

# FARRAGUT MIDDLE SCHOOL

Hastings-on-Hudson, NY 10706



*A National Blue Ribbon School of Excellence*

September 2021

Dear Students:

This is our combination student handbook/assignment pad that will be used by all students during the 2021 – 2022 school year. It is our hope that this will help you to be better organized and will help your parents to communicate more easily with your teachers. Please read the handbook carefully because the school rules and guidelines are included.

Monthly Newsletters are also posted on the district website to provide specific information about upcoming events. The middle school staff is looking forward to an exciting and challenging year for you. We expect that by working together we will have a productive year.

Yours truly,  
Jennifer Spirelli, Principal

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## **BOARD OF EDUCATION**

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Alexander Dal Piaz  
Doreen Bucher  
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Silvia Robles  
Doug Sundheim

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*Assistant Superintendent of Curriculum and Instruction*

Ms. Melissa Szymanski

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Mr. Lou Adipietro

*High School Assistant Principal*

Ms. Melissa Hardesty

### **HILLSIDE ELEMENTARY**

*Hillside School Principal*

Ms. Amy Cazes

*Hillside Assistant Principal*

TBD

## **DISTRICT ADMINISTRATION**

*Director of Special Education*

Mrs. Laura Sullivan

*Assistant Director of Special Education*

Mr. Tesfa Stewart

*Athletic Director*

Mr. Andrew Wendol

*Superintendent of Bldgs. & Grounds*

Mr. Joseph Martorana

## **DISTRICT TELEPHONE LISTINGS**

Athletic Office	478- 6241
District Offices	478- 2900
High School Office	478- 6250
Hillside School	478- 6270
Public Relations	478- 6206
Registrar	478- 6251
School Library	295- 3101
Support Services	478- 6261
Treasurer	478- 6210

## **MIDDLE SCHOOL PRINCIPAL'S OFFICE**

Ms. Jennifer Spirelli – *Principal* - 478-6230

Ms. Michele Avila - *Assistant to Principal* – 478-6230

Ms. Alison O'Leary – *Office Assistant* – 478-6234

## **MIDDLE SCHOOL ASSISTANT PRINCIPAL'S OFFICE**

Dr. Anil Edward - *Assistant Principal* – 295-3071

Attendance Line - 478- 6223

## **PUPIL PERSONNEL SUPPORT STAFF**

Ms. Michele Keefe - *Guidance - Clerical* 478-6228

Ms. Jenna Ryan – *5/8 Guidance Counselor* 478-6227

Ms. Jocelyn Perez – *6/7 Guidance Counselor* 478-6256

Ms. Jeanette Kocur – *Director of Guidance* 478-6262

Dr. Scott Tessler - *Psychologist* 478-6264

Ms. Terry Frank - *Social Worker* 478-6415

## **HEALTH OFFICE STAFF**

Ms. Sally Ann Cullen - *School Nurse* - 478-6224

Ms. Joanne Cipollina - *School Nurse* - 478-6225

Ms. Tricia Chibbaro - *Clerk* - 478-6225

# FARRAGUT MIDDLE SCHOOL

## *Philosophy Statement*

*Farragut Middle School recognizes the uniqueness and importance of a middle school education in assisting children in the transition from childhood to adolescence. The middle school is a bridge between the elementary self-contained classroom and the high school's departmentalization. Within the middle school's structured, nurturing environment, each child is offered opportunities to develop and practice personal responsibility, accountability, initiative, and respect for others.*

*Farragut Middle School is dedicated to balancing and enhancing each individual's social, personal, and intellectual growth and to the development of a positive self-concept. The home, school, and community will work cooperatively to develop the talents, abilities, and attitudes of each child.*

The middle school staff adopted this philosophy statement in 1990. It is included in this handbook in an effort to communicate our goals to parents/guardians and students. We encourage parents/guardians to help us work towards the goals above, and to participate in their child's education through:

