

SOUTH ORANGETOWN MIDDLE SCHOOL

STUDENT HANDBOOK

2024-2025

FRONT COVER DESIGN BY: ADUREY CHO

BACK COVER DESIGN BY: LILIAN VEGA

INSIDE FRONT COVER DESIGNED BY: OLIVIA YUN

INSIDE BACK COVER DESIGNED BY: KIERA MCKAY

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SOUTH ORANGETOWN MIDDLE SCHOOL

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Stephanie Grace, Assistant Principal	680-1102
Attendance/Main Office	680/1143
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Phillip Farrugia, School Counselor	680-1107
Siobhan Maiorano, School Counselor	680-1109
Bobbie Wong, Prevention Counselor	680-1147
Courtney Malka, School Psychologist	680-1112
Colleen Geyer, School Psychologist	680-1023
Jessica Inglis, Social Worker	680-1028
School Nurse	680-1130

<http://www.socsd.org>

PARENT TEACHER ASSOCIATION

President: Andrea Kheocha-On

Vice-President: Jorli Peña

Treasurer: Cindy Caraballo

Secretary: Corinne Sletner

STUDENT AND PARENT/GUARDIAN AGREEMENTS

Please log into the [PowerSchool Parent Portal](#) to electronically sign the necessary student and parent/guardian agreements for the 2024-25 school year.

STUDENT CODE OF CONDUCT

Please click [here](#) to view the Student Code of Conduct.

AS A STUDENT:

- I will abide by the South Orangetown Middle School Code of Conduct.
- I will act in a responsible, courteous, and dignified manner at all times.
- I will respect my classmates, my teachers, and school property.

AS A PARENT/GUARDIAN:

- I will do all that I can to support my child's efforts in school and help them succeed.
- I will see to it that my child comes to school ready and prepared to work.
- I will check the student handbook, as needed, for completed class assignments and homework.
- I will make every effort to ensure that my child's books and school supplies are adequately maintained.
- Furthermore, I will make every attempt to contact the school if I have any questions or concerns about my child's school work, conduct and/or progress.

MISSION, VALUES AND GOALS

The mission of the South Orangetown Central School District is to elevate, engage and inspire through personalized and exceptional educational experiences that ensure all students achieve to their fullest potential. The district will utilize and distribute resources and programming that promotes integrity and fairness to ensure a district system of equity, access and opportunities for all.

Our values are to:

- Challenge our students with the highest quality education
- Foster an inclusive school district community based upon respect, responsibility, equity and global citizenship
- Provide a safe and nurturing environment which prepares every student for future success

In alignment with federal Every Student Succeeds Act evaluation measures, SOCSO schools are focused on the following key goals: supporting academic readiness; promoting college, career and civic readiness; decreasing chronic absenteeism; and, improving school climate.



WELCOME TO THE SOUTH ORANGETOWN MIDDLE SCHOOL

ALWAYS BE RESPECTFUL, RESPONSIBLE, PREPARED AND KIND!

Dear SOMS Students,

Welcome to the 2024-2025 school year at the South Orangetown Middle School. We have prepared this handbook so that you will have all the information you will need.

Please review this information with your parent/guardian. It contains many guidelines you will be expected to follow, especially the Student Code of Conduct.

The daily planner section will be helpful. You should plan to use it daily to record your homework assignments. Organization is essential!

During this year, you will experience great growth. You will be supported and encouraged by extraordinary teachers and staff. We know you are up to the challenge and will be prepared to meet, if not exceed, the New York State Education Department learning standards in all areas.

Please plan on taking advantage of the numerous activities that are available at our school. Try out new sports, clubs or activities. Be an active participant in the middle school experience.

Creating a community of responsible, respectful, and kind citizens will be everyone's priority. We expect great things from you and working together all things will be possible.

Sincerely,

Dr. Corey, Principal

Ms. Grace, Assistant Principal

Dear SOMS Students,

The SOMS PTA would like to take this opportunity to welcome back our returning students and extend a big WELCOME to all of our new students. We hope everyone had a wonderful and relaxing summer. It's with great enthusiasm that we invite you to get ready for an exciting and successful 2024/2025 school year!

