hauk

#### **Sunquam Elementary School**

Karen Littell

#### **High School East**

Dr. Milton Strong

#### **High School West**

Dr. Michael Catapano

## **Introduction**

The Board of Education of the Half Hollow Hills Central School District is committed to providing a safe and orderly school environment where students may receive, and District personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other District personnel, parents and other visitors is essential to achieving this goal.

The District has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the Board adopts this Code of Conduct (“the Code”).

Unless otherwise indicated, this Code applies to all students, school personnel, parents and other visitors when on school property or attending a school function whether on or off school property.

## **Definitions**

For purposes of this code, the following definitions apply.

- **“Bullying”** is a hostile activity, which harms or induces fear through the threat of further aggression and/or creates terror. Bullying may be premeditated or a sudden activity. It may be subtle or easy to identify, done by one person or a group. Examples of bullying include, but are not limited to:
  - *Verbal bullying* includes, but is not limited to, name calling, insulting remarks, teasing, violent threats, frightening phone calls, extortion, taunting, gossip, spreading of rumors and racist slurs.
  - *Physical bullying* includes but is not limited to, poking, slapping, hitting, tripping or causing a fall, choking, kicking, punching, biting, scratching, spitting, twisting arms or legs, damaging clothes and personal property or threatening gestures.
  - *Social or relational bullying* includes but is not limited to, excluding someone from a group, isolating, shunning, spreading rumors or gossiping, arranging public humiliation, undermining relationships, teasing about clothing or looks, giving dirty looks or aggressive stares.
  - *Cyberbullying* includes, but is not limited to, threatening electronic communications via social media, instant messages, text messages, email, blogs, chat rooms, gaming systems, and any social networking sites.
- **“Discrimination”** is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs.
- **“Disruptive student”** means any student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.
- **“Gender”** means actual or perceived sex, and a person’s gender identity or expression. (N.Y. Education Law § 11.6)
- **“Harassment”** means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause an individual to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person’s actual or perceived race, color,

weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) or sex. (N.Y. Education Law § 11.7)

- **“Hazing”** is an induction, initiation, or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or ridicule is likely to occur.
- **“Parent”** means parent, guardian or person in parental relation to a student.
- **“School property”** means in or within any building, structure, athletic field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus (including at the bus stop) as defined in Vehicle and Traffic Law § 142.
- **“School function”** means any school-sponsored extracurricular event or activity whether on or off school property, including, but not limited to, field trips and foreign travel.
- **“Student with a disability”** means a student classified as having a disability.
- **“Sexual orientation”** means actual or perceived heterosexuality, homosexuality or bisexuality. (N.Y. Education Law § 11.6)
- **“Violent student”** means a student under the age of 21 who:
  - Attempts / commits an act of violence upon a school employee.
  - Attempts / commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function.
  - Possesses, while on school property or at a school function, a weapon.
  - Displays, while on school property or at a school function, what appears to be a weapon.
  - Threatens, while on school property or at a school function, to use a weapon.
  - Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
  - Knowingly and intentionally damages or destroys school property.
- **“Weapon”** means a weapon or firearm as defined in Half Hollow Hills Board of Education Policy.

## **Student Rights**

The District is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all District students have the right to:

- Take part in all District activities on an equal basis regardless of race, color, creed, national origin, religion, gender or disability.
- Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
- Access school rules (Students will be required to sign an acknowledgement that they received a Student Handbook) and, when necessary, receive an explanation of those rules from school personnel.

### **New York State Dignity for All Students Act (DASA)**

No student shall be subjected to harassment, intimidation, discrimination or bullying by any school employee or student. All forms of harassment, intimidation, discrimination or bullying are strictly prohibited and will not be tolerated on school property and at school functions.

The Dignity Act (DASA) includes, but is not limited to the following 11 protected classes, groups or characteristics. The Dignity Act prohibits any discrimination based on actual or perceived characteristics. Students in Public Schools in New York State are protected from discrimination, harassment and persecution on the basis of actual or perceived:

- Race
- Color
- Weight
- National Origin
- Ethnic Group
- Religion
- Religious Practice
- Sex
- Gender
- Sexual Orientation
- Disability

In compliance with Section 801-a of New York State Education Law and the Dignity Act, all schools in the Half Hollow Hills Central School District will provide instruction in civility, citizenship and character education by expanding the concepts of tolerance, respect and dignity.

