

PIERRE VAN CORTLANDT MIDDLE SCHOOL



Think. Create. Reflect. Respect.
Challenging all students to be critical and creative thinkers.

Student-Parent Handbook 2018-2019



Kate Boylan



PVC STUDENT

YEARS

ADVISORY

Welcome To Pierre Van Cortlandt Middle School

Dear Students & Parents:

Welcome to the 2018-2019 school year. We are looking forward to a great school year marked by individual growth, community cohesion and inclusiveness and as a team of engaged learners.

It is our mission to provide an environment where students can pursue excellence, take ownership of their learning and develop the skills necessary to be a contributing member of the global community.

In this handbook, you will find important information concerning rules, policies and procedures related to the safety and well-being of all students and staff. We ask that you read through this handbook, become familiar with and adhere to the expectations and procedures herein.

We look forward to working with you to continue to create a positive school climate in which everyone is respected, safe and working towards worthwhile goals.

Sincerely,

Mr. Michael Plotkin
Principal

Ms. Lauren Scollins
Assistant Principal



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Mission Statement

Pierre Van Cortlandt Middle School is a community of active, self-reliant, and life-long learners. It is a center of meaningful inquiry, research, understanding, and communication. Our school offers integrated instruction in the arts, technology, sciences, and humanities and promotes an environment that fosters self-esteem, responsibility, and respect. Our faculty is composed of outstanding teachers who are committed to providing their students with the best education possible.

We believe that respect and responsibility are essential components of a learning community. We support the belief that student growth should be assessed in terms of consistent standards and individual expectations. We advocate the development of intellectual curiosity and affirm that independence is essential to academic success and lifelong learning.

Contact Information

E-mail

Parents may contact members of faculty and staff via email. Email addresses are in the following format:
firstname.lastname@chufsd.org

School Website

We encourage you to visit the PVC school website at <http://www.chufsd.org> for detailed school information, updated on a regular basis.

Student Schedules

PVC 5 th Grade Schedule		PVC 6 th Grade Schedule	
8:00-8:05	Homeroom	8:00-8:05	Homeroom
8:05-8:50	Learning Lab	8:05-8:50	Learning Lab
8:55-9:57	Academic Block 1 (ELA/Math)	8:55-9:57	Academic Block 1 (ELA/Math)
10:00-11:05	Academic Block 2 (ELA/Math)	10:00-11:05	Academic Block 2 (ELA/Math)
10:37-11:19	<i>X-Period- Performing Groups</i>	10:37-11:19	<i>X-Period- Performing Groups</i>
11:08-11:50	Lunch & Recess	11:08-11:50	Lunch & Recess
11:53-12:35	Academic Block 3 (Sci/SS)	11:53-12:35	Specials
12:35-1:20	Academic Block 4 (Sci/SS)	12:35-1:20	Specials
1:23-2:05	Specials	1:23-2:05	Academic Block 3 (Sci/SS)
2:08-2:50	Specials	2:08-2:50	Academic Block 4 (Sci/SS)

PVC 7 th Grade Schedule		PVC 8 th Grade Schedule	
8:00-8:05	Homeroom	8:00-8:05	Homeroom
8:05-8:50	Learning Lab/World Language	8:05-8:50	Specials
8:53-9:35	Learning Lab/World Language	8:53-9:35	Specials
9:38-10:20	Specials	9:38-10:20	Learning Lab/World Language
9:59-10:34	<i>X-Period-Performing Groups</i>	9:59-10:34	<i>x-Period - Performing Groups</i>
10:23-11:05	Specials	10:23-11:50	Academic Block
11:08-12:35	Academic Block	11:53-12:35	Lunch & Recess
12:38-1:20	Lunch & Recess	12:38-1:20	Learning Lab/World Language
1:20-2:50	Academic Block	1:23-2:50	Academic Block

Academic Team Concept

A featured advantage of PVC is the division of each grade into teams. Each academic team is led by a team leader. Seventh and eighth grade teams include English, Mathematics, Social Studies, Science and Special Education teachers. The fifth and sixth grade has three two-teacher teams. Each team meets on a regular basis to discuss student progress, coordinate curriculum, plan interdisciplinary projects, and meet with parents.

Parent Conferences

Teachers are available to meet with parents to address individual concerns and to recommend strategies to promote student progress. Appointments may be scheduled by contacting the guidance office or the individual teachers or academic team

Student Safety

Fire Drills

For student safety, New York State mandates that each school hold 8 fire drills during each school year. At the sound of the alarm, students will leave the building by way of the closest fire exit in an orderly single file line under the supervision of their classroom teacher. If a student is not with his or her teacher at the sound of the fire alarm, the student should use the nearest exit and then report to the nearest teacher outside the building. There must be no talking during a fire drill.