- Parent/guardian/teacher conferences at regularly scheduled times and additional times as needed
- Monthly calendars, newsletters, e-mails and other informational materials are posted on the website
- Contact with teachers and counselors as concerns arise
- Contact with the Liaison Committee Members whose names and phone numbers will be posted on the website
- Board of Education meetings

## RIGHTS and RESPONSIBILITIES

The Regents Bill of Rights for Children - *A Statement of Principles and Goals*

- I. All children have the right to a healthy, secure, nurturing infancy and early childhood.
- II. All children have the right to live in circumstances, which permit healthy intellectual, emotional, physical and moral development.
- III. All children have the right to a free, sound, basic education.
- IV. Each child has the right to an education appropriate for his or her individual needs.
- V. All children have the right to an education, which respects their culture, race, socioeconomic background and the language of their home.
- VI. All children have the right to schools and educational programs which are effective.
- VII. All children have the right to educational programs, which prepare them for jobs, for college, for responsible family life and for citizenship in a self-governing society.
- VIII. All children have the right to pursue their education without fear.
- IX. All children have the right to the resources needed to secure their educational rights.
- X. All children are entitled to an education, which involves responsibilities as well as rights.

### **Board Policies**

At the beginning of the school year, each student will receive a copy of the following Board Policies:

**Policy # 3141** – Flag ceremonies

**Policy # 8120.1** - Use of Surveillance Cameras in the School District

**Policy # 5500** – Student Records (Student Directory Information)

**Policy # 5300.V** - Student Dress Code

**Policy # 4526** – Acceptable Use (Technology)

**Policy # 4526.2** – Student Use of Privately-Owned Technology

**Policy # 5030** – Complaints and Grievances by Students

These policies are coupled with educational programs related to our national ideals, goals and objectives. While providing for these procedures, it is necessary to protect the individual rights of students. However, such protection of the rights of individual students must be balanced against the rights and opinions of all students. Parents/guardians should return the sign-off attached to the policies and return it to the main office. This will ensure the school that you have reviewed these policies with your child(ren).

**Farragut Middle Schools Student Rights and Responsibilities**  
*as outlined in the **Code of Conduct** – which resides in the middle school office*

**Student Rights**

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

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary consequence in connection with the imposition of the consequence.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

**FERPA Rights**

The Family Educational Rights and Privacy Act (**FERPA**) affords parents and students over 18 certain rights with respect to the student's education records. In summary, they are:

1. The right to inspect and review the student's education records within 45 days of the request.  
194080640. The right to request a change in records believed to be inaccurate or misleading.  
194078176. The right to consent to disclosures of personally identifiable information in student records, except that specified by FERPA as not needing consent.  
194079240. The right to file a complaint with the US Dept. of Education concerning district failure to comply.

**Student Responsibilities**

All Farragut Middle School students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. Respond in a respectful, positive manner to direction given by teachers, administrators and other school personnel.
6. Ask questions when they do not understand.
7. Seek help in solving problems that might lead to a disciplinary action.
8. Follow the school dress code at school and school functions.
9. Accept responsibility for their actions.
10. 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.
11. Adhere to positive behavioral expectations as identified in the handbook.
12. Follow the "Dignity For All Act" as outlined in the district's Code of Conduct.

**COURSE OF STUDY**

*All students in grades 5 through 8 participate in a nine period day, with each period consisting of forty minutes.*

**GRADE 5:** Students in fifth grade work in a self-contained classroom setting with one primary teacher or in an ICT classroom with two teachers. Art, Music, Physical Education, World Language, Library, Organizational Skills, and Technology are integral parts of the fifth grade program and are offered as "specials" which students attend with their class.

**GRADE 6:** All year, students will take courses in Language Arts, Reading, Social Studies, Math, Science, World Language, Technology, Library, Art and Physical Education.

**GRADE 7:** All year, students will take courses in Language Arts, Social Studies, Math, Science, World Language, and Physical

Education/Health. Art and Home & Careers are half-year courses.