The Half Hollow Hills Central School District encourages student, family and community involvement in the reporting and prevention of discrimination and harassment. A Dignity Act Coordinator (DAC) has been appointed to each school building within the District. The Dignity Act Coordinator or the Principal's designee will investigate all reports of discrimination or harassment related to DASA.

#### **Dignity Act Coordinators**

Otsego Elementary School	Dr. Stacey Gillespie
Paumanok Elementary School	Steven Vitolano
Signal Hill Elementary School	Maryann Fasiana
Sunquam Elementary School	Karen Littell
Vanderbilt Elementary School	Martin Boettcher
Candlewood Middle School	Matthew Mayo
West Hollow Middle School	Steven Hauk
High School East	Dr. Milton Strong
High School West	Dr. Michael Catapano

#### **Student Responsibilities**

All District students have the responsibility to:

- Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and their property.
- Be familiar with and abide by all District policies, rules and regulations dealing with student conduct.
- Attend school every day unless they are legally excused and be in class on time and prepared to learn.
- Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.

- React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
- Work to develop mechanisms to control their anger.
- Ask questions when they do not understand.
- Seek help in solving problems that might lead to discipline.
- Dress appropriately for school and school functions in accordance with the adopted “Dress Code.”
- Accept responsibility for their actions.
- Conduct themselves as representatives of the District when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
- Be forthcoming with information concerning violations of the Code.

### **Student Dress Code**

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

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

- Be safe, appropriate, and not disrupt or interfere with the educational process.
- Recognize that extremely brief, tight and short garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), see-through garments and garments which expose bare midriffs are not appropriate.
- Ensure that underwear is completely covered with outer clothing.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- Permit head covers in school; however, head cover in classrooms are at the teachers’ discretion except for a medical or religious purpose.
- Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, disability or gang related.
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- Attire that may disrupt the educational process is unacceptable.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. Additionally, the principal or his or her designee shall have the authority to determine what is a violation of the “Dress Code.”

This code is designed to be a guide and is by no means all inclusive. Final decision concerning the appropriateness will be made by the building administration or principal.

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

## **Prohibited Conduct**

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

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

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

The Code of Conduct shall apply to conduct off of school property and/or outside of school functions, for conduct that may endanger the health or safety of pupils within the educational system, or adversely affect the educational process.

***Engage in conduct that is DISORDERLY. Examples of disorderly conduct include, but are not limited to:***

- Running in hallways.
- Making unreasonable noise.
- Using language, actions or gestures that are profane, lewd, vulgar or abusive.
- Obstructing vehicular or pedestrian traffic.
- Engaging in any willful act which disrupts the normal operation of the school community.
- Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
- Computer/electronic communications misuse, including any unauthorized use of computers, software, or Internet/Intranet account; accessing inappropriate websites; or any other violation of the District's acceptable use policy.
- In addition, students are not permitted on school grounds outside of normal school hours without administrative authorization unless attending a school function or an event sanctioned by the school.

***Engage in conduct that is INSUBORDINATE and/or DISRUPTIVE. Examples of insubordinate or disruptive conduct include, but are not limited to:***

- Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
- Lateness for missing or leaving school without permission.
- Skipping detention.
- Being disrespectful or acting inappropriately toward teams, groups of people, or persons visiting the school.

***Engage in conduct that is VIOLENT. Examples of violent conduct include, but are not limited to:***

- Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee, or attempting to do so.
- Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property, or attempting to do so.
- Possessing a weapon. See Board of Education Policy. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
- Displaying what appears to be a weapon.
- Threatening to use any weapon.

- Damaging, defacing or destroying the personal property of a student, teacher, administrator, other District employee or any person lawfully on school property, including using graffiti or arson.
- Damaging, defacing or destroying school District property.