Our PTA is made up of students, parents, guardians, teachers, staff, and administrators who bridge together home and school life, making your years at SOMS memorable and productive. In addition to dances, parties, assemblies, school store, and school photos, the SOMS PTA Executive Board has been busy exploring additional programs, events and opportunities aimed at enhancing the educational environment for our community. You can learn more by following SOMS PTA website at www.somspta.org or on our Facebook/Instagram page "SOMS PTA." Make sure to bookmark the SOMS PTA calendar which is updated with all pertinent event info and links.

We have moved to processing all memberships online at www.soms.memberhub.com/store. Your membership fees directly fund all the programs and assemblies we provide to SOMS students. Our partnership with the administration helps bring our students the best experiences!

Please don't hesitate to make suggestions, ask questions and/or voice your concerns by dropping a note in the PTA mailbox located in the main office, or sending us an email at somspta@gmail.com. We're here to assist your parents, your teachers, and most importantly, YOU!

All of us at SOMS PTA are looking forward to an exciting school year at South Orangetown Middle School. We wish you a successful, happy, and healthy year!

Sincerely,

SOMS PTA Executive Board

ABSENCES

Attendance is taken electronically by the class teacher. Regularity of attendance and punctuality is required of all students. If you are absent from class(es), calls will be made home by the automated attendance system. Absence, tardiness, or early departure will be excused for the following reasons only:

1. Illness
2. Serious illness or death in the family
3. Serious, contagious epidemic disease in the household where you reside
4. Doctor appointments which cannot be arranged for any other time
5. Required presence in court
6. Other activities with prior approval of the principal

Absences for the reasons set forth above will be excused upon receipt of a signed note or email from your parent/guardian. Handwritten notes are to be submitted to the Main Office on your first day back at school. Emails are to be sent to attendancesoms@socsd.org. You will be required to make up missed schoolwork during periods of absence. In the event of an unexcused absence and/or failure to make up work missed, a grade(s) of zero may be assigned. Any unexcused absence will be treated as truancy (illegal absence from school).

If an extended absence (2 or more days due to illness) is anticipated, please call the Counselling Office at 680-1106 to request assignments. In case of a brief period of absenteeism, please check a teacher's Google Classroom.

If you need to leave school early, you must bring a note to the Main Office or send an email of explanation to attendancesoms@socsd.org on the morning of your request before homeroom. Your parent/guardian must pick you up in the Main Office and sign you out. Due to the limited parking in front of the building as afternoon buses arrive, students should not get picked up between 2:30-2:55 p.m. unless for emergency purposes.

You are considered late to school if you have not arrived in Homeroom by 8:15 a.m. After 8:15 a.m. you must report to the Main Office instead of your classroom. You must present a written explanation for your lateness signed by your parent/guardian. Without a written explanation, and for chronic lateness, school detention may be assigned.

You are considered to be truant if you are:

- Absent from school without permission from your parent/guardian
- Leave school without permission
- Absent from class without a pass (cutting class)
- Continually late to class without an acceptable excuse

Violators will be subject to discipline according to the Student Code of Conduct.

**8th grade students enrolled in classes bearing high school credit are subject to the minimum attendance policy of T.Z.H.S.*

ARRIVAL AND AFTERNOON DISMISSAL

The morning parent drop off to school is in the front of the building through the main entrance doors. School buses will arrive at the back of the building. From 7:45am to 8:10am 6th graders must report directly to the gym, 7th graders to the cafeteria, and 8th graders to the auditorium. You may not use your locker at this time. At 8:10am a supervising teacher will dismiss you to your locker. Homeroom begins promptly at 8:15am.

Dismissal from school each day is at 2:55 p.m. Immediately after 2:55 p.m. (from lockers), if you are not boarding a school bus, your destinations may include reporting directly to an after-school activity like a sport, a club or extra help (office hours). **You are not permitted to remain in the building if you are not supervised.**

If your parent/guardian picks you up from school at 2:55 p.m., they must do so in the side parking lot to avoid congestion and conflicts with school buses in the front of the building.

For the safety of our students, the driveway in front of the school is closed to private vehicular traffic between the hours of 2:30 p.m. and 3:05 p.m.

ATHLETIC ACTIVITIES

Our modified sports program offers opportunities for 7th and 8th graders to compete against 7th and 8th graders from other schools. When you are participating in after-school activities or athletic events, you will be under the direct supervision of a teacher or coach and must follow all regulations outlined in the Athletic Handbook. You are not permitted in the building unless your supervisor is present.

