

Candlewood Middle School

1200 Carll's Straight Path
Dix Hills, New York 11746

www.hhh.k12.ny.us



Andrew Greene, Principal
Traci Roethel, Assitant Principal
Robert Newton, Assistant Principal

This Middle School Agenda Book Belongs To:

NAME _____ TEAM _____

GUIDANCE COUNSELOR _____

BUS ROUTE _____ ACTIVITY ROUTE (4:00) _____

ACTIVITY ROUTE (4:45) _____

Main Office: 592-3300 Guidance: 592-3310 Attendance: 592-3308 Nurse: 592-3301
Main Office fax: 592-3921

**HALF HOLLOW HILLS CENTRAL SCHOOL DISTRICT
2013-2014 SCHOOL CALENDAR**

Adopted November 28, 2012

SEPTEMBER 2013					
M	T	W	Th	F	
(2)	(3)	(4)	(5)	(6)	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					

FEBRUARY 2014					
M	T	W	Th	F	
3	4	5	6	7	
10	11	12	13	14	
(17)	(18)	(19)	(20)	(21)	
24	25	26	27	28	

Sept. 2 Labor Day
 Sept. 3-4 Supt. Conf. Day
 Sept. 5-6 Rosh Hashanah
 Sept. 9 First Day of School
 Oct. 14 Columbus Day
 Nov. 11 Veterans Day
 Nov. 28-29 Thanksgiving Recess
 Dec. 23- Christmas/New
 Jan. 1 Years Recess
 Jan. 20 Martin Luther King Day
 Feb. 17-21 Winter Recess
 Apr. 14-21 Spring Recess
 May 26 Memorial Day
 June 27 Last Day of School

OCTOBER 2013					
M	T	W	Th	F	
	1	2	3	4	
7	8	9	10	11	
(14)	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

MARCH 2014					
M	T	W	Th	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

NOVEMBER 2013					
M	T	W	Th	F	
				1	
4	5	6	7	8	
(11)	12	13	14	15	
18	19	20	21	22	
25	26	27	(28)	(29)	

APRIL 2014					
M	T	W	Th	F	
	1	2	3	4	
7	8	9	10	11	
(14)	(15)	(16)	(17)	(18)	
(21)	(22)	(23)	24	25	
28	29	30			

DAYS IN ATTENDANCE
EACH MONTH

September: 16 + 2
 October: 22
 November: 18
 December: 15
 January: 21
 February: 15
 March: 21
 April: 14
 May: 19
 June: 20
 Total: 181 + 2

DECEMBER 2013					
M	T	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
(23)	(24)	(25)	(26)	(27)	
(30)	(31)				

MAY 2014					
M	T	W	Th	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	(23)	
(26)	(27)	28	29	30	

JANUARY 2014					
M	T	W	Th	F	
		(1)	2	3	
6	7	8	9	10	
13	14	15	16	17	
(20)	21	22	23	24	
27	28	29	30	31	

JUNE 2014					
M	T	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
(30)					

2 ORIENTATION AND
 CONFERENCE DAYS
 183 Total Days
 4 Emergency Days
 [] School may elect to be in session

The Board of Education has the right to change this calendar if emergency closings during the school year require additional school days. May 2 will be utilized if there is one emergency school closing. May 27th & May 23rd will be utilized if there are two emergency closings. May 27th, May 23rd and April 23rd will be utilized if there are three school closings. May 27th, May 23rd, April 23rd and April 22nd will be utilized if there are four school closings. However, please note, additional day(s) required will be determined by the Board of Education at a later date.

CANDLEWOOD MIDDLE SCHOOL

2013-2014

POLICIES AND RESOURCES
PERSONNEL-HIRING APPRAISAL, DEVELOPMENT
INSTRUCTIONAL PROGRAMS AND PRACTICES
CURRICULUM AND ASSESSMENT SYSTEM
LEARNING PRINCIPLES
MISSION & VISION

MISSION:

At Candlewood Middle School, our mission is to graduate students who exhibit competence as critical thinkers, effective problem solvers, and creative individuals who effectively use key content. It is our expectation that we will graduate learners who take ownership of their learning, possess the ability to self-assess, make modifications, and consistently integrate 21st Century Skills into their work. We also expect that our graduates will successfully operate in a multi-cultural, socio-economically diverse society.