***Engage in conduct that ENDANGERS THE SAFETY, MORALS, HEALTH OR WELFARE OF THEMSELVES AND/OR OTHERS. Examples of such conduct include, but are not limited to:***

- The sending, receiving or forwarding of sexually provocative language, images, nude or nearly nude photos and/or videos through text message, email or other digital means which can be used to hurt, harass and humiliate others. In cases where a student engages in such conduct, and school officials have reason to believe the images involved constitute child pornography, a referral will be made to the appropriate law enforcement officials.
- Possessing, consuming, sharing, selling, distributing or exchanging alcoholic beverages or illegal substances or prescription drugs or over-the-counter medicine or being under the influence of any of the above. Being under the influence of “illegal substances” includes, but is not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances, commonly referred to as “designer drugs.”
- Using or sharing prescription and over-the-counter drugs.
- Possession of drug paraphernalia, including, but not limited to: pipes, bongs, rolling papers, grinders, lighters, plastic bags used for packaging and distribution of drugs, scales, and any other items used for distribution, packaging, exchanging or use of drugs, whether in school, at school facilities or at school functions conducted off school grounds.
- Lying to or concealing the truth from school personnel.
- Stealing/acquiring the property of other students, school personnel or any other person lawfully on school property or attending a school function.
- Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
- Discrimination, which includes, but is not limited to the use of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation or gender (including gender identity and expression) as a basis for treating another in a negative manner. See definitions.
- Harassment, including sexual harassment and bullying. See definitions.
- Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
- Hazing. See definitions.
- Using vulgar or abusive language, cursing or swearing.
- Possessing, smoking, selling, distributing or exchanging a cigarette, cigar, pipe or using chewing or smokeless tobacco, electronic cigarettes, Hookah cigarettes or possessing tobacco products as defined by the Board of Education Policy and Suffolk County Legislation.
- Gambling.
- Selling, using, or possessing obscene material.
- Indecent exposure is exposure to the sight of the private parts of the body in a lewd or indecent manner.
- Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- Engaging in any activity that violates any local state or federal law.
- Bullying is understood to be a hostile activity, which harms or induces fear through the threat of further aggression and/or creates terror. Bullying involves an imbalance of power or strength and can manifest itself physically, verbally or through non-verbal communication such as gestures or social exclusion.
- Cyber bullying (also known as “digital” or “electronic bullying”) which is the repeated use of information technology such as the Internet, email, social networks, instant messaging services, blogs, cell phones and gaming systems to deliberately harass, threaten or intimidate others. Cyber bullying may involve sending mean, vulgar or threatening messages or images; posting sensitive or private information about another person; pretending to be someone else in order to malign that other person; or intentionally excluding someone from an internet-based group or activity.
- Students may not be in possession of any type of medication. All prescriptions and medications must be given to and dispensed by the school nurse.

***Engage in HAZING, INITIATION ACTIVITIES, HARASSMENT AND BULLYING:***

Hazing, initiation activities, harassment and bullying are abusive and often illegal behaviors that harm victims and negatively impact the school environment by creating an atmosphere of fear, distrust, mean-spiritedness, intimidation and intolerance. Hazing is especially troubling at the middle and high school levels because of issues of adolescence, in which many students are more vulnerable to peer pressure due to the tremendous need to belong, make friends and find approval from one's peer group. Accordingly, hazing, initiation activities, harassment and bullying will not be tolerated at any level in Half Hollow Hills as they are deemed dangerous, volatile of the law and district policy and immoral.

The purpose of this policy is to ensure a safe learning environment for students and staff that is free from hazing, initiation activities, harassment and bullying and that promotes respect, civility, dignity and equality. Hazing, initiation activities, harassment and bullying activities of any type are inconsistent with the educational goals of the District, and are condemned and strictly prohibited at all times. Moreover, it is the policy of the District that no student or adult will participate in or be members of any secret fraternity or sorority, athletic team, club or organization that is in any degree related to the school or to a school district activity which engages in any form of hazing, initiation activities, harassment or bullying, whether on school grounds, school buses or at all school-sponsored activities, programs and events, including those that take place at locations outside the district.

**General Policy Statements**

A. No student, teacher, coach, administrator, paraprofessional, volunteer, contractor or other employee of the District shall plan, direct, encourage, aid or engage in hazing, initiation activities, harassment or bullying.