Lockdown Drills

Four Lockdown Drills are also conducted during each school year at PVC. The purpose of a Lockdown Drill is to prepare students in the event that an actual or imminent threat is placed upon the school. To begin a Lockdown Drill an announcement is made over the Public Address System. Students are immediately gathered into a classroom and the door is locked. Students are then instructed to take a seat on the floor out of view from the door window. There is no talking unless absolutely necessary. During this time, it is absolutely crucial that no cell phones are used. Such use could put the child and other members of the classroom in increased danger. Students are instructed to disregard fire drills unless imminent signs of fire are observed. A Lockdown Drill ends only when students are released by school authority.

Visitors

Visitors are welcome in our school. Upon arrival, visitors are requested to register at the welcome center or in the main office and should sign out at the end of their visit. Student visitors from other schools must have prior approval from the principal. Visitors are expected to leave promptly upon completion of their business.

Nurse

The school nurse is on duty during the school day and has facilities for first aid only. The New York State Law allows a school nurse to dispense medication to students under doctor's written orders only. This includes aspirin and other "over the counter medications." The medication must remain in the original bottle from the pharmacy. Students must report to the health office regarding:

Physical Education Excuses

To be excused from participating in physical education, a written note from a parent or guardian must be presented to the nurse during the homeroom period in the morning. A doctor's excuse is required if the time extends more than one week, and a second notice from the doctor is required stating fitness to resume activity in physical education.

Sports, Physicals, Eye and Hearing Exams, and Scoliosis Exams

During the school year, the nurse conducts vision and hearing exams, and in conjunction with the school physician and orthopedist, does scoliosis screening in the spring as well as sports physicals for those students interested in playing on an athletic team.

Guidance Department & Social Emotional Wellness

Middle School Counseling is a unique opportunity to guide students through the challenging years of early adolescent development. We are excited to assist in the educational, personal, and social development of your child and are committed to helping students achieve their personal best.

All students at PVC receive support through a comprehensive guidance curriculum, which may include individual and group counseling sessions as well as classroom guidance lessons and guidance presentations. The following topics are often addressed:

Academic planning and skills support Organization, test-taking, and study skills

Teaching effective coping strategies

Peer relationships and social skills Communication and problem solving Career awareness and exploration

Advisory

The Advisory program at PVC was founded in the desire to promote student adjustment and success in school. Equally important to academic success is encouraging positive social and emotional development.

The goals of Advisory are as follows:

Promote school-wide community togetherness

Engage students with their peers and educators in a medium that is comfortable, relevant and accepting

Improve communication skills

Help students with decision making strategies applicable to everyday challenges

Better prepare students to understand and cope with adolescent challenges common in the middle years

Provide unconditional peer and adult support for all students

The middle school years present great change and development, including an increase in peer pressure, the search for independence and a growing awareness of society at large. We believe Advisory will empower students to better understand the role they have in making a difference in their own lives.

Student Assistance

Our Student Assistance Counselor provides individual and group counseling specifically for students with substance abuse and/or alcohol related concerns or issues (e.g. themselves, friends, family members, etc.).

Rights and Responsibilities

Students' Bill Of Rights

The students in our school deserve to learn and play in the best environment we can provide. Accordingly, all staff and students will make every effort to assure that students have the right to:

Learn in a safe environment, free of disruption

Know what is expected of them at all times in every area of the school Be protected from physical harm

Be protected from verbal abuse

Have their positive behavior recognized Have their personal property protected Have their concerns heard

Be treated with kindness and caring

Students' Responsibilities

As educators, we believe that students share responsibility in their own education and in making PVC the best school it can possibly be. In accordance with that view, we expect that each student will:

Come to school each day rested and ready to learn

Be respectful and helpful to others and celebrate each others' unique characteristics

Be an active learner and take advantage of the opportunities presented to help in personal growth and development during these middle school years

Seek help as needed

Essential Partners' Code

We recognize the important role that parents, teachers, guidance personnel, and administrators play in providing students with the environment necessary to develop as happy and healthy individuals.

We actively support open communication between the school and home. Questions or concerns should be immediately directed to the teacher, team of teachers, or the guidance office. Any further concerns should be addressed to building administrators. The superintendent should only be contacted if the concern cannot be resolved at the building level.

In an effort to provide the best possible environment for our students,

We expect parents to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Help their children understand that in a democratic society, appropriate rules are required to maintain a safe, orderly environment.
3. Know school rules and help their children understand them.
4. Convey to their children a supportive attitude toward education and the district.
5. Provide a place for study and ensure homework assignments are completed.

We expect teachers to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self- concept and promote confidence to learn.
2. Be prepared to teach
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules and enforce them in a fair and consistent manner.
5. Communicate to students and parents:
 - Course objectives and requirements
 - Marking/Grading procedures
 - Assignment deadlines
 - Expectations for students
6. Communicate regularly with students, parents, and other teachers concerning growth and achievement.

We expect guidance personnel to:

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
3. Regularly review with students their educational progress and career plans.
4. Provide information to transition student to the high school.
5. Encourage students to participate in extracurricular programs.