BACKPACKS

You are encouraged to use a backpack when bringing your school supplies to and from school. However, only small string bags may be carried throughout the day. A backpack on wheels will not fit into your locker, so its use should be avoided. Under certain circumstances, special accommodations can be made.

BATHROOMS

When using a bathroom, it is necessary for you to do the following:

- Sign in and out by writing your name, date and time clearly
- Be quiet and orderly
- Stay for as short a time as possible
- Put towels into the garbage can
- Observe general rules of health, cleanliness, and proper behavior

BICYCLES/ROLLER BLADES/SKATEBOARDS

You may ride your bicycle onto school property directly to and from the bicycle racks only. You may not ride your bicycle anywhere else on school property. Our bicycle racks are in front of the building. You must park and lock your bicycle there. You are expected to provide your own lock to keep your bicycle secure. The school is not responsible for any damage to or theft of your bicycle. Roller blades and skateboards are not permitted on school property or on school buses.

BREAKFAST AND LUNCH PROGRAM

Breakfast is available for purchase from 7:40am to 8:10am in the cafeteria. Lunch is available for purchase during the students' lunch period. Parents/guardians can check their child's account and/or add funds by going to the MySchoolBucks online payment system. The application for free/reduced lunch is located on the SOCS D website.

BUSES

Riding on the school bus is a privilege. The safety of everyone is imperative. Our Board of Education policy on bus safety outlines that while you are riding on a bus or are at a bus stop, you must be quiet and orderly and demonstrate consideration for people and property. You must be seated anytime the bus is in motion. You must be courteous to and follow the directions of the bus driver. When allowed to open windows, do not extend your head, hand, arms, or any objects outside the window.

The late bus leaves from the front of the school at 4:00 p.m. on Tuesdays, Wednesdays, and Thursdays.

CAFETERIA PROCEDURES

Arrive on time to lunch and sit at your table. You are not permitted to enter the service areas by the cashiers. You are responsible for cleaning your entire table and the immediate surrounding area. To be dismissed for outdoor recess, you must await the direction of a teacher. Outdoor recess will begin approximately 20 minutes after the start of the lunch period. Once outside, you must remain outside. You may not take food, drinks, or snacks out of the cafeteria. If you remain inside, you must wait to be dismissed by a teacher. You are expected to bring everything that you will need during the lunch period with you when you come to the cafeteria. We reserve the right to assign students to specific tables. All students should know their PIN# before entering the lunch line.

CLUBS

A wide range of clubs meet after school. Students are encouraged to join clubs. If you find more than one club, activity, or sport you would like to join and you notice they are offered on the same day, you should join them anyway! Advisors and coaches will help you to manage your time between activities even though they happen to meet officially on the same day. After-school activities give you the opportunity to do things that you enjoy doing, to make new friends and to spend free time in a valuable way. The list of club offerings is on the SOMS website.

COURSE EXPECTATIONS

Every teacher distributes course expectation sheets that clearly outline what students must do to be successful in each course. These sheets are distributed early in the course and parents are requested to sign them, and students must return the signed sheets to their teachers.

Extra help (office hours) will be available to you. Each one of your teachers will provide you with a schedule of their office hours. You are urged to make appointments for extra help as soon as you have any difficulty in a particular subject area. You may be requested to attend extra help sessions by one or more of your teachers.

If you are falling behind in homework assignments, you may be assigned to stay for homework make-up sessions after school.

Gum chewing is not permitted. Under certain circumstances special accommodations can be made.

You must arrive at each class on time; enter the room and take your seat quietly; have all materials such as notebooks, textbooks, pencils and pens ready; respect the rights and property of others; pay attention to the lesson; avoid distracting others by whispering, talking, passing notes, etc.; remain in your seat unless permission has been given to move; wait for your teacher to dismiss you at the end of the period.

COMPUTERS

Students are issued a school Chromebook to use for schoolwork. The handbook is located on our school website. You are expected to follow all the rules and conditions of computer use which are outlined in our district's Acceptable Use Policy and Procedures.