B. No student, teacher, coach, administrator, paraprofessional, volunteer, contractor or other employee of the District shall permit, condone or tolerate hazing, initiation activities, harassment or bullying.

C. The District strictly prohibits students, teachers, coaches, administrators, paraprofessionals, volunteers, contractors or other employees of the District from engaging individually or collectively in any form of hazing, initiation activities, harassment or bullying on school property, off school property or on a school bus, in connection with any school activity or involving any person associated with the school, regardless of where it occurs.

D. Consistent with this policy, the District's Code of Conduct and the Athletic Code of Conduct, any student who participates in hazing, initiation activities, harassment or bullying will face immediate and strong disciplinary action, up to and including suspension, expulsion, exclusion and loss of the privilege of attendance and participation in extracurricular activities and sports and school events (i.e., graduation, prom, dances, field trips, etc.).

E. Students, teachers, coaches, administrators, paraprofessionals, volunteers, contractors or other employees who participate in hazing, initiation activities, harassment or bullying will also be referred to appropriate law enforcement authorities and may face subsequent prosecution for hazing, harassment or assault.

F. Consent is no defense to a charge of hazing, initiation activities, harassment or bullying. Apparent permission or consent by a person being hazed, initiated, harassed or bullied does not lessen the prohibitions or penalties contained herein.



G. This policy applies to behavior that occurs on or off school property or on any school bus ride and during, before, and after school hours.

Reporting- In order for the District to effectively enforce this policy, it is essential that all victims of hazing, initiation activities, harassment or bullying and persons with knowledge of hazing, initiation activities, harassment or bullying report them immediately. Visit our website at [hhh.k12.ny.us](http://hhh.k12.ny.us) to access forms for reporting any complaints.

School District Action - the District will promptly investigate all complaints written of hazing, initiation activities, harassment or bullying.

***Engage in MISCONDUCT WHILE ON A SCHOOL BUS OR AT A BUS STOP:***

It is crucial for students to behave appropriately at the bus stop and while riding on District buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves at the stop and/or on the bus in a respectful manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

***Engage in MISCONDUCT WHILE AT A SCHOOL-SPONSORED ACTIVITY on or off school property. Examples of such conduct include, but are not limited to:***

- Conduct that is disorderly, insubordinate, disruptive, violent, and/or endangers the safety, morals, health or welfare of themselves or others.
- Activation of cell phones, tablets, laptops or any other electronic device, without prior approval from the Principal.

***Engage in any form of ACADEMIC MISCONDUCT. Examples of academic misconduct include, but are not limited to:***

- Plagiarism
- Copying
- Cheating
- Altering records
- Assisting another student in any of the above actions

**Student Use of Electronic Devices**

To avoid disruption of the learning process and to prevent possible theft, cell phones, tablets, laptops or any other electronic devices are not to be activated or visible during the school day (7:15 a.m. - 2: 00 p.m. at the high schools and 7:45 a.m. - 2:40 p.m. at the middle schools) without prior written approval from the Principal. These items may be confiscated if activated or visible in school, and only released to the student's parent or guardian. However, in the event of a school-related emergency, cell phones may be activated and visible.

Requests for the approved usage of electronic devices during the school day must originate from a teacher and must be accompanied by a detailed description of the intended use. Requests may be granted only for specific time periods as articulated in the description of intended use. Requests for unlimited use within the building or throughout the day will not be approved. Requests will not be accepted from students or their families.

**Zero Tolerance for Drugs, Alcohol and Weapons**

The Half Hollow Hills Central School District has "zero tolerance" for drugs, alcohol and the possession of weapons. Students who are involved with drugs, alcohol, or are in possession of a weapon in the school setting or at a school related event will be suspended from school and automatically referred for a Superintendent's Hearing for an extended out of school suspension. If a student is found to be in possession of an illegal substance of any quantity or a weapon, law

enforcement personnel will be called and the student may be arrested at the school. The school administration will cooperate with the police and provide them with any relevant information regarding the incident.

The Half Hollow Hills Central School District's Code of Conduct includes specific prohibition against the possession of drug paraphernalia and weapons (see *Prohibited Conduct*).