We expect the principal and assistant principal to:

1. Promote a safe, orderly, stimulating environment that supports active teaching and learning.

- 2.Ensure that students, staff, and parents have the opportunity to communicate with the principal and approach the principal with redress of grievances.
- 3.Evaluate, on a regular basis, all instructional programs.
- 4.Support the development of the student participation in appropriate extracurricular activities.
- 5.Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

Policies and Procedures

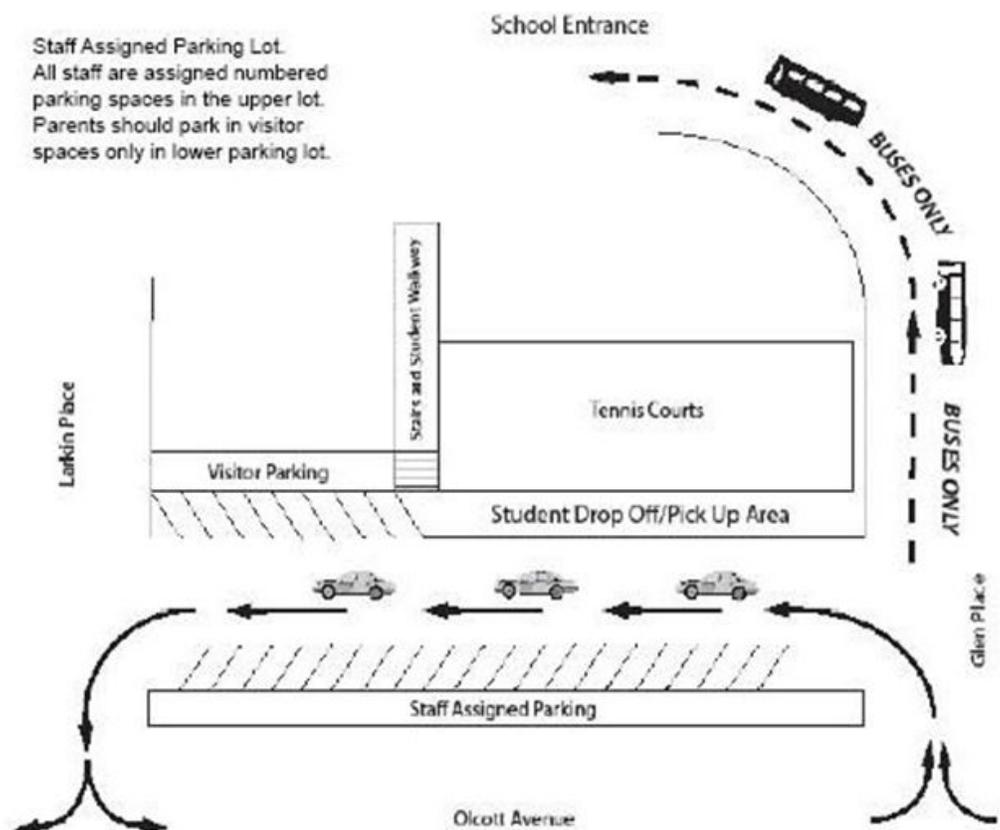
Arriving At School In The Morning

The building opens at 7:30 AM each morning for those students who have made previous arrangements to work with a teacher. All other students should arrive just prior to the 7:55 AM bell, when they will be directed to their lockers and home- rooms. Students are marked late after 8:00 AM.

Students are to be dropped off at the designated drop-off area in the lower visitor’s parking lot. Please do not drop off students at the side of the building or in front of the building, which is ONLY for buses during arrival and dismissal times.

When visiting the school please be sure to park in designated visitor parking spaces in the lower lot by the tennis courts. All staff are assigned numbered parking spaces in the upper and lower lots.

Upon entering the building, fifth and sixth grade students should remain in the hallway nearest their homeroom. Seventh grade students should wait on the second floor near the main office lobby. Eighth graders may wait on the third floor.



Attendance Policy

As per the State Education Department Regulations of the Commissioner concerning pupil attendance, each school is required to:

- Record student attendance
- Review attendance data by school building for the purpose of identifying attendance problems and initiating appropriate action
- Develop a comprehensive attendance policy

These attendance procedures will be disseminated to the public, at a minimum by:

- Inclusion in the staff handbook
- Inclusion in the student handbook
- Inclusion in materials mailed home at the start of the school year
- Posted on the school website

At Pierre Van Cortlandt Middle School, regular attendance is an essential component to student success. Frequent absences and lateness disrupt a child's opportunity to learn, leading to long-term academic, social, and emotional effects. Therefore, the following procedures are in place:

Absences

When a child will be absent from school, parents must call the nurse's office to report the absence. This must be followed up with a note upon the child's return to school. Any absence not covered by a written excuse within three days shall be deemed an unexcused absence.

When a student is legally absent* from school for a period of two days or more, parents should also be in contact with the school guidance office to arrange to pick up missed school assignments. Requests for homework may be made to the guidance office by 9:00 AM on the second consecutive day of absence. Homework can be picked up at the guidance office after 3:00 PM. Requests for homework may only be made for legal absences.

If, in an unusual circumstance, the child will be legally absent for a longer period of time, the parent should communicate this to the guidance department. Steps will be taken to work with the family to assist the child in making up the school work.