SOUTH ORANGETOWN SCHOOL DISTRICT INTERNET ACCEPTABLE USE

- **BE SAFE** - Passwords are secure. Don't share your password or use anyone else's password. It's like stealing a key and is an invasion of privacy. Never reveal personal information including your or another's personal address and telephone number. Never transmit credit card information.
- **BE YOURSELF** - Never use anyone else's name or account. Do not post anonymous messages.
- **BE HONEST** - Observe copyright law. Be certain to cite sources properly. Do not transfer any commercial software onto school computers.
- **BE POLITE** - Do not insult anyone or use offensive language, not even in private messages to friends. Do not send or access pornographic materials or files containing racial, ethnic or minority slurs.
- **BE FAIR** - Use the Internet for schoolwork only. Do not use it for commercial purposes or political lobbying.
- **BE CONSIDERATE** - Do not waste time on-line.
- **BE CAREFUL** - Do not download or transmit any file with a computer virus. Do not violate federal, state, or local laws.
- **BE ALERT** - Report any security problems, violations, or abuses to your teacher.
- **BE RESPONSIBLE** - Access to the Internet and the school computer network is a privilege, not a right.
- Electronic material that is transmitted or stored is not private. The district reserves the right to monitor, edit or remove any material stored on the system.
- The SOCS D does not guarantee the Network will provide all the information needed or that the Network will be error free or uninterrupted.
- I must not damage computer equipment, software or networks.
- Any violation of the regulations is unethical and may constitute a criminal offense.
- Should I commit any violation, my access privileges may be suspended or revoked, and disciplinary action will be taken.

DRESS AND APPEARANCE

A student's clothing, shall not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability; nor promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.

- Shorts, skirts and/or dresses should be as long as most of the hand and fingers when arms are down at sides.
- No skate sneakers.
- Shirts must have 2 straps or sleeves which reveal neither underwear nor an excessive amount of bareness at the neckline or under the arms.
- Midriff must not be exposed.
- Pants should be worn at the waistline so that no underwear is visible.
- Outdoor clothing, such as coats, jackets, and hats/hoods may not be worn inside school.

DRUG AND ALCOHOL POLICY

Students are prohibited from possessing, consuming, or distributing controlled substances in any form while in school, on school grounds, on school buses, on school trips, or on the way to and from school. This includes cigarettes, e-cigarettes and other tobacco products. Violations will result in the consequences prescribed in the Student Code of Conduct.

You may not smoke, vape or possess cigarettes, E-Cigs or tobacco products in school, on school property, on a school bus, or at any school sponsored event or activity.

Violators will be subject to the consequences set forth in the Student Code of Conduct.

ELECTRONIC DEVICES

All students are required to power off cell phones and store them in a school-issued pouch during school hours (8:15 AM - 2:55 PM). A pouch will be provided to all students during homeroom on the first day of school. Students can carry the pouch with them or store it in their locker. If the pouch is lost or damaged, a new pouch must be purchased through the main office at a cost of \$9. Until a new pouch has been purchased, the student must leave their cell phone in the main office during the school day.

EXPECTATIONS AND RESPONSIBILITIES

The Board of Education is committed to providing a safe and productive learning environment within its schools. Bullying and/or hazing of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus. A person is bullied when they are exposed, repeatedly and over time, to negative actions on the part of one or more other people, and when they have difficulty defending themselves.

- a. Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
- b. Verbal (including, but not limited to taunting, malicious teasing, name calling, making threats); and
- c. Psychological (including, but not limited to, spreading rumors; cyberbullying; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).

Bullying is punishable as per our Student Code of Conduct. Please see the South Orangetown Middle School Bullying Prevention Policy.

You are responsible for your own learning. It is essential that you always do your own work and not cheat.

You must arrive at each class on time, prepared and ready to learn. It is important that you follow what the teacher asks of you at all times.

No laser pointers or other similar items are permitted at school.

Students are responsible for the upkeep of any school issued textbooks or books. Students who do not return their books will have to replace them or pay a book fine.

EQUAL EDUCATION OPPORTUNITY

No student at this school will be denied access to or benefit from any education program or activity on the basis of race, color, creed, religion, national origin, ancestry, age, gender, sexual orientation, social or economic status, handicap, or disability.

EMERGENCY DRILLS

Emergency drills are conducted at regular intervals as required by state law. The moment a fire alarm sounds, you must become silent immediately and follow the directions of your teacher. Leave your belongings at your desk and exit the room/building according to the evacuation exit plan posted. Do so quickly and silently. Your teacher will turn off classroom lights and close the door. You will be directed to a safe distance from the building.

FIELD TRIPS

Participation in field trips is a privilege. We reserve the right to exclude you from participation in school field trips (or other special activities) because your behavior may not be consistent with the Student Code of Conduct. If you are not participating in a field trip, you are required to attend school for the full day. All field trips are considered extensions of school. Therefore, all rules and regulations governing you while you are in school remain in effect during field trips.