### **Notification of Law Enforcement**

The Half Hollow Hills Central School District will notify law enforcement/school personnel when a student has been found to be in possession of:

- drugs, alcohol, or related paraphernalia
- a weapon
- child pornography

When a threatening statement is directed to a school, student or group of students, or staff members, law enforcement personnel will be notified. This includes, but is not limited to, statements made verbally, written, or via digital means (i.e. text messages, social media, email, etc.).

### **Disciplinary Penalties, Procedures and Referrals**

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

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

- Student's age
- The nature of the offense and the circumstances which led to the offense
- The student's prior disciplinary record
- The effectiveness of other forms of discipline
- Information from parents, teachers and/or others, as appropriate
- Other extenuating circumstances

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

Students with a disability can be suspended even if the incident is related to his disability if the incident is related to the safety of others. Discipline, if warranted, shall be administered consistent with federal law and Board of Education Policies for disciplining students with a disability, or presumed to have a disability.

### ***Penalties***

Students who are found to have violated the District's Code of Conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

- Oral warning - any member of the District staff
- Written warning - coaches, activity directors, guidance counselors, teachers, principal, and Superintendent
- Written notification to parent - coaches, activity directors, guidance counselors, teacher principal, Superintendent
- Detention - teachers, Principal, Superintendent
- Suspension from transportation - principal, Assistant Superintendent, Superintendent.

- Suspension from athletic participation - coaches, principal, Superintendent, or Superintendent's designee
- Suspension from social or extracurricular activities - activity director, advisor, Principal, Superintendent, or Superintendent's designee
- Suspension of other privileges - Principal, Superintendent, or Superintendent's designee
- In-school supervision - Principal, Superintendent
- Removal from classroom - teachers, Principal
- Short-term (five days or less) suspension from school - Principal, Superintendent
- Long-term (Pursuant to Education Law § 3214 -more than five days) suspension from school, subject to a Superintendent's hearing - Superintendent, Board of Education
- Permanent suspension from school - Superintendent, Board of Education

### ***Procedures***

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

### ***Minimum Periods of Suspension***

#### **Students who bring a weapon to or possess a weapon in school (See Board of Education Policy #5535):**

Any student found guilty of bringing or possessing a weapon on school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law § 3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis.

#### **In deciding whether to modify the penalty, the Superintendent may consider the following:**

- The student's age
- The student's grade in school
- The student's prior disciplinary record
- Input from parents, teachers and/or others
- The Superintendent's belief that other forms of discipline may be more effective
- Other extenuating circumstances

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

#### **Students who commit violent acts other than bringing a weapon to school:**

Any student who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

#### **Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes with the teacher's authority over the classroom:**

Any student who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for at least five days. For purposes of this Code, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law § 3214 (3-a) and this on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

### **REPORTING VIOLATIONS**

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

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

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

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

***Revised July 2014***

**School Contract**  
**September 2024 - Tenure at Candlewood**

As a Candlewood Middle School parent, you have a unique opportunity – and an important responsibility – to be actively involved in your child’s daily education. This handbook is provided to help you and your child understand the school’s procedures and policies. Please read this handbook carefully with your child before signing the contract below. In addition, you should take the time to review the daily assignments with your child each evening, checking to see that your child’s homework assignments are thoroughly completed and ready to be submitted on time.

It is also imperative that you make your child aware that his/her actions have consequences. Breaking rules may result in his/her loss of privileges. These lost privileges in school may include exclusion from school dances, field trips, class trips, Moving-Up Ceremony/dance for eighth graders, or other school related activities. It is our hope that you will support the school’s consequences and impose home consequences that reinforce school policy.

This handbook is an important guide to success in middle school. Each student is responsible for bringing his/her agenda book to every class and uses it regularly. Any student who loses his/her agenda book must immediately purchase a replacement.

A contract is an agreement between two or more parties. When all the participants understand and agree to the terms of the contract, each signs his/her name. At our middle school, students, teachers, administrators and parents are expected to accept the responsibilities outlined in this agreement in order to provide a safe learning environment.