Specific student outcomes related to Mission: Students will:

- Effectively apply their learning in authentic situations where purpose, setting, and audience matter
- Assess how their work measures up to quality professional-level work
- Develop into thinkers who are both disciplined and imaginative when tackling a challenge
- Recognize that effort contributes a great deal to their academic success.
- Gradually take more responsibility for their learning
- Become increasingly aware of their academic strengths and weaknesses.
- Approach all problems with an open mind, a rich repertoire of problem-solving strategies, and persistence

Learning Beliefs: We believe that students learn best when they are:

- Asked to transfer their knowledge into worthy tasks and unique, creative situations
- Provided with regular, timely, and specific feedback
- Given opportunities to self-assess and set challenging goals for themselves
- Expected to produce quality work that meets high standards
- Given clear learning goals and examples of quality work
- Motivated and influenced by their emotional state, beliefs, interests and goals as well as habits of mind
- Engaged in individual, group, and class interactions
- Asked to use their prior knowledge to help construct new knowledge
- Made to understand that best effort is comprised of hard work and persistence
- Made to understand that novice learners need to acquire factual knowledge in tandem with conceptual understanding in order to be able to think effectively

Commitments: To accomplish our mission, we will as educators:

- Use best practice to enable learners to respond to 21st century challenges
- Establish clear expectations through the use of exemplars, models, and rubrics
- Balance direct instruction, meaning-making opportunities, and transfer activities into our instructional program
- Use the backwards design process to develop units and lesson plans
- Differentiate instruction as needed for all students
- Use pre-, formative and summative assessments to assess students and inform instruction
- Provide feedback that is specific, timely, constructive and transferable
- Gradually release responsibility so students take greater ownership of their learning
- Employ all available technology resources to enrich learning
- Support character development and habits of mind
- Regularly communicate with families
- Apply the idea that effective learning requires not an exclusive focus on diligent drill and practice but rather a balanced approach on students' understanding and application of knowledge along with drill

A Message from the Principal

This is an exciting time in your life because you are about to embark on an adventure that may be confusing and contradictory. You are now a part of a new culture. You've just completed one segment of your educational adventure—elementary school. The new middle school years come with additional expectations. The people around you expect even more from you academically and socially.

They expect you...

- ◆ *to become organized and structure your time to help you to academic and personal success.*
- ◆ *to follow rules and regulations.*
- ◆ *to involve yourself in a variety of extracurricular activities.*
- ◆ *to contribute positively to the culture of your building.*
- ◆ *to understand that effort is as important as achievement.*

But, the most important expectation is what you will expect of yourself. Expect to do your best to contribute positively to the process.

*Although you will be measured by adult expectations, you must be personally satisfied that you have made your best effort. All your teachers, guidance counselors and administrators are dedicated to helping you to make your years at Candlewood successful ones. At the end of each school year, you will be asked to take a series of assessments that will help the school to measure its success in your personal education. Your teachers will provide you with all the tools you will need to demonstrate what you know and are able to do. Make the right decision **now**. Put your best foot forward and take the most you can from the fine education you will receive at Candlewood Middle School.*



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

EXTENDED ADVISORY SCHEDULE			
Advisory	7:50	-	8:24
Per. 1	8:28	-	9:11
Per. 2	9:15	-	9:58
Per. 3	10:02	-	10:45
Per. 4	10:49	-	11:32
Per. 5	11:36	-	12:19
Per. 6	12:23	-	1:06
Per. 7	1:10	-	1:53
Per. 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, the announcements will be over News 12 (Cable TV) and the following radio stations:

WRCM/FM 94.3	WGBB/AM 1240	WLIX/AM 540	WHLI/AM 1100	WGSM/AM 740
WALK/AM 1370	WALK/FM 97.5	WBLI/FM 106.1	WKJY/FM 98.3	WBAB/FM 102.3

In addition, please ensure you are enrolled for our automated call system in the event that school is closed. Closings will also be noted on the Half Hollow Hills School District Web-site (www.halfhollowhills.k12.ny.us).

Our school buses are well equipped for these conditions, and we ask that for their safety, students should ride the buses. In addition, individual cars become a hazard to the students on the buses as well as the individuals in the car. When schools close early, no student may remain in the building waiting to be picked up by a parent/guardian.

If it should become necessary at any time to drive your child to or from school, please remember to **use the rear door in the student drop-off lot, not the bus loading area**. Your cooperation is necessary to maintain the safety of all concerned.