**GRADE 8:** All year, students will take courses in Language Arts, Social Studies, Math, Earth Science, World Language, and Physical Education. Art, Home & Careers, Technology, and Health are 10 week courses. Music Appreciation is woven into the Earth Science Lab rotation.

**Areas of Knowledge:** One block every other day will be devoted to grade specific Areas of Knowledge courses. Performing groups and skill center courses are offered during this time.

**Support Services (MTSS)** - Students who have been identified by their teachers and/or through state testing as in need of academic support will be given support services during our skills centers.. Services are available in Language Arts and Math.

**Acceleration** - In the 2021-2022 school year, some incoming 8th graders will take Algebra. Algebra is an accelerated course and as such, students must meet eligibility requirements for enrollment. Recommendations

for acceleration occur at the end of the student's 7<sup>th</sup> grade. Criteria for acceleration may be referenced in the acceleration plan. In the 2021-2022 school year, **ALL** 8<sup>th</sup> graders will take Earth Science.

## GENERAL INFORMATION and PROCEDURES

**ATTENDANCE:** As stated in the "**Code of Conduct**" regular attendance and punctuality are very important at school and in other areas of life. Our goal is to help students develop the habit of being on time for every class every day. Students who arrive late will miss all or part of an instructional period, which is difficult to make up. They also disrupt class for other students.

As stated in the district's Attendance Policy, credit may be denied to any middle school student with more than 20 absences who is enrolled in a full year High School course. These would include: World Language – Level I, Algebra 1, and Earth Science. It is Hastings-on-Hudson School District's policy that students with properly excused absences, tardiness and early departures for which the student has performed any assigned make-up work, assignments and/or tests shall be eligible for course credit through an appeal. Hastings-on-Hudson School District procedures will specify how student tardiness and early departures will be calculated and factored into the Hastings-on-Hudson School District's minimum attendance standard.

**ABSENCE** - Whenever a student is absent, the parent should notify the Attendance phone line at 478-6223. The caller should leave a message on voicemail stating the name and grade of the student and the reason for the absence. If the school is not notified of the absence, the attendance clerk will attempt to reach a parent to confirm the absence and the cause.

**Please Note:** *If a student is absent from school, they may not participate in any after school or evening activities scheduled for that day unless present at school for 4 periods, or unless excused by the principal or her designee.*

**SCHOOL HOURS:** - The school opens at 7:30a.m. Students who arrive before 8:05 may wait in the Cafeteria (7:30a.m.). At 8:05 students are allowed to enter the locker area. First period will be signaled by the sound of a tone at 8:15a.m. The instructional day ends at 2:42, although the time from 2:45 to 3:15 is used by teachers to provide additional support for students.

**Parents/Guardians should schedule all appointments for their children after 3:15pm.**

Students are reminded to inform their parents /guardians if they intend to stay at school later than expected.

**LATENESS** - Beginning in October of each school year any unexcused lateness (lateness without a note from a parent/guardian) will be recorded by the student's first period (homeroom) teacher.

A mindful moment during lunch and recess is assigned after four **unexcused** tardies occur in the course of each month. A letter will be sent home prior to the detention notifying the parents/ guardians of the date and time.

Parents should apprise the school of any extenuating circumstances and consideration will be made accordingly.

**Please note** - students who arrive after 8:15am must report directly to the security office for a late pass.

**DISMISSAL** To leave the school at any time during regular school hours, students must sign out in the "Sign Out" sheet in the security office and **must be accompanied by their parent/guardian, or the person(s) listed on the Student Emergency Contact Form. Students must also have a written note from their parent/guardian. No exceptions will be made to this policy.**

If the student returns to school after an appointment, the student must report to the middle school office and sign in.

**CAFETERIA:** The cafeteria offers a full range of hot and cold lunches. The weekly menu is posted in classrooms and in the cafeteria. Students **are not permitted to take food from the cafeteria** without permission. Students may only visit the cafeteria before 8:05AM and during their assigned lunch periods. They are not permitted to visit the cafeteria between classes. During the lunch and recess periods, students will eat in the cafeteria. If the weather permits, students go outside for recess.