If a child is absent for multiple days:

When a child's absences exceed ten days during a marking period or exceed five consecutive days, a meeting with the parents, guidance department, and principal/assistant principal will be arranged to address the attendance problem. A home visit may also be made when deemed necessary. The school social worker will be asked to accompany the school authorities on such a visit. Parents who fail to comply with mandated attendance at school for their child may be referred to Child Protective Services for educational neglect.

Lateness

When students arrive late to school, after the 8:00 a.m. bell, it is disruptive to the school environment and interferes educationally with a student's progress. Attendance records will be monitored on a regular basis. When a child has been late three times in one marking period parents will be informed by mail. When lateness to school becomes a child's routine, this demonstrates a lack of effort and responsibility. Parents will be contacted to arrange a meeting with the assistant principal to discuss the child's lateness.

*Under the pupil attendance laws of the State of New York, removing a student for such reasons as vacations, occasional employment, or other non-emergency activities is not an excusable reason for absence. These absences are illegal and requests for extra planning and preparation by teachers to accommodate such absences are inappropriate and will not be honored.

Code Of Conduct

It is the responsibility of Pierre Van Cortlandt Middle School to provide for the welfare and safety of all students and to foster a climate where students can maximize their potential. When the behavior of individual students comes in conflict with the rights of others, corrective actions are necessary both for the benefit of that individual student and the school as a whole.

The following Code of Conduct outlines a multi-level system for handling infractions of behavioral expectations. Outlined are examples of infractions as well as possible consequences at each level.

<p>Level 1 Infractions include:</p> <ul style="list-style-type: none"> ◆ Disorderly behavior (horseplay/roughhousing, running/pushing/screaming in halls) ◆ Lateness to school/class ◆ Disruptive behavior ◆ Inappropriate dress ◆ Inappropriate use of electronic devices ◆ Possession/use of inappropriate objects (water guns, laser guns, etc) ◆ Inappropriate language ◆ Playing ball other than in gym ◆ Use of skateboards/scooters/roller sneakers, etc. on school grounds ◆ Littering ◆ Not prepared for class 	<p>Consequences for Level 1 Infractions include:</p> <ul style="list-style-type: none"> ◆ Warning ◆ Verbal reprimand ◆ Parent notification/conference ◆ Confiscation of inappropriate objects ◆ Detention/Silent Study Hall ◆ Counseling
<p>Level 2 Infractions include:</p> <ul style="list-style-type: none"> ◆ Repeated infractions from Level 1 ◆ Cutting Detention/Silent Study Hall ◆ Inappropriate or disrespectful language or behavior ◆ Refusing an appropriate request from an adult ◆ Teasing of others ◆ Threats/verbal abuse ◆ Chronic Lateness ◆ Fighting ◆ Unexcused absence from class ◆ Defacing or damaging school property ◆ Academic dishonesty ◆ Misuse of technology ◆ Hazing 	<p>Consequences for Level 2 Infractions include:</p> <ul style="list-style-type: none"> ◆ Detention/Silent Study Hall ◆ Temporary removal from class ◆ Temporary removal of cafeteria/recess or other privileges ◆ Loss of test credit ◆ Referral to assistant principal ◆ Conference with parent ◆ In-school/out-of-school suspension of up to three days ◆ School service ◆ Suspension from athletic participation ◆ Suspension from other school privileges ◆ Saturday Silent Study Hall ◆ Counseling
<p>Level 3 Infractions include:</p> <ul style="list-style-type: none"> ◆ Repeated infractions from Level 2 ◆ Harassment of others/bullying ◆ Possession of dangerous items (fireworks, matches, etc) ◆ Unexcused absence from school (without parental consent) ◆ Vandalism ◆ Possession or use of illegal substance/alcohol/cigarettes ◆ Leaving school grounds ◆ Theft ◆ False alarm/bomb threats ◆ Arson ◆ Threatening violence ◆ Endangering the safety and welfare of the school community 	<p>Consequences for Level 3 Infractions include:</p> <ul style="list-style-type: none"> ◆ In-school/out-of-school suspension up to 5 days ◆ Suspension of privileges ◆ Referral to principal for further action ◆ Referral to Child Protective Service ◆ Referral to police ◆ Superintendent's Hearing ◆ Counseling

Pierre Van Cortlandt Middle School Code of Conduct

Glossary of Terms & Definitions

Appropriate: To behave, speak and treat others in a way that is in keeping with our community and school values. Doing what is right at the right time.

Bullying: Repeatedly harassing, excluding and or inflicting harm (physical/emotional) on someone else.

Confiscation: To take away. Remove an item from the possession of the owner.

Detention: Remaining inside during recess/lunch. Usually, restricted to the main office.

Discriminate: To treat someone unfairly based on how they look, their religion, race, ethnicity, weight, orientation and or gender.

Disorderly: Acting in a wild, unsafe manner or in a way that is disrupting the learning process.

Disruptive: Making noise or behaving in a way that prevents others from learning or playing nicely.

Endanger: To do something that puts your or other people's safety at risk.

