



**2009-2010**  
**Valhalla Middle School**

300 Columbus Avenue  
 Valhalla, New York 10595  
 Phone: 914-683-5000      Fax: 914-328-4370

**STUDENT HANDBOOK AND ASSIGNMENT BOOK**

**MS Principal:** Mr. Steven M. Garcia

**6-12 Assistant Principal:** Mrs. Angela Aguilar

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Telephone: \_\_\_\_\_

Guidance Counselor: \_\_\_\_\_ Guidance Telephone: 683-5004

<b>Period</b>	<b>Subject</b>	<b>Teacher</b>	<b>Room</b>
<b>A</b> 8:00 - 8:42 AM			
<b>B</b> 8:45 - 9:27 AM			
<b>C</b> 9:30 - 10:12 AM			
<b>D</b> 10:15 - 10:57 AM Grades 6 & 7			
10:12 - 10:42 AM	<b>LUNCH GRADE 8</b>		
<b>E</b> 10:45 - 11:27 AM Grade 8			
10:57 - 11:27 AM	<b>LUNCH GRADES 6 &amp; 7</b>		
<b>F</b> 11:30 - 12:12 PM			
<b>G</b> 12:15 - 12:57 PM			
<b>H</b> 1:00 - 1:42 PM			
<b>I</b> 1:45 - 2:27 PM			

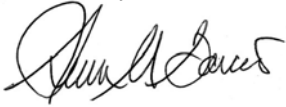
## **PRINCIPAL'S GREETING**

Welcome to Valhalla Middle School! This hand-book will provide you and your parents the policies, procedures, and regulations of our school. A thorough understanding of the contents of this handbook will most certainly contribute to a productive and rewarding Middle School experience for each one of you.

The middle school *tween* years (ages 10-14) are the most exciting and challenging for young adolescents as they develop core social, emotional, physical, moral, psychological, and intellectual skills. Sixth, seventh, and eighth grade students crave a learning culture where they can express their unique talents, search for belonging, make contributions, and nurture life skills. We believe it is the role of the middle school to fulfill these needs, providing active, engaging, personalized, and challenging learning experiences for all children in a supportive and safe environment. However, a key to our success will be the collaboration of faculty, staff, students, parents and community members in this pursuit. Together, we will contribute to each child's learning journey at VMS.

I look forward to participating in your learning experience, and I wish you a successful 2008-09 school year!

Sincerely,



Steven M. Garcia  
Principal, Valhalla Middle School

## **PHILOSOPHY**

The Valhalla schools are a democratic expression for the will of the community to give a formal dimension to the education of its young people. The schools carry out this mandate within the framework of pertinent New York State laws and the local educational budget. We have determined that at all stages and facets of our educational process, the needs and aspirations of our students remain central.

## **NON- DISCRIMINATION CLAUSE**

The Valhalla Union Free School District does not discriminate on the basis of age, color, creed, disability, marital status, veteran status, national origin, race, sexual orientation or gender in the educational programs and activities it operates.

Inquiries concerning this policy may be referred to the Superintendent's Office, 316 Columbus Avenue, Valhalla, NY 10595.

## **SEXUAL HARASSMENT**

Sexual Harassment is a violation of the law and stands in direct opposition to District policy. Therefore, the Board prohibits all forms of sexual harassment by employees and students. Generally, sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Offenders will be subject to serious disciplinary action, parental notification, and report to district sexual harassment officer.