FUNDRAISING

Students may not participate in fundraising (at school) of any kind unless it has been authorized by the principal. Door-to-door solicitation is not permitted.

HALLWAYS & PASSES

You may not be in a hallway during class periods unless you have a signed pass or are being accompanied by a staff member. Only one student name is permitted on each hall pass.

HARASSMENT

It is the policy of our Board of Education to maintain a learning environment that is free from harassment through conduct or communication, including sexual harassment. No student or staff member will be subjected to harassment by other students or staff members.

As per the policy of the Board of Education, the South Orangetown Central School District provides learning and working environments for all students, employees and visitors, free from sexual harassment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal and physical conduct when made by any staff to a student, when made by any student to another student, or when made by a student to a staff member. Sexual harassment may include but is not limited to verbal harassment or abuse, pressure for sexual activity, unwelcome and repeated remarks with sexual implications, unwelcome touching, suggesting or demanding sexual involvement accompanied by, implied, or explicit threats concerning one's grades, jobs, etc.

Violators will be subject to the consequences set forth in the Student Code of Conduct.

HEALTH SERVICES

If you do not feel well during the school day, ask permission from your teacher to get a hall pass to the Nurse's Office. It is only in an emergency that you will be permitted in the Nurse's Office without a pass. If you need to be sent home, the nurse will call your parent/guardian and you will be picked up and excused from school. Your parent/guardian must pick you up in the Main Office and sign you out.

Any prescription drug or over-the-counter medication must be administered by the school nurse only. Medication must be delivered to the Nurse with proper information and/or documentation. For additional information contact the School Nurse at 680-1130.

If you should have an accident in the school building, on school grounds, on a school bus, or at a school event, inform the person in charge immediately and go to the nurse's office.

HOMEWORK

SOMS believes that parent/guardian involvement in student homework is essential to making both the concept and the reality of homework an integral part of the educational program. Homework provides an excellent opportunity for developing appropriate study habits, provides for individual differences and abilities, and encourages initiative on the part of the student. It reinforces and extends the classroom experience. It gives students the opportunity to actively engage in the process of acquiring knowledge.

Parents/guardians should assist their children with homework by:

- Providing a study area, free from distraction with good lighting
- Remembering that all students learn in their own unique ways; some students can acquire knowledge while, for example, listening to music
- Maintaining a regular time for the student to complete homework
- Asking questions about the content of student homework
- Giving requested assistance, but making sure that the student does their own work
- Avoiding the creation of undue pressure

- Praising a job well done
- Helping to create a process for organized and effective completion of work
- Checking to see that the student uses this "planner"

At the discretion of the teacher, students may be assigned a minimum of twenty minutes of homework per class each night. Students need to allocate additional time to review for quizzes and tests and complete long-range assignments, which are given regularly. Sufficient time is allowed so that students may meet deadlines in a timely manner without creating undue stress. The effective completion of homework is an important factor in ensuring academic success for our students.

Working together home and school should see that homework is effectively completed. Parents/guardians are encouraged to contact the teacher if there are questions or concerns regarding homework.

Students are required to make up all homework when they are absent. They should call a classmate for the assignment or check teacher websites or Google Classroom. If a child is out for 3 or more days, homework will be provided by the teachers and sent to the counselor's office. If a student knows in advance that they will be missing school, the work will not be provided. The student will make up the work upon returning to school.

INTERIM REPORTS AND REPORT CARDS

Interim Reports are posted online approximately five weeks into each marking period. Report Cards are posted online shortly after the close of each quarter. Please visit <http://www.socsd.org/for-parents/> for report card and progress report availability on the PowerSchool portal. If you need a paper copy of any report card, please call the Counseling Office at 680-1106.

LIBRARY MEDIA CENTER

The Library Media Center contains many books including reference, non-fiction and fiction. Many current magazines for recreational reading are on display while back issues are kept for research purposes.

The library is open throughout the school day for classes and individuals. Students who wish to continue working on a project or do research should obtain a pass from the teacher whose work they need to complete.

Students may check out two books at a time for a two-week period and may renew them once. Students are required to pay for books lost or damaged. Students with books more than a month overdue may not come to the library at Quiet Study unless they are returning the book or paying for it. You are responsible for returning all books. If you do not return a book, you will have to pay for its replacement.