Infraction: To break a rule(s).

Harass: To wrongfully put pressure on someone or make them scared that someone will hurt them.

Haze/Hazing: To insist that someone does something humiliating or mean so that they can be accepted into the group that is encouraging them to take this action.

Referral: Making a person of authority aware of an infraction to the Code of Conduct

Regulations: Rules and procedures used throughout the school or in a classroom.

Reprimand: To warn. To punish. This may be verbal, written or take the form of an action like detention etc.

Suspension: Be required to miss school or class(es) due to infractions to the Code of Conduct

Technology: A telephone, computer, Kindle, Smartwatch/phone or other electronic device.

Threatening: To verbally or physically intimidate others in a way that makes them believe that they will be harmed, humiliated or ridiculed.

Policy Regarding Bullying

Pierre Van Cortlandt Middle School is committed to providing an educational and professional environment that promotes respect, dignity, and equality. The members of the PVC community recognize that all forms of bullying are detrimental to student learning and overall development. The Olweus Anti-Bullying program has been used at the middle school to teach students about bullying and how to report incidences that they witness. Through assemblies, class meetings and regular classroom activities students learn about the social dynamics of bullying and how to deal with the issue. A "bullying box" has been set up in the nurse's office. This allows students to report cases of bullying and allows the school faculty and administration to deal with such cases in a forthright and sensitive manner. Parents are also encouraged to call the school administration and/ or the classroom teacher to report an incidence of bullying that they become aware of.

For the purpose of this policy and its implementation, "bullying" is defined as behavior that torments or intimidates others through verbal harassment, physical assault, or other more subtle methods of coercion such as manipulation or alienation. Bullying may include, but is not limited to actions such as verbal, written, or electronically-transmitted threats, taunts, gestures, name-calling, and put-downs, including ethnicity, gender, or religion-based put-downs; extortion of money, possessions or actions; exclusion from peer groups within the school; and inciting others to bully. All such conduct is disruptive to the educational process and is prohibited.

The appropriate school authority will address occurrences of bullying that take place in the school building, on school property, at any school sponsored event, or on a school bus, with the support of the school administration.

In order to enforce this policy effectively, it is necessary that all victims of bullying and persons knowledgeable of bullying promptly report any harassment to the assistant principal or the adult supervising the setting in which the incident occurred. The teachers and staff of Pierre Van Cortlandt Middle School must report any incidents they observe, and where appropriate, intervene to stop such activities. The assistant principal will promptly investigate all complaints of bullying. All complaints will be treated in a confidential and sensitive manner to the extent possible; limited disclosure may be necessary to complete a thorough inquiry.

The administration of PVC shall maintain records for the purpose of tracking repeat offenders, and shall intervene with appropriate measures. Specifically:

All reported incidents of "bullying" will be documented in the student file of the student being accused of bullying. Written or electronic records will also reflect what action, if any, was taken, or why no action was taken.

When determining consequences for a bullying incident, the administration shall take into account the specifics of the current event, the student's history of prior bullying incidents, and any mitigating factors that may have contributed to the incident.

Pierre Van Cortlandt Middle School prohibits any retaliatory behavior directed towards any person who reports an act of bullying, or directed towards any person who participates in the investigation of a complaint of bullying. The school strictly prohibits any false reporting of an incident of bullying done so intentionally.

Non-Discrimination Statement

The Croton-Harmon Union Free School District shall not discriminate in its programs and activities against or in favor of any student, employee, or applicant on the basis of legally protected classes, such as, but not limited to: race, color national origin, creed, religion, marital status, sex, age, sexual orientation, genetic information, gender identity, gender expression, predisposing genetic characteristics, physical or mental disability, weight, use of a guide dog, hearing dog, or service animal as appropriate, pregnancy and related medical condition, cancer-related condition, military work or status, disabled or Vietnam-era veteran status, domestic violence victim status, or any other basis protected under law. For more information, see Board of Education Policy 0100.

Title IX Summary

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in federally funded education programs and activities. Title IX provides, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

What is covered by Title IX?

Complaints of sex discrimination, including sexual harassment, sexual violence, and other sexual misconduct

Complaints of retaliation for reporting any form of sex discrimination

Concerns related to gender identity or gender expression

Issues related to education opportunities

Issues related to pregnancy or parenting status

Who can students go to, to report harassment or a Title IX concern?

Principal, School Counselors, School Psychologist, Teachers (any adult)

Dignity for All Students Act (DASA)/Title IX Coordinator - Mr. Michael Plotkin & Ms. Lauren Scollins

Dignity for All Students Act

New York State's Dignity for All Students Act (DASA) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.

The Dignity Act takes effect on July 1, 2012.

The Dignity Act states that NO student shall be subjected to harassment by District personnel or students on school property or at a school function. The Dignity Act also states that NO student shall be subjected to discrimination by District personnel or students on school property or at a school function based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

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

All public elementary and secondary school students have the right to attend school in a safe, welcoming, considerate, and caring environment.

Q: What does the Dignity Act Prohibit?