DELAYED SCHOOL OPENING SCHEDULES

1 Hour Delayed Opening

Advisory	8:50 – 9:04
Per. 1	9:08 – 9:46
Per. 2	9:50 – 10:28
Per. 3	10:32 – 11:10
Per. 4	11:14 – 11:52
Per. 5	11:56 – 12:34
Per. 6	12:38 – 1:16
Per. 7	1:20 – 1:58
Per. 8	2:02 – 2:40

1–1/2 Hour Delayed Opening

Advisory	9:20 – 9:28
Per. 1	9:32 – 10:07
Per. 2	10:11 – 10:46
Per. 3	10:50 – 11:25
Per. 4	11:29 – 12:04
Per. 5	12:08 – 12:43
Per. 6	12:47 – 1:22
Per. 7	1:26 – 2:01
Per. 8	2:04 – 2:40

2 Hour Delayed Opening

Advisory	9:50 – 10:00
Per. 1	10:04 – 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

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 Click on Quicklinks (top right) then, Infinite Campus for Parents/Students.
- To update parent contact information – email parentportal@hhh.k12.ny.us

ATTENDANCE INFORMATION

The State of New York has a compulsory attendance law which places the authority of enforcement on each school district. **A Parent/Guardian must call 592-3308** to report an absence or lateness before 8:30 a.m. Students must bring an absence note upon their return.

A student who misses all or part of a day must bring a note to school signed by the parent, stating the reason for absence or tardiness. The reason should be specific, i.e., sore throat, headache, etc. and not just "ill". Legal absences include illness, death in family and religious observances.

Steps to follow when absent from school:

- ◆ **Have your parent or guardian write an excuse note giving name, date, days of absence and reason for the absence.**
- ◆ **Present the excuse note to your Advisory teacher.**

Truancy is defined as illegally absent without your parents;' consent.

It is understood that if a student is absent from school, that student may not be allowed to participate in after-school activities.

Students will not be excused from school except in cases of emergency. All work missed by students must be made up as soon as possible after returning to school.

Certain days each year are established by the Commissioner of Education as days for religious observance. If you are absent from school for religious observance, you must bring a written excuse from your parent or guardian the day that you are to return to school.

STUDENT LATENESS TO SCHOOL/CLASS

Any student who arrives late to school must sign in at the Main Office and receive a pass to class.

Students are not to go to their lockers or any part of the building before reporting to the main office. There is enough time for any student to arrive promptly from any place in the building. Arriving late disrupts the learning going on in the class, and not only do you miss valuable information but others will as well. There are classroom consequences as well as loss of privileges for students who are chronically late.

If another teacher has detained you, you should secure a pass from the teacher. If you are late without a pass, you should report to your class, and your teacher will decide what action is to be taken.

There is enough time for any student to arrive promptly from any place in the building. Arriving late disturbs the class, and the loss of gaining valuable information. There are classroom consequences as well as loss of privileges for students who are chronically late.

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

The following consequences will be applicable for accumulated unexcused tardiness to school/class in any given quarter:

Three (3) offenses = One after-school detention.

Six (6) offenses = Two after-school detentions.

Nine (9) offenses = Four after-school detentions.

Twelve (12) offenses = In- House detention for one day.

GENERAL POLICIES

ADVISORY GROUPS

During these periods an advisor/teacher develops a thorough knowledge of his/her students through group activities and discussions, individual conferences, comments from advisees, teachers, academic and discipline records and parent contacts.. Be an active participant. **Be sure to arrive at advisory on time not only because attendance is required, but because you want to participate**

PERSONAL POSSESSIONS

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

YOUR LOCKER

A locker will be issued to you without cost at the beginning of the year. Your locker is provided for your books and clothing. Keep it uncluttered and locked at all times. During the first week of school, note the times you are close to or pass your locker when traveling between classes. **Organize yourself so you carry and replace only those books and notebooks you need.** If you leave your locker open or unattended you are 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 issues by the school. 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. **Do not share your hall or gymnasium locker or give your combination to anyone.** Administration reserves the right to enter these lockers at any time they deem necessary without prior knowledge or consent of 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 lockers for any reason.

Here are a few simple rules to follow:

1. Do not bring large amounts of money or other valuables to school.
2. Safeguard your locker combination. No one else should know it.
3. Be sure you close your locker door properly and snap it shut.
4. If your locker does not work properly, report it immediately to the Main Office.
5. Coats and backpacks should be left in lockers.

Should your lock be missing, please report the loss to Mrs. Teer in the Room 100 (attendance office) and remit \$6.00 in cash for a new lock. Personal locks are not permitted.

CELL PHONES

Cell Phone are permitted prior to and following school hours. Cell phones should be placed in student lockers at all times throughout the school day. Should a cell phone be seen/heard during school hours, the student will be asked to put the item away and they will receive a disciplinary consequence. It is important for you to remember that the school cannot assume responsibility for the safekeeping of your personal items should they become lost or stolen, nor will an investigation take place in connection with the loss.