Students are expected to respect the rights of others, and work quietly. If they do not behave, they will be sent back to their Quiet Study room. Students who violate these rules on more than one occasion will lose the privilege of using the library at Quiet Study.

LOCKERS

Only school issued locks may be used. You are assigned your own locker, where you keep such items as textbooks, notebooks, binders, coats, and hats. It is your responsibility to keep your locker locked and in good order. Do not share your lock combination with anyone. The school is not responsible for loss or theft of any items in your locker; however, we will help you keep your belongings safe. You should not keep valuables in your locker. If the Principal or Assistant Principal suspects that you have something inside your locker that should not be there, they may open your locker at any time and look.

LOST AND FOUND

If you find something and don't know who it belongs to, please turn it into the main office. Articles of clothing, lunch boxes or bags, string bags, sneakers or shoes will be brought to the lost and found bin located in the front lobby of the auditorium (across from the cafeteria). Electronic devices, books, eyeglasses or jewelry will be held in the main office. Be sure to check the lost and found bin periodically to claim anything you may have lost. Unclaimed items will be donated to charity.

OUTDOOR RECESS

These cold weather guidelines were developed by the SOMS School Level Team (SLT).

- 20 degrees or below - No Outdoor Recess
- 21-45 degrees - Student should wear a sweatshirt or coat.
- Above 45 degrees - Students use common sense.

Students are not permitted to throw snowballs.

SCHOOL COUNSELOR

Your school counselor is trained to appreciate that you are a unique and important person! The objective of your school counselor is to help you to succeed in school and to reach your fullest potential. Most of all, your school counselor is a trusted adult with whom to talk. To see your school counselor, just walk into the Counseling Office and say, "I'd like to see my counselor, please." If your school counselor is not available, you will either be given an appointment time to return, or another counselor will meet with you.

SEARCHES/INTERROGATIONS

See Board Policy #7330

WEAPONS IN SCHOOL

If you bring a weapon to school, you will be subject to the consequences set forth in the Student Code of Conduct. If the weapon is a gun, you are subject to arrest and automatic suspension.

SOUTH ORANGETOWN MIDDLE SCHOOL

Bullying Prevention Policy

In line with the Dignity for all Students Act (2010) which went into effect on July 1, 2012, bullying, harassment or discrimination of any kind will not be tolerated at South Orangetown Middle School. This includes harassment and discrimination based on a person's race, color, weight, national origin, ethnic group, religion, disability, gender or sexual orientation. Bullying, harassment, or discrimination will not be tolerated on school property or at school functions (any school sponsored or PTA event).

In addition, the school will investigate and have the ability to impose consequences for off campus bullying (cyber-bullying), harassment or discrimination that is brought to its attention, particularly if it is disruptive to the school environment or a child's experience in school.

The Dignity for All Students Act Coordinator at South Orangetown Middle School are as follows:

Dr. Corey, Principal	845-680-1101
Ms. Grace, Assistant Principal	845-680-1102

SOUTH ORANGETOWN MIDDLE SCHOOL

BELL SCHEDULE

Regular Period Schedule

Warning Bell: 8:12am

Homeroom	8:15-8:20	(5 min)
Period 1	8:20-9:01	(41 min)
Period 2	9:04-9:45	(41 min)
Period 3	9:48-10:29	(41 min)
Period 4	10:32-11:13	(41 min)
Period 5 & Café 7	11:16-11:57	(41 min)
Period 6 & Café 6	12:00-12:41	(41 min)
Period 7 & Café 8	12:44-1:25	(41 min)
Period 8	1:28-2:09	(41 min)
PM Announcements	2:09-2:11	(2 min)
Period 9	2:14-2:55	(41 min)

One-Hour Delay Schedule

Warning Bell: 9:12am

Homeroom	9:15-9:23	(8 min)
Period 1	9:23-9:57	(34 min)
Period 2	10:00-10:34	(34 min)
Period 3	10:37-11:11	(34 min)
Period 4	11:14-11:48	(34 min)
Period 5 & Café 7	11:51-12:25	(34 min)
Period 6 & Café 6	12:28-1:02	(34 min)
Period 7 & Café 8	1:05-1:39	(34 min)
Period 8	1:42-2:16	(34 min)
PM Announcements	2:16-2:18	(2 min)
Period 9	2:21-2:55	(34 min)