A: The Dignity Act prohibits the harassment and/or discrimination of students by students and/or by District personnel.

Q: How does the Dignity Act relate to bullying and hazing?

A: Bullying and hazing are forms of harassment.

Q: What physical spaces are covered by the Dignity Act?

A: The Dignity Act applies to behavior on school property (including athletic fields, playgrounds and parking lots), in school buildings, on a school bus/vehicle, as well as at school-sponsored events or activities.

Q: What do I do if I need to report an incident?

A: Each school homepage has the Dignity for All Students Act link for reporting an incident.

To learn more about the Dignity for All Students Act visit www.p12.nysed.gov/dignityact

Students, parents, teachers & community members may report any act of harassment and/or bullying through the Anonymous Alerts link off the district or school home page. all reports will be treated with strict confidence. <https://www.anonymousalerts.com/crotonharmonufsd/>

Dress Code

The following are guidelines for appropriate dress for school functions, which may vary according to the function or event. Individual students and parents have the responsibility for student dress and general appearance.

Students are required to attend school in appropriate dress that meets health and safety standards and does not interfere with the educational process. Students may be asked to wear appropriate protective gear in certain classes (e.g. home and careers classes, science laboratory classes, physical education classes).

All undergarments must be covered. Strapless tops are not to be worn. Shirt bottoms must extend to the tops of pants, shorts or skirts, both back and front. Shorts and skirts should not be shorter than mid-thigh. Hats, clothing and attire which have an expression (phrase, word, or words) or insignia (picture, symbol,

patch, or pin) which is obscene, sexually suggestive, or libelous (that is, which contains objectionable language, including insults, whether directed to themselves or others), or which advocates racial, religious, gender, age disability, or sexual orientation prejudice is forbidden. Clothing that contains sexual innuendo, that glorifies or promotes drug, alcohol, or tobacco use, or violence, and/or is otherwise materially disruptive to the learning environment, as determined by the building principal or his/her designee, is prohibited. Hats and coats may not be worn in the building. Appropriate footwear must be worn at all times. Footwear that is a safety hazard, in terms of walking and/or participating in specific activities, will not be allowed. For safety reasons, it is recommended that flip flops should not be worn during recess.

If found wearing attire that does not meet these guidelines, the student will be required to change clothes prior to returning to class. Parents will be contacted to supply appropriate clothing if necessary. Any student who repeatedly fails to comply with the dress code shall be subject to disciplinary action.

At PVC we value...



Positive Behavior Interventions And Supports (PBIS)

Positive Behavior Interventions and Supports (PBIS) is a proactive system designed to teach students appropriate behavior in various school settings. Acknowledgement of appropriate behavior provides immediate feedback to students that they are demonstrating acceptable behaviors. By having appropriate behaviors reinforced, students are taught to recognize the role they play in creating and sustaining a positive environment. This system sets clear expectations for student behavior at PVC Middle School. Addressing discipline from this standpoint results in an increase in the quality of instructional time and the impact that it has on each student.

Acknowledgement of positive behaviors is a key component of this program. Teachers acknowledge desired behavior through distribution of tickets to students “caught being good”. This increases the likelihood behavior will be repeated or reinforced.

There will be a weekly raffle in which acknowledged students participate. Students deposit their tickets into boxes located in the main office. Three students per grade will be chosen each Friday and will select rewards from a menu of reinforcements.

Homework And Quality Of Work

Homework is an extension of classroom experiences. It provides students an opportunity for independent study and increases time on task. It also informs parents about what is being taught and assists in the development of a relationship between home and school that supports learning. It is the student’s responsibility to complete homework assignments to the best of his/her ability.

The purpose of homework is to:

- Support what has been learned in the class
- Develop independent, responsible, consistent work habits
- Develop organizational and time management skills
- Serve as an introduction to a new unit
- Provide students with practice to improve a learning skill(s).
- Encourage independent research

Homework may be assigned in all subject areas. The assignments may vary in length and format from class to class and from student to student. For example, instrumental music practice may add to a student's homework obligations 2-3 nights per week. Long-term projects may be divided into smaller "chunks" with interim due dates and expectations. Opportunities for research, word processing, and assistance may be offered during the school day with work expected to continue at home. Teachers will make every effort to coordinate assignments to avoid "homework overload."

Teachers may validate homework in a variety of ways. These may include:

- Class discussion and review
- Peer sharing
- Report card comments
- Parent conferences
- Progress reports
- Student conferences
- Phone calls home
- Providing opportunities for student self-assessment and/or reflection
- Graded assessment

Guidelines for Students and Parents:

- Students benefit from a positive work environment. This includes a quiet, well-lit area with needed materials readily available.
- Students should set aside time nightly for homework or reading.
- Students should use their PVC assignment pad for nightly requirements and a calendar for long-term planning.
- Students need a varying amount of support and encouragement from parents while completing homework.
- Since homework assignments and class discussions inform the teacher of the student's understanding of the work, please do not do the homework for the student but ask guiding questions and/or offer suggestions.
- Keep the teacher informed by leaving a message on the teacher's voice mail, sending in a note or calling the guidance office if:
 - The student is having difficulty with an assignment
 - The student or parent has concerns about the amount of time a student spends on homework
 - It is very important that students be reminded to put forth their best effort.