**DIGNITY FOR ALL STUDENTS ACT**  
**(Implemented July 2012)**

“No student shall be subjected to harassment by District staff or students on school property or at school functions. Nor shall any student be subjected to discrimination by District staff or students on school property or at school functions based upon his/her actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.”

### **CODE OF CONDUCT**

At the beginning of the school year, every student will receive a *Summary* of the *Code of Conduct* to bring home. All students, school personnel, parents/guardians, and visitors to the school must adhere to the Farragut Middle School's *Code of Conduct*.

For our updated 2021-2022 district-wide “Code of Conduct” please refer to our district website.

**HOMEWORK:** There are many reasons why homework is assigned. They include the need to reinforce learning, to practice skills, to learn to work independently, and to learn to allocate time adequately. It is expected that students will complete homework assignments so that they will be prepared for class. **If homework assignments are presenting a problem for a child, the child should immediately discuss the issues with his or her teacher.**

**MAKE-UP WORK:** At Back-to-School Night teachers will discuss procedures for missed assignments. The Homework Pamphlet, which was developed by the Building Leadership Team, is posted on the website. Copies of this pamphlet are also available in the middle school office.

**LOCKERS:** Hallway locker assignments will be given to students by homeroom teachers during the first weeks of school. Students should lock valuable items in lockers at all times; however, neither the school nor the district is responsible to replace items missing from a student's locker. Students should not give their locker combination to others. If a student has a problem with his or her lock or locker, it should be reported to the office.

**HONOR ROLL** - Fifth graders do not participate in honor rolls; sixth graders do not participate in Honor Roll until second semester. High Honor Roll and Honor Roll are based on the student's average of grades in all areas except performing music and classes which are graded on a Pass/Fail basis. The calculation for Honor Rolls is as follows: **High Honor Roll** recognition is awarded to students whose average is 90 – 100, no grade lower than

an 85. **Honor Roll** is awarded to students whose overall average is 83 – 89.9, with no grade lower than an 80.

**LIBRARY:** The school library will open from **8:15 AM** until **4:15 PM** every day. All students will receive instruction in library skills from the librarian. Students are encouraged to use this facility for research using traditional sources as well as the computer on-line services that are available. Please have alternate arrangements in place for unanticipated early closings after school. There are times when the library may close at 3:15pm. In these instances, students will be informed in the morning of the early closure.

**REPORT CARDS:** Students and families can access report cards four times a year through our student and parent portals. During a marking period, students and families are encouraged to monitor progress using the gradebook function on the portal. Questions about report cards should first be directed to the individual teacher. If the problem persists, the school counselors are available to speak to students or parents.

**Celebrations:** All Grade Level and or school wide celebrations will be scheduled by the Student Activities Council (SAC). The specific events will be determined after the start of the school year. Listed below are student expectations.

- The teacher and parent chaperones have full authority to enforce all school rules and regulations as stated in the FMS **Code of Conduct**.
- Students will not be allowed to leave a celebration after they have arrived, unless they have prior approval from their parent/guardian and the MS principal.
- Students who arrive more than one-half hour after the celebration begins will not be admitted.
- Parents **must** pick up students promptly at the end of all occasions. **Celebrations end at 5:15pm.** Cooperation on this point will be greatly appreciated since chaperones cannot leave until all students have left. All efforts will be made to supervise the children until a parent/guardian is able to pick them up. However, the school reserves the right to take children to the Hastings Police Department if the teacher is unable to continue supervising the child.

## **MOBILE DEVICES:**



**MIDDLE SCHOOL STUDENTS  
MUST LEAVE THEIR CELL  
PHONES IN THEIR LOCKERS  
DURING THE SCHOOL DAY.**

**TAKING PICTURES IS  
PROHIBITED IN SCHOOL  
AND ON SCHOOL  
PROPERTY.**

As per the “Code of Conduct”, mobile devices and smart watches are **prohibited** in the classroom and hallways. Usage of cell phones to record, store or transmit any information in school during the academic day is also forbidden.