LOST AND FOUND

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

FORGOTTEN ITEMS

In an effort to minimize classroom disruption, your child should stop in the main office to see if his/her parent/guardian has brought in the item. It is the responsibility of the child to come to the office for the purpose of retrieving forgotten items.

NOTICES TO THE HOME

It is extremely important to keep the line of communication from the school to the home open by seeing to it that messages are delivered to your parents/guardians. From time to time there will be important information that your parents/guardians must be made aware of. Please see to it that all notices are delivered to your parents promptly. Please update phone numbers and email addresses as important messages are shared through phone and email communication.

STUDENT DRESS

Students are encouraged to dress in a manner appropriate to attending school. Students are expected to dress in clean clothing and to have developed good habits regarding their personal cleanliness. Clothing, distracting to other students, may not be worn. Students with overly short clothing exposing parts of their body will be asked to cover themselves appropriately. If no clothing is available, they will not be permitted to go to class or they may be sent home.

VISITORS

The school building is closed to all unauthorized visitors. Those persons who have business to conduct in the school must state their business, sign the visitor's register, and wear a visitor's pass. In addition, proper identification must be presented.

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.

SMOKING AND SUBSTANCE ABUSE

Candlewood is a smoke-free building. Students are not permitted to smoke, carry cigarettes, cigarette lighters, or matches while in the school building or on school grounds, on the school bus, or during any activity sponsored by the school. All cigarettes, lighters 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. Electronic cigarettes, Hookah cigarettes or any other products that simulate smoking are not permitted on school grounds.

GUM POLICY

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

USE OF LAVATORIES

Students may use the lavatories with a pass. Agenda books are used as a pass. Students must complete the sign-in book outside 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 are not to bring knives, guns, box cutters, laser pointers, toy pellet and/or bb guns to school. All of the above items will be interpreted as a weapon and met with disciplinary action as outlined by the Board of Education policy #5535.

LEAVING SCHOOL GROUNDS

Students may not leave the building or groups 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.

STUDENTS ARE NOT PERMITTED TO CARRY BACK PACKS 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-range assignments

STUDENT HEALTH POLICIES

Illness

If a student does not feel well before leaving for school, they 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 you are too ill to remain in school, and must leave school because of illness or injury, the nurse will contact your parent/guardian to pick you up.

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.

Students entering 7th grade **must** provide proof of Hepatitis B Vaccine and a current physical and dental examination.

Students who fail to do so will be warned and excluded from school after failure to complete the full set of inoculations.

Annual screening for vision, hearing and scoliosis are completed by the nurse during the school year. The school nurse should be notified immediately about any child's physical ailments. Students in grades 7 and 8 may participate in the interscholastic athletic program and must receive a sports physical examination prior to tryouts. Sports physicals will be scheduled, free of charge, prior to the start of each sports season. Postings and announcements for exam dates are advertised well in advance of the scheduled exam dates. Sports physicals, doctors' letters and attachments will not be accepted. **All physicals completed by a private physician must be approved by the school doctor.** Late clearance may have an impact on the team tryout process.

EARLY RELEASE

Students shall be released only to a parent with whom they reside, their legal guardian, or another lawful custodian.

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 parent will be picking the student up from school. The student should present the note to his/her teacher at the start of the period that he/she will be leaving. At the correct time the student will meet his/her parent outside the main office, by the reception desk, for dismissal and surrender the note.

TRANSPORTATION

The safety and welfare of students on school buses is considered to be of utmost importance. Any act by a student or students that endangers the safety and welfare of others is forbidden. Illustrations of the above include smoking, disorderliness, fighting, horseplay or any act that might distract the attention of the bus driver while he or she is driving the vehicle.

Students are reminded that the bus and bus stop are an extension of the school grounds, and all of the rules which are observed at school concerning behavior, respect for property, will be enforced.

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 which are to be posted on each bus, include the following:

1. Be seated immediately and remain seated. You may 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 is absolutely prohibited
9. Do not throw anything out of the windows
10. Fighting on the bus will be dealt with severely

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.

Please remember to.....

- ◆ Leave home early enough to arrive at the bus stop five minutes before the normal bus pick up time.
- ◆ Enter and leave the bus only when the door is fully open and never when the bus is in motion.
- ◆ Keep your lunch boxes, books, and athletic equipment out of the aisle.
- ◆ Assist in maintaining bus cleanliness by keeping your waste paper off the floor.
- ◆ Objects are not to be thrown in the bus or out of the windows.
- ◆ Avoid loud, boisterous talk or other noises or actions that might distract the driver.
- ◆ Conduct yourself on the bus as you would in school.
- ◆ Leave the bus promptly and in an orderly manner.
- ◆ Cross the road at least 10 feet in front of the school bus.
- ◆ Be respectful to your bus drivers. They have an important job, and need your help.