Library/Computer Lab

Students may go to the library/computer lab to work quietly on an assignment or to select a book for reading pleasure. The library is open each school day from 8:00 a.m. to 3:00 p.m.

Assemblies

Assemblies are an important part of the curriculum at PVC. When proceeding to the gym (or cafeteria) for assemblies, do so in an organized fashion.

Specific assembly behavior includes:

- Wait for instructions from the teacher and announcements for your grade level to go to the auditorium Leave your books in the classroom
- Proceed in an orderly fashion
- Wait for seating directions from staff members Be courteous and attentive during assemblies
- Treat the performers in a respectful and courteous manner Applause only; absolutely no whistling, shouting, or stomping No gum, candy, or food is permitted during an assembly
- Wait for dismissal directions

Lockers

Lockers are assigned to all students in PVC Middle School. Hallway lockers have built-in combination locks, whereas physical education lockers require the use of padlocks. These locks can be purchased from local merchants. You are reminded that only Master Series V-51 locks are approved for school use. It is important to keep lockers neat and organized and to never leave food in them overnight. Students are to use only the locker assigned to them and are not to share their locker combination information with anyone. All students should double check to be certain that their class and gym lockers are locked.

Lost And Found

If a student loses any personal property, or student-issued school property, he or she should check the lost and found located in the cafeteria. If the lost item is not found there, the student should check classrooms, the library, or the computer room. Students may also check the main office and welcome center for small valuables. If a student loses something on a bus, contact the main office at PVC. The main office will have the bus driver and/or the transportation office check the bus.

Food And Drink

Students are encouraged to bring a reusable water bottle to refill at the filtered water fountains throughout the building as hydration encourages a healthy body and brain. Students are encouraged to bring healthy snacks to school; however, sharing of food/drinks is discouraged due to the possibility of allergies. Celebrations/class activities will occur without food/drinks.

We expect students to spend at least fifteen minutes of their time in the cafeteria eating before going to recess. Information regarding when lunch items will be on sale will be sent home with students. (Lunch items subject to change with notice).

Microwave ovens are available for students to use. Students are expected to leave the cafeteria tables clean, and all garbage should be thrown in containers provided in the cafeteria. Food or drink should only be eaten in the designated areas (cafeteria & picnic tables).

Recess

Students have the opportunity to participate in a number of activities during recess. During good weather, recess will be held outside, giving the students the opportunity to participate in many organized games such as soccer, flag football, kickball, jump rope, basketball, and tennis. When the weather is inclement, students will have the option of going to the gym, playing board games, or viewing a movie. Students may also get a pass from the lunch monitor to go to the library or computer room. Students who are found in the hallways without a pass will lose recess privileges for one day. Students may not use baseballs, softballs, or lacrosse balls around the school. No tackle football or other games of excessive physical contact are permitted.

There should not be any long-distance throwing of basketballs in the gym. Whatever a student decides to do, safety and sportsmanship should always be given the highest priority.

Passes

A student will be allowed out of class only with a pass from his or her teacher that shows destination and time of departure. Any student in the halls during class time must present this pass to any staff member upon request. An individual class pass also may be used by students going to the lavatory.

Personal Property Of Students

Students should use discretion and exercise care with regard to their personal items. Students should not bring excessive amounts of money or valuable possessions to school. Valuable personal items should not be kept in backpacks. Backpacks should never be left unattended.

Cell phones and iPods should be turned off and remain locked in the student's locker during the day unless a teacher requests a student to use it for an assignment. Cell phones may be used only outside PVC before or after school hours.

Bicycles, Skateboards, Scooters and In-line Skates-For the safety of the students, bicycle riding on school grounds is prohibited. Students must walk their bicycles while on school property. Racks are available next to the school building for students who ride to school. Please be sure to lock bicycles at all times.

Skateboards, scooters and in-line skates cannot be used on school grounds at any time. We request that students place these items in their lockers upon arrival to school.

Electronic Device Usage

Pierre Van Cortlandt Middle School recognizes the benefits of engaging students in cutting edge instruction utilizing technological devices that will further their educational experiences. Therefore, students with a signed permission slip on file in the main office may use smart phones, portable audio products (iPods), handheld electronic devices (including but not limited to Kindles, Nooks, Tablets, iPads, and personal laptops) within the classroom for educational purposes under the direction of the teacher. During the school day (7:55 AM – 2:50 PM) all devices must be kept in the locker when not in use in a classroom. They may not be used in the hallways or during lunch/recess. Students may not use their devices for texting, emailing, gaming, or for any other means not directly linked to the educational program.

Consequences for not following above guidelines:

First Offense: The device will be taken from the student and held in the office until the end of the day.

Second Offense: The device will be taken from the student. A parent/guardian will be called to pick up the device.

Third Offense: The device will be taken from the student. The student will no longer be allowed to bring the device to school.