**STUDENT DRESS:** A student’s dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, as stated the FMS **Code of Conduct** shall:

1. Be safe, and not disrupt or interfere with the educational process.
2. Include footwear at all times. Footwear that is a safety hazard will not be allowed.

3. Not include the wearing of hats in the classroom except for a medical or religious purpose.
4. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
5. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

**VISITORS:** Parents/guardians and community members are welcome to visit the middle school, as are students who are planning to attend the school in the near future. **All visitors to the school must check in at the security desk, sign in, and wear a Visitor’s Pass during their visit.**

Anyone who wishes to visit must contact the principal’s office 3 days prior to the visit and submit the following:

- Written permission from both parent/guardian (visiting student and attending student)
- Completed Student Information Form which may be obtained in the middle school office.

### **PLEASE NOTE:**

**Usage of cell phones to take photographs on school property, unless specifically authorized by the principal or his/her designee, is forbidden.**

**Cell phones may be used before school, and after school.**

## STUDENT ACTIVITIES

**FIELD TRIPS:** Field trips will vary each year. Team Coordinators will provide information to families in a timely fashion.

**Please Note:** *The purpose of these day trips is to provide students with an experience that will enhance classroom learning. When a trip expense presents a problem for a student, please contact the counseling office if you need assistance. Both the district and the PTSA set aside funds to support student participation on trips, and no student will be kept from participating in a trip because of financial issues.*

### **MUSIC**

**Band: Grade 5** will meet before school on designated days.

**Orchestra: Grade 5** will meet before school on designated days.

**Chorus: Grade 5** will meet before school on designated days.

**Band: Grades 6-8** will meet during the Areas of Knowledge period. Group lessons are provided to all band students during class periods on a rotating basis. Performances are given twice during the year. Some students may also be invited to join the high school band.

**Orchestra: Grade 6-8** will meet during the Areas of Knowledge period. The orchestras are made up of students who play string instruments and keyboards, with the occasional inclusion of other instruments. Performances are given twice during the year. As with the band, some orchestra students may be invited to join with the high school group.

**Chorus: Grades 6-8** will meet during the Areas of Knowledge period. Performances are given twice during the year.

### **STUDENT ACTIVITIES COUNCIL (SAC)**

Students in Grades 5-8 participate in the Student Activities Council which is the student government organization. The SAC meets early in September to initiate a full program of activities.

**SCHOOL SHOWS:** During the 2021 - 2022 school year, four productions will be presented. Students will be involved in the productions in a variety of ways including, technical assistance, on-stage, backstage and in other areas such as stage crew, costuming, public relations, and advertising.

### **ATHLETICS:**

There are many opportunities for students of all ages and ability levels to be involved in Hastings Athletics. While fifth and sixth graders are not allowed to participate in interscholastic sports, they are encouraged to participate in our intramural program. The intramural program focuses on providing the opportunity for participation in a wide range of activities with an emphasis on supervision and physical activity. The seventh and eighth grade students may choose to participate in modified sports. Modified sports require a higher level of commitment and an increased emphasis on skill development as well as the opportunity to compete against local middle schools. In special cases, middle school students may participate in Junior Varsity and/or Varsity teams after meeting the criteria set forth by the State Education Department and the district's Board of Education.

The teams that are currently available are listed below by season. Additional information concerning each team (including game and practice schedules) will be posted on the bulletin board outside the middle school physical education locker rooms. All offerings are subject to the availability of qualified coaching. Questions about the Athletic Program should be directed to the Athletic Director, at 478-6241.

•FALL - Modified Football, Girls and Boys Modified Soccer, Girls Modified Tennis, Girls and Boys Modified Cross Country, Modified Volleyball, Modified Field Hockey

•WINTER - Girls and Boys Modified Basketball, Modified Wrestling, Girls and Boys Modified Indoor Track.