Students who remain after school should do so only if they participate in an authorized activity under teacher supervision. Students violating this will be placed on social probation.

The last buses arrive between 4:45 and 5:00pm. If you are not here to pick up your child at that time, he/she will be told to take one of the afternoon buses home. No child will be left unsupervised on school grounds after 5:00pm. If you arrive after that time and your child is not there, he/she is on his/her way home on one of the after-school buses.

Written permission presented to the Candlewood Main Office for approval and school stamp is required before a student may ride on a bus other than his or her regular bus or leave their bus at any stop other than their own.

CAFETERIA

Candlewood offers a Breakfast Program from 7:10 a.m.-8:00 a.m. Students must report to advisory after breakfast; therefore, leaving the cafeteria at or before 7:55 a.m. is mandatory. Students who wish to eat breakfast will be permitted to go to the cafeteria as soon as their bus arrives.

NO STUDENTS WILL BE ALLOWED IN THE CAFETERIA UNLESS THEY ARE GETTING BREAKFAST

Students may purchase a full breakfast of either 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 ala carte lunch.

STUDENTS ARE NOT ALLOWED IN THE CAFETERIA BETWEEN CLASSES.

BUILDING MAINTENANCE

- ◆ Writing on desk tops is absolutely prohibited and is considered destruction to school property.
- ◆ Keep desks away from walls and display areas
- ◆ Keep room and hall floors free from litter
- ◆ Keep lavatories neat and clean. Writing on walls and stalls is prohibited
- ◆ Keep hall and gym lockers neat and clean. Do not write on the outside or inside of lockers. Decals, posters, etc. are not to be placed in or on lockers. Lockers are the property of the school.
- ◆ It is the student's responsibility to lock the hall and gym lockers at all time to prevent the loss of articles.

Never give out your locker combination.

If a locker is stuck or does not open, report the problem to Mrs. Teer in Room 100

LIBRARY MEDIA CENTER

SCHOOL LIBRARY

We have an excellent school library available for your use. The library will be open before and after school as well as during the school day. Any closing of the library for a period of time will be announced in advance.

During the early part of the school year, you will receive library orientation which will help you become familiar with the various services the library provides. You are permitted to work in the library under the school-pass system.

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 your space tidy; put your chair away neatly; discard trash in the waste basket.**
3. **Books circulate for two weeks and may be renewed.**
4. **Sign up no later than 10:15 a.m. for a lunch pass.**
5. **Ask permission to use library computers; sign Library Computer Log; if you do not understand the program, ask for help. Do not guess.**
6. **No food or drinks in the library.**

COMPUTER LABS

Our computer labs are available to students before school, and throughout the day.

Each student has his/her own password. Do not share it with anyone. All students must sign an internet agreement included in this handbook.

TEXTBOOKS

- ◆ Students should keep their textbooks covered at all times.
- ◆ Regular textbook inspections are conducted to see that this is done.
- ◆ If your textbook is lost or damaged, you must report it to your teacher immediately.
- ◆ You will be required to pay for any lost or damaged textbook.
- ◆ Each student is responsible for his/her belongings and for the books and equipment issues by the school.
- ◆ The same textbook number issued at the beginning of the school year must be returned to the teacher at the end of the school year.
- ◆ Students are financially liable for the loss or damage of school books and equipment as well as for damage to their lockers.
- ◆ 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.
- ◆ Checks may be made out to Candlewood Middle School in the amount specified by the subject teacher for any lost or damaged textbooks.

SAMPLE COURSE OFFERING

6th Grade		7th Grade		8th Grade	
English	Full Year	English	Full Year	English	Full Year
Science	Full Year	Science	Full Year	Science 8/Earth Science	Full Year
Social Studies	Full Year	Social Studies	Full Year	Social Studies	Full Year
Mathematics	Full Year	Mathematics	Full Year	Math 8/Integrated Algebra	Full Year
World Language	Full Year	World Language	Full Year	World Language	Full Year
Content Literacy	Full Year	Art	Every other day	Music or Art	Every other day
Family & Consumer Science	20 weeks	Physical Education	Every other day	ES Lab or Common core	Every other day
Art	10 weeks	Music	Every other day	Health	10 weeks
Health	10 weeks	Technology	Every other day	Physical Education	Every other day
Technology	20 weeks			Family & Consumer Science	10 weeks
Physical Education	Every other day				
Music	Every other day				