**In addition, I have reviewed with my child what bus routes my child will take to school, when leaving school at 2:40 p.m., and for both activity routes (4:00 p.m. & 4:45 p.m. – as listed on the Candlewood website).** If I am unable to determine which after-school bus routes my child is able to take, I will contact the transportation department at 631-592-3855 to obtain this information.

**STUDENT PLEDGE**

I have read the agenda book. I’m aware that I am required to record nightly assignments in this book and to offer it for review to my parents and teachers. I have noted that the purpose of the book is to help develop skills for organization and to facilitate communication among all parties taking responsibility in the education process: me, my parents, my teachers, and school administrators.

I also understand that my refusal to meet this requirement could result in the loss of privileges, involving athletics, club membership, and participation in other school functions.

Finally, I understand that I am to respect the rights of all members of the Candlewood community. We are all different; therefore, to forget differences and focus on each other’s strengths is to ensure unity and fairness.

Signature \_\_\_\_\_

**PARENT NOTE**

I have read the agenda book and discussed it with my child. I understand that I am encouraged to review this agenda book daily, to note my review of the book periodically on the spot check page, and to communicate with the teacher(s) whenever I have a concern. I also understand that I can expect communication from teachers, counselors, and administrators whenever there is a concern about my child.

In addition, I am aware that there are guidance, health, psychological, and social work services, as well as access to any administrator should I have concerns that go beyond the classroom, and that I am encouraged to call any or all of those services for assistance.

Signature \_\_\_\_\_

Your signature gives the message to your child that you plan to monitor progress and call on him/her to meet required responsibilities

**Lunchroom Behavior Contract**  
**September 2024 - Tenure at Candlewood**

**I am expected to...**

- ◆ **Use appropriate language in the cafeteria at all times**
- ◆ **Be respectful to the cafeteria monitors**
- ◆ **Pick up after myself and keep my area clean**
- ◆ **Never throw food**
- ◆ **Respond to any reasonable requests by administrators, teachers and monitors in a respectful manner**
- ◆ **Refrain from fighting or causing others to fight in the cafeteria**
- ◆ **Maintain proper decorum in the cafeteria and maintain normal level of speech**
- ◆ **Arrive on time to lunch**
- ◆ **Behave appropriately on the lunch line**
- ◆ **Not ask other students for money during the lunch period**
- ◆ **Not abuse any machine or other property in the cafeteria**
- ◆ **Keep voices low in conversation with one another**
- ◆ **Keep food or drink in the cafeteria**
- ◆ **Not bring in treats (homemade or store bought) to share to celebrate special occasions**
- ◆ **Not share food with other students, due to the presence of food allergies**
- ◆ **Not have fast food, pizza, donuts or baked goods delivered or brought in**

Should I fail to honor these expectations, **I understand that there are consequences: I may be given consequences, and might serve after-school detentions**, or for serious repetition of offenses I might be suspended from school. My signature below demonstrates that I understand these standards of behavior and that I will abide by them to the best of my ability.

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**Computer Contract**  
**September 2024 - Tenure at Candlewood**

- ◆ **Care of Equipment** – Computers, monitors, chrome books, printers, keyboards, modems and cables. Equipment is to be used in a responsible manner. Students should not unplug cables or abuse equipment. Mice are not to be taken apart. If a problem is found with a computer it should be reported to a teacher.
- ◆ **Internet** – Students may not use the internet independently in school unless they have completed and handed in a completed district internet use agreement form. Internet use is for school related activities.
- ◆ **Copyright Laws** – Copyright laws protect Computer programs. It is illegal to make copies of computer programs and give them to others. After you buy a program, you may make one copy for yourself.
- ◆ **Passwords** – All students will have their own password to be used with our network. Students may not use other students' or teachers' passwords. Learning a password does not give a student permission to enter someone's protected folder. Students are not to share their passwords with other students. Students are not to change passwords or alter computer systems.
- ◆ **Computer Ethics** – Students are responsible for authoring their own work. Taking work created by another student, author, CD-ROM Encyclopedia, or any other source and representing it as your work is wrong and a very serious offense. Students may not use other students' passwords or tell other passwords they have learned. Computers are not to be used to send or print unsigned inappropriate documents to other people.