•SPRING - Modified Baseball, Modified Softball, Boys Modified Tennis, Girls and Boys Modified Lacrosse, Girls and Boys Modified Spring Track

**YEARBOOK:** All students are invited to work as members of the yearbook staff. The yearbook staff meets after school throughout the year with most work taking place during the first semester. Students share in the decision-making about layout, material selection, and book design.

## STUDENT SERVICES

**GUIDANCE:** There are two school counselors working with our children in the middle school. TBD Counselor will be servicing the 5<sup>th</sup> and 8<sup>th</sup> grade students, and Ms. Perez will be servicing the 6<sup>th</sup> and 7<sup>th</sup> grade students. Students are encouraged to consult with their counselor if they have questions about their program or feel the need for assistance in any phase of school life. Except for emergency situations, the counselors may be seen during class hours only by a written pass obtained before school. Counselors are also available by appointment, before or after school. Parents/guardians are encouraged to call individual teachers or the counselor whenever they have a question or concern about their child.

**PSYCHOLOGICAL/PSYCHIATRIC SERVICES:** The services of the school psychologist, Dr. Tessler, are available to all students. Students may be scheduled for individual testing or interviews with Dr. Tessler if the need arises. There is also a psychiatrist available for consultations on a limited basis. The psychiatrist will be scheduled by Dr. Tessler.

**SOCIAL WORK SERVICES:** The school social worker, Ms. Frank, works in conjunction with the counselors and psychologist in the middle school, providing links to community services. In addition, this staff member co-leads student counseling groups with the other service providers.

**HEALTH OFFICE:** It is very important that the school maintains current phone numbers, e-mail address, and emergency contact information. Please provide the registrar or health office with updated information. A student who has been absent for more than five days, must provide documentation from the parent/guardian or physician to the middle school office. In anticipation of extended absenteeism the health office, counseling office, and middle school office should be notified. The health office is staffed by registered nurses. A school physician is employed by the district. The physician has the final clearance for sports and may be consulted on health related concerns.

A complete **Health Appraisal** (annual physical) is required for students in Grade 7. A student playing a sport must have a current Health Appraisal on file for the sports season they are participating in.

For students playing a sport, 7<sup>th</sup> and 8<sup>th</sup> graders, a **sports packet** must be submitted to the health office for **each** sports season. The sports packet contains pertinent information regarding emergency information and a health history questionnaire.

**Injuries sustained during school** will be assessed by the nurse for first aid treatment. Parents/Guardians will be notified of injury requiring a physician or hospitalization. Parents are responsible for providing the health office with documentation from the physician or hospital, post injury, for any treatments or conditions that need the attention of the school nurse, teacher, or guidance office. Health insurance claims go through your private provider and within specific limits a school insurance claim form will be sent home from the health office for those injuries that sought medical attention from a school related injury.

**Medication cannot be administered without a doctor's order.** Forms for Medication Authorization administration can be found under the health office website and signed by physician and parent. Prescribed medication must be in a labeled container, indicating proper dosage and time to be given and any possible side effects.

**Public health law states that all children attending public school must be immunized.** Please speak with the school nurse regarding the schedule of immunizations, medical or religious exemptions. The New York State Department of Health requires a Body Mass Index report every other year. A student's body mass index is part of the student's health report, however, no names are identified. Screenings for vision and hearing are done in the 5<sup>th</sup> and 7<sup>th</sup> grades. Scoliosis screening is done 5<sup>th</sup>- 8<sup>th</sup> grade.

*Please understand that these regulations are designed to protect students from consuming a drug that could be harmful to them. We appreciate your cooperation in this matter.*

*The Board of Education of the Hastings-on Hudson Union Free School District does not discriminate in the educational programs and activities which it operates as per the requirements of the Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. If you suspect that your child has a disability that may require special education or accommodations in order to access our educational and/or extracurricular programs contact:*

*Department of Special Education Services - 478-6261*