REPORTING SCHEDULES

INTERIM DATES

MARKING PERIOD ENDS

October 11, 2013
December 13, 2013
March 7, 2014
May 16, 2014

November 15, 2013
January 31, 2014
April 11, 2014
June 27, 2014

Interims will be issued four times a year, approximately every 10 weeks, in the middle of each marking period. Subject teachers may selectively issue interim reports

SUCCESSING IN SCHOOL

Quick Tips for Students

Set Goals

- ◆ It is not enough to say, "I want good grades."
- ◆ Set a time frame for reaching your goal.
- ◆ Develop a plan of "action".
- ◆ Write down your goal and read it every day.
- ◆ Go to extra help if you are having trouble.
- ◆ Seek out advice when you have questions.
- ◆ Seek out your counselor for any concerns

Classroom Skills

- ◆ Be prepared – Complete all assigned readings and homework before class.
- ◆ Active listening – Focus on what the teacher is saying and the classroom discussion.
- ◆ Ask questions – about anything you don't understand. You learn through questioning.
- ◆ Take notes – Write down all the main points of the lesson.
- ◆ Be an active participant – When you are prepared, you can assume an active role in class discussions.

Homework

- ◆ Plan a homework schedule – Do your homework the same time and place daily.
- ◆ Do your homework in a well-lit, quiet place.
- ◆ Do your homework in a place free of distractions (phone, television, friends).

Study

- ◆ Don't cram – Review a little each day.
- ◆ Set up a time schedule to plan your week of study
- ◆ Read carefully, review notes, re-write notes, make lists, make up questions that you think might be on the test.
- ◆ You may find it worthwhile to study and review with a friend.
- ◆ Get a good night's sleep the night before an exam.
- ◆ Eat breakfast every morning.

Quick Tips for Parents

- ◆ Check homework assignments daily.
- ◆ Emphasize the value of homework in helping your child practice skills and acquire information.
- ◆ Offer positive reinforcement and encouragement.
- ◆ Provide a quiet, well-lit place for your child to study.
- ◆ Periodically check your child's progress with his/her teachers.
- ◆ If your child says repeatedly that homework was not assigned, call your child's teacher.

STUDENT SERVICES

GUIDANCE 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 the guidance counselor during the 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

You 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 you 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 Services

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, you are expected to study things that you do not know perfectly and completely.

It is recommended that every student should also select a partner in each class who can be called for homework assignments when you are absent. If you are absent three or more consecutive days, then you may 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

Special help is offered in all subjects, and 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 provided on the district web-site.

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 at least a 93 average for both quarters 1 and 2. They must maintain this average throughout the entire application process and earn a 93 average for the third quarter as well. (NOT an average of the quarters)
- ◆ 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 before the application process began. It is recommended that one activity be school based and the other to take place 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 regards to leadership, citizenship and character. This information will be used to supplement the student activity information and file.
- ◆ Students' disciplinary records will also be considered.
- ◆ The principal will appoint a 5 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 7th and 8th grade students in March. Induction 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.

STUDENT GOVERNMENT

STUDENT COUNCIL

The Student Council is an organization which provides an environment where students practice good citizenship. The general objectives of the Student Council are:

1. To conduct Student Council elections.
2. To provide a forum for students to voice opinions and affect positive change in their school.
3. To promote school spirit.
4. To conduct dances and other social activities.
5. To develop a sense of pride in their community.

Your representatives are your voice in student government, choose your candidates carefully.

CLUBS AND CLASS ACTIVITIES

The club program is set up during the first weeks of school. These clubs offer you the opportunity to meet new friends and to pursue the special interests you may have. Listed below are the various clubs and activities available for your participation. A listing of meeting times is available in the Main Office or Counseling Center. Clubs are open to all grades.

CLUBS AND CLASS ACTIVITIES

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.

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

ATHLETICS

Intramural Sports- 6th, 7th & 8th grades

The middle school intramural program is an outgrowth of the physical education program and all students are invited to attend on a voluntary basis regardless of their sport skill level. Participation rather than competition is emphasized. A variety of activities are offered with most meeting twice a week for a ten week period of time. Activities change seasonally and are led by staff members. The intramural program is publicized through the public address announcements in advisory, written notices, announcements in physical education classes, and posters. .

Interscholastic Sports- 7th & 8th only

The athletic program varies from year to year based upon budget and student interest.

Students may join interscholastic and intramural teams. In accordance with the NY State Commissioners regulations, interscholastic teams are not open to sixth grade students. Seventh and eighth graders are eligible for both teams and clubs. Traditionally, Candlewood has offered a variety of sports that have included the following:

Soccer	Football	Wrestling	Track
Baseball	Softball	Lacrosse	Field Hockey
Basketball	Volleyball	Cross Country	Middle School Swim (combined)

In addition, several sports that are not offered in the middle school are available for our students at the high school. Transportation for these activities is provided.