**Students who utilize the above devices to disrupt the educational process or to cause harm to other students or members of the staff will be subjected to consequences detailed in the Pierre Van Cortlandt Middle School Code of Conduct.

PIERRE VAN CORTLANDT MIDDLE SCHOOL
Student Electronic Device Usage Policy and Permission Slip

Pierre Van Cortlandt Middle School recognizes the benefits of engaging students in cutting edge instruction utilizing technological devices that will further their educational experiences. Therefore, students with a signed permission slip on file in the main office may use smart phones, portable audio products (iPods), handheld electronic devices (including but not limited to Kindles, Nooks, Tablets, iPads, and personal laptops) within the classroom for educational purposes under the direction of the teacher. During the school day (7:55 AM – 2:50 PM) all devices must be kept in the locker when not in use in a classroom. They may not be used in the hallways or during lunch/recess. Students may not use their devices for texting, emailing, gaming, or for any other means not directly linked to the educational program.

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I agree to abide by the above policy and understand the consequences if my actions go against those that are outlined above.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Please Note: Any device that is brought to school will be the sole responsibility of the student. The Croton-Harmon School District will not be responsible in any way for devices that are misplaced, stolen, or damaged. The district will not offer any restitution for loss nor will the district provide repairs or maintenance.

(Students must also have a signed copy of the AUP(Acceptable Use Policy) on file at PVC).

Student Fines, Fees, And Charges

Students are issued a variety of textbooks, workbooks, and equipment for specialized subjects and athletic teams. Students are held accountable for the safekeeping of each article issued them by the school district. All books and equipment that are damaged or lost must be paid for by the student to whom it was issued.

Students may assist in the office or help in other ways deemed appropriate to pay for damaged or lost items. Payment for lost or damaged items must be submitted by check or money order made payable to the Croton- Harmon School District. No cash will be accepted.

Weather Emergencies

If it becomes necessary to delay the opening of school, close our schools, or cancel school-related activities due to inclement weather, announcements will be made via the district's K-12 system and on the following local radio stations:

WFAS 1230 AM 103.9 FM

WLNA 1420 AM

WHUD 100.7 FM

Parents should not call the school officials for information as these lines must remain open.

Early Dismissal

During the course of the year, it may be necessary to close school before 2:50 P.M. The district's K12 Alert system will notify parents in the event of early dismissal.

Arrangements should be made well in advance regarding where students should go in the event school is closed early.

Transportation

Transportation to and from school is a privilege and not a right. Safety is the primary concern in transporting students. All established guidelines exist to ensure that safety and control by the driver are maintained throughout the trip. Students are to conduct themselves in an appropriate manner so that all bus rides will be a positive and safe experience for everyone. The bus driver will assign seats when appropriate.

Parents requesting a temporary change in a student's bus or bus stop that is different from the one assigned by the transportation department must submit the request in writing to the welcome center or main office no later than 9:00 a.m. on the date of the request. A temporary bus pass will be given to the student, and those must be presented to the bus driver upon boarding the bus.

Extra-Curricular Activities

Sports- Interscholastic

PVC offers its students the opportunity to participate on a variety of sports teams. Exercise and competition offer a healthy supplement to our academic program, and we encourage our students not only to participate but also to support our athletic teams, The Tigers.

7th and 8th grade boys and girls are encouraged to become a part of our exciting sports program.

This is also called the modified sports program and is available to our seventh and eighth graders only. Competitions are regulated by the New York State Public High School Athletic Association to meet the needs of younger athletes and to keep safety and participation as a major goal. This modified athletic competition occurs between other area middle schools, and offerings each session depend on the number of students interested on each sport. Four to six weeks before the season begins, a sign-up sheet will be available through physical education classes. Students must also get a physical exam to be eligible to play.

Typical offerings include:

Fall September through November		Winter November through February		Spring March through June	
Cross Country	Boys & Girls	Basketball	Boys	Baseball	Boys
Field Hockey	Girls	Basketball	Girls	Lacrosse	Boys & Girls
Football	Boys	Indoor Track	Boys & Girls	Soccer	Girls
Soccer	Boys & Girls			Softball	Girls
Tennis	Girls			Tennis	Boys
Volleyball	Girls			Track	Boys & Girls

Students and parents are advised that practices for athletic teams are held at least four times per week. The length of a practice may be in excess of one hour or more. Games are held after school and occasionally on Saturday. Participants should expect on “game days” to get home later than a typical practice day.

Extra-Curricular Activities

PVC offers its students many interesting and challenging activities that can augment the middle school experience. Please visit the school website, www.chufsd.org for more detailed information.

AFTER SCHOOL CLUBS & ACTIVITIES		
Art Club	Band	Chess Club
Chorus & Select Chorus	Club Dirt	Coding Club
Destination ImagiNation	Drama Club	International Club
Fall Drama	Jazz Band	Math Olympiad
Math Club	Social Action Club	Spring Musical
Student Council	Yearbook	
Homework Club-PVC offers assistance with homework in the library Tuesday and Thursday afternoons from 3:00 PM to 4:00 PM		