Two Hour Delay Schedule

Warning Bell: 10:12am

Homeroom	10:15-10:23	(9 min)
Period 1	10:23-10:49	(26 min)
Period 2	10:52-11:18	(26 min)
Period 3	11:21-11:47	(26 min)
Period 4	11:50-12:16	(26 min)
Period 5 & Café 7	12:19-12:49	(30 min)
Period 6 & Café 6	12:52-1:22	(30 min)
Period 7 & Café 8	1:25-1:55	(30 min)
Period 8	1:58-2:24	(26 min)
PM Announcements	2:24-2:26	(2 min)
Period 9	2:29-2:55	(26 min)

Three Hour Delay Schedule

Warning Bell: 11:12am

Homeroom	11:15-11:23	(8 min)
Period 1	11:23-11:39	(16 min)
Period 2	11:42-11:58	(16 min)
Period 3	12:01-12:17	(16 min)
Period 4	12:20-12:36	(16 min)
Period 5 & Café 7	12:39-1:09	(30 min)
Period 6 & Café 6	1:12-1:42	(30 min)
Period 7 & Café 8	1:45-2:15	(30 min)
Period 8	2:18-2:34	(16 min)
PM Announcements	2:34-2:36	(2 min)
Period 9	2:39-2:55	(16 min)

Minimum Attendance Procedure

In our ongoing strive for excellence, we place the utmost value on classroom instruction and classroom interaction and, therefore, our expectation is that students will be present in class daily. If your child is ill and needs to stay home, please call the attendance office at 680-1652 to alert the attendance secretary and send a note in with your child when he/she returns to school. This will legalize your child's absence and allow your child to make up missed work, tests, quizzes, etc. Please be aware, however, that the absence will count toward the allowable number of absences as set forth in the Minimum Attendance Procedure outlined below.

In order to receive credit for a course at TZHS, students must earn an average of 65% or higher (including a final exam or assessment). In addition, students may not miss more than the number of class periods for any class as outlined below.

<u>COURSE</u>	<u>ABSENCES</u>
1 Credit Course	20
½ Credit Course	10
Physical Education	06

Absences such as illness, lateness in excess of 20 minutes, class cuts, early dismissal, truancy, etc., all count towards the maximum absences allowed. Consequences will be assigned as outlined in the Student Handbook for class cuts, truancy, and lateness. Absences such as music lessons, office visits, field trips, AP exams, and other school related absences will not be counted. Students are responsible for making up all missed work regardless of the reason for the absence.

Extended Illness

During the first week of an extended illness, a parent or guardian must contact the school. Parents must provide a doctor's note detailing the nature of the illness as well as the potential length of absence. Students who anticipate an absence of two or more consecutive weeks will be provided a home tutor.

Notification of Class Absences

Students and their parents or guardians will be informed of class absences at various intervals as noted below:

	Full year Course	½ Credit Course	Physical Education Course Credit
1 st Warning	8	4	3
2 nd Warning	14	7	5
Loss of Credit Letter	21	11	7

Appeals

If a student is absent for more than the allowable number of class meetings due to an extenuating circumstance, or if there is a disagreement in the number of absences, he/she can make an application to the Appeals Committee. **Appeals must be requested within 10 school days from the date of the Final letter.**

The Appeals Committee will be comprised of teachers and administrators, and this committee will make a recommendation to the principal for a final decision. If the decision of the Appeals Committee is not to reinstate the student's eligibility to earn credit, this information will be reflected on the student's transcript. If a student exceeds the number of allowable absences and chooses not to appeal, the student's transcript will reflect that the withdrawal/drop was due to excessive absences.

Ref: Minimum Attendance Procedure

TEST AND PROJECT GRADES

Subject	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
ELA				
MATH				
SS				
SCI				
World Lang.				

SCHOOL COUNSELOR MEETINGS

Date _____ Period _____

Date _____ Period _____

Date _____ Period _____

Date _____ Period _____

Date _____ Period _____

Date _____ Period _____

Date _____ Period _____

Date _____ Period _____

Date _____ Period _____

Date _____ Period _____

Date _____ Period _____

Date _____ Period _____

Date _____ Period _____

Date _____ Period _____

Date _____ Period _____

CLASSMATE LIST

NAME

PHONE

English Language Arts

Social Studies

Math

Science

World Language

Other