Before a student can be 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. All students are encouraged to join a team. The more students we have joining, the more teams we will field.

STUDENT DISCIPLINE

After-school detention

After-school detention is assigned for minor infractions of school rules, such as tardiness to class, minor class disruptions.

Detention will be held from 2:45pm until 3:45pm. At the conclusion of the detention session, student transportation will be available in the form of an activity bus run. 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.

Students who are not in their advisory seats by 7:50am are late. A student who is late three times may be assigned detention.

Students who are assigned after-school detention may not be permitted to participate in any after-school activities or clubs.

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 conduct creating a disturbance of 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 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.

HALF HOLLOW HILLS CODE OF CONDUCT

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, 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.

Dignity Act Coordinators:

Candlewood Middle School	Andrew Greene
West Hollow Middle School	Milton Strong
High School East	Dr. Jeff Woodberry
High School West	Dr. Michael Catapano

DEFINITIONS

For purposes of this code, the following definitions apply.

- “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.
- “Parent” means parent, guardian or person in parental relation to a student.
- “School property” means in or within any building, structure, athletic playing 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, or suspected of having, a disability.
- “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 District property.

STUDENT RIGHTS AND RESPONSIBILITIES

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 acknowledgment that they received a “Student Handbook”) and, when necessary, receive an explanation of those rules from school personnel.

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 the 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 teacher’s discretion except for a medical or religious purpose.
- Not include items that are vulgar, obscene, 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.

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 administrator.

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 STUDENT CONDUCT

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

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

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

Students may be subject to disciplinary action, including detention, in-school supervision, suspension from school and expulsion, when they:

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 web sites; 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, 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 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 #5535. 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 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 or destroying school District property.

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

- Possessed drug paraphernalia
- Lying to 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. Discrimination is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group or people because of the group, class or category to which that person belongs.
- Harassment, including sexual harassment and bullying, is defined as 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 a student to fear for his or her physical safety.
- Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
- 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 public ridicule is likely to occur.
- Selling, using or possessing obscene material.
- Using vulgar or abusive language, cursing or swearing.
- Possessing, smoking, selling, distributing or exchanging a cigarette, cigar, pipe or using chewing or smokeless tobacco, possessing tobacco products as defined by the Board of Education Policy and Suffolk County Legislation.

- 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 either, “illegal substances” include, but are 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.
- Gambling.
- Indecent exposure, that is exposure to 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.
- Sexting which is the sending, receiving or forwarding of sexually provocative language, nude or nearly nude photos through text message or email which can be used to hurt, harass and humiliate others.

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 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 to access forms for reporting any complaints.

School District Action- the District will promptly investigate all complaints, either formal or informal, verbal or 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:

- This includes conduct that is disorderly, insubordinate, disruptive, violent, and/or endangers the safety, morals, health or welfare of themselves or others.
- Activation of radios, cassettes, CDs, cellular phones, beepers and video games during the school day.

To avoid disruption of the learning process and to prevent possible theft, radios, headsets, cassettes, CD players, cellular phones, beepers and video games are not to be activated or visible during the school day (7:15 a.m.- 2:20 p.m. at the high schools, 7:45 a.m.-2:40 p.m. at the middle schools). These items will 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.

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

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

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.

ZERO TOLERANCE FOR DRUGS AND ALCOHOL

There is a "zero tolerance" policy for drugs and alcohol. Students who are involved with drugs or alcohol 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 possession of an illegal substance of any quantity, 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 all the pertinent information regarding drug related incidents. The Half Hollow Hills Central School District's Code of Conduct includes a specific prohibition against students' possession of drug paraphernalia including but not limited to:
Pipes, bongs, rolling paper, grinders, cigarette lighters, plastic bags used for packaging and distribution of drugs, scales, and any other items used in distribution, packaging, exchange or use of drugs, whether in school, at school facilities or at school functions conducted off school grounds.

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 Article IX of this Code of Conduct 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, teachers, principal, Superintendent.
- Detention - teachers, principal, Superintendent.
- Suspension from transportation - principal, associate superintendent, Superintendent.
- Suspension from athletic participation - coaches, principal, Superintendent, or Superintendent's designee.
- Suspension from social or extracurricular activities - activity director, adviser, 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 parent 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 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.

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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 parent 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.

Half Hollow Hills Internet Use Agreement

The Half Hollow Hills School District is committed to optimizing student learning and teaching. The district considers student access to a computer network, including the Internet, to be a powerful and valuable educational and research tool, and encourages the use of computers and computer-related technology in district classrooms for the purpose of advancing and promoting learning and teaching.

The computer network can provide a forum for learning various software applications and through online databases, bulletin boards and electronic mail, can significantly enhance educational experiences and provide statewide, national and global communication opportunities for staff and students.

Regulations and handbooks, to be developed by the district will provide specific guidance on this, as well as rules governing the use and security of the district's computer network. All users of the district's computer network and equipment shall comply with this policy and regulation. Failure to comply may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

With access to people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials and an industrious user may discover controversial information. We strongly believe, however, that the valuable information and interaction available on the network far outweighs the possibility that users may procure materials that are not consistent with the educational goals of the district.

The smooth operation of the network relies upon the proper conduct of end users who must adhere to the following guidelines listed under Internet terms and conditions. These guidelines are provided here so that you are aware of the responsibility you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Half Hollow Hills School District user violates any of these provisions his or her account will be terminated and future access can be denied. The signature at the end of this document is legally binding and indicates the party who signed it has read the terms and conditions carefully and understands the significance.

The Half Hollow Hills Central School District will require all parents/guardians, teachers, and students to execute the release-user agreement based on the guidelines listed under the following Internet terms and conditions.

Internet - Terms and Conditions:

1. Acceptable Use -

The purpose of the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Half Hollow Hills Central School District. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of United States or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, expressions of bigotry, racism, or hate, or material produced by trade secret. Use of commercial activities is generally not acceptable. Use of product advertisement or political lobbying is also prohibited.

2. Privileges -

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives an account will be responsible for that account and its usage. Therefore, under no circumstances should your account be shared with anyone other than the School District Internet Coordinator. The District Internet Coordinator or Building Administrator will deem what is inappropriate use and their decision is final. This may result in a revocation or suspension of specific user accounts.

3. Network Etiquette -

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Illegal activities are strictly forbidden.
- Do not reveal your personal address or telephone number.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communication and information accessible via the network should be assumed to be property of the Half Hollow Hills Central School District.

4. Security -

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a Half Hollow Hills administrator or Internet coordinator. Do not demonstrate the problem to other users. Attempts to log onto the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems, may be denied access to the Internet.

5. Vandalism -

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations listed above are unethical and may constitute a criminal offense. Should I commit a violation, my access privileges may be revoked; school disciplinary actions may be taken, and/or appropriate legal action.

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Internet Use Agreement.

I understand that this access is designed for educational purposes. However, I also recognize it is impossible for the Half Hollow Hills Central School District to restrict access to all controversial materials and I will not hold them responsible for materials my child may acquire on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to the Half Hollow Hills Central School District to issue an account for my child and certify that the information contained on this form is correct.

Revised: February, 2013

School Contract
September 2013-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, policies, and rules. 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 for eighth graders, or other school related activities. A committee of teachers will review your child’s behavior during the year to determine whether he/she can be included in school 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 the middle school. Each student is responsible for bringing his/her agenda book to every class and use 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 2:40pm, and for both activity routes (4:00pm & 4:45pm – as listed in this agenda book). 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 and club membership and participation in other school functions.

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

(Please read the note and initial page 29)

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.

(Please read the note and initial page 29)

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 2013- 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 and teachers 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.
- ◆ **No food or drink may be taken out of the cafeteria**, nor eaten anywhere else in the school.
- ◆ **Due to food allergies**, please do not share food with other students
- ◆ **Students are not permitted to bring in treats** (homemade or store bought) to share to celebrate special occasions.
- ◆ **Students are not permitted to have fast food, pizza or donuts**

Should I fail to honor these expectations, I understand that there are consequences: I may be given lunch detentions, or I might serve after-school detentions, or for a 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.

Computer Contract

September 2013- Tenure at Candlewood

- ◆ **Care of Equipment** – computers, monitors, printers, keyboards, mice, 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. Disk drives can be damaged by improperly cared for disks. 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've completed and handed in a completed district internet use agreement form. Internet use is for school related activities.
- ◆ **Copyright Laws** – Computer programs are protected by copyright laws. 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 in case the original disks don't work.
- ◆ **Passwords** – All students will have their own password to be used with our network. Students may not use other students' or teachers' password. 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.

As a middle school parent, you have a unique opportunity – and an important responsibility – to be actively involved in your child's daily education. Computers have an important role in your child's education in Half Hollow Hills, Please read these above guidelines, and discuss the importance of proper care of equipment and ethical considerations with our child.

PLEASE COMPLETE REVERSE SIDE AND RETURN TO YOUR ADVISORY TEACHER