## VALHALLA MIDDLE SCHOOL FACULTY AND STAFF

### VMS ADMINISTRATION

#### Principal

Mr. Steven M. Garcia

#### Assistant Principal 6-12

Mrs. Angela Aguilar

### MAIN OFFICE

#### Secretary to VMS

#### Administration

Mrs. Janet Monaco

#### Attendance

Mrs. Linda Perrotta

#### Front Office

Mrs. Toni McCloskey

Mrs. Paula Soricelli

#### NURSE

Ms. Pat Martin

### LEAD TEACHERS 6-12

Mrs. Holly Flannery, *Art*

Ms. Regina Monte, *ELA*

Ms. Rosa Maria Sarcone,

*Foreign Language*

Mrs. Irene Torrieri, *Math*

Mrs. Deidre Merante, *Science*

Mr. John Philbin, *Social*

*Studies*

### TEAMS

#### Grade 6 Team

Mr. Paul Silano-*Grade Level Leader*

Ms. Candace Kava

Ms. Christina Flotta

Ms. Nicol Pazona

Mr. Andrew Tripaldi

Mr. Brett Erenberg

#### Grade 7 Team

Mrs. Lynne Lewin – *Grade Level Leader*

Ms. Nori Lustig

Mr. Lou Orfanella

Ms. Karen Martino

Ms. Nancy Thompson

Ms. Laura Booth-Freda

Ms. Cristina Conciatori

### Grade 8 Team

Ms. Maureen Winner – *Grade Level Leader*

Mr. John Hayes

Mrs. Patricia Gannalo

Mrs. Shelley Rubin

Ms. Nancy Thompson

Mrs. Jennifer Granich

Ms. Eileen Mulroe

### EXPLORATORIES

#### Art

Ms. Lisa Green

Ms. Barbara Cantatore

#### Music

Mrs. Deborah Woodard

Mr. Jeff Dulitz

Dr. Scott Rimm-Hewitt

Mr. Christopher Shoureas

#### Technology

*Technology Coordinator K-12* –

Mr. Patrick Ward

Ms. Jennifer Cronk

Mr. Steve D’Ascoli

Mr. Aaron Herold, *Specialist*

### FOREIGN LANGUAGE

Mrs. Dorothy Edler

Ms. Roxanne Franquelli

Ms. Stephanie Sangirardi

Ms. Lisa DeBiase

### HEALTH & P.E.

Mr. Jaime Block – *Director of Athletics, Health & PE*

Mrs. Stephanie Butler

Mr. Thomas Kuney

Ms. Tara Lahm

### LIBRARY MEDIA CENTER

Ms. Lourdes Torres,

*Library Media Specialist*

Ms. Betsy Palma – *Library Aide*

### PUPIL SUPPORT SERVICES

Monica Baron

*Director of Special Education*

Dr. James Skorney, *Psychologist*

Mrs. Michelle McSherry,

*Psychologist*

### Guidance Counselors

Mr. Andrew Kupec, *Director*

Miss Reneé LeGendre,

6 & 7

Mrs. Susana Reis, 8

Mrs. Toni Bonifacio, *Secretary*

### Special Education Teachers

Mrs. Diane Dolan

Mrs. Margaret Doran

Mr. Bobby Drysdale

Mrs. Laura Drysdale

Ms. Jennifer Granich

Mrs. Aimee Keevins

Mrs. Catherine Redmond

Mr. William Suesholtz

Mrs. Kimberly Walsh

Ms. Kerri Maines –*Speech*

Mr. Cayne Letizia –*Reading*

Ms. Lorna McKenzie – *Reading*

Ms. Lisa Petek, *ESL*

### Learning Center

Mrs. Nancy Baker

Mrs. Stacey Gagliardi

Mr. Sandro Prosperino

### Special Education

#### Teacher Aides

Mr. Ben Dammacco

Ms. Denise Gomez

Mrs. Sandy LaLuna

### BUILDINGS & GROUNDS

Mr. Robert May, *Superintendent of Buildings and Grounds*

### Custodians

Mr. Joseph Magaletti, *Head*

Mr. Steve Cerreta, *Head*

Mr. Perlito Adriano

Mr. Todd Dooley

Mrs. Thi Si Huynh

Mr. Jaime Montjoy

Mr. Mario Pierre

Mr. Luther Wilson

## VALHALLA MIDDLE SCHOOL DAILY SCHEDULES

GRADES 6 & 7	
Period	Time
A	8:00 - 8:42 AM
B	8:45 - 9:27 AM
C	9:30 - 10:12 AM
D	10:15 - 10:57 AM
E (Lunch)	11:00 - 11:27 AM
F	11:30 - 12:12 PM
G	12:15 - 12:57 PM
H	1:00 - 1:42 PM
I	1:45 - 2:27 PM

GRADE 8	
Period	Time
A	8:00 - 8:42 AM
B	8:45 - 9:27 AM
C	9:30 - 10:12 AM
D (Lunch)	10:15 - 10:42 AM
E	10:45 - 11:27 AM
F	11:30 - 12:12 PM
G	12:15 - 12:57 PM
H	1:00 - 1:42 PM
I	1:45 - 2:27 PM

### TWO HOUR DELAY

PERIOD	2 HOUR DELAY SCHEDULE
A	10:00 AM – 10:27 AM
B	10:30 AM – 10:57 AM
C	11:00 AM – 11:27 AM
D	11:30 AM – 11:57 AM (Grade 8 Lunch)
E	12:00 Noon – 12:27 PM (Grades 6 & 7 Lunch)
F	12:30 PM – 12:57 PM
G	1:00 PM – 1:27 PM
H	1:30 PM – 1:57 PM
I	2:00 PM – 2:27 PM

## VALHALLA MIDDLE SCHOOL COURSES

6 <sup>TH</sup> GRADE	7 <sup>TH</sup> GRADE	8 <sup>TH</sup> GRADE
<b>CORE COURSES</b>		
<ul style="list-style-type: none"> <li>➤ Language Arts 6</li> <li>➤ Math 6 <b>OR</b> Math 6A</li> <li>➤ Science 6</li> <li>➤ Social Studies 6</li> </ul>	<ul style="list-style-type: none"> <li>○ Language Arts 7</li> <li>○ Math 7 <b>OR</b> Math 7A</li> <li>○ Science 7</li> <li>○ Social Studies 7</li> <li>○ Italian 7</li> <li>○ Spanish 7</li> </ul>	<ul style="list-style-type: none"> <li>◆ Language Arts 8</li> <li>◆ Math 8 <b>OR</b> Math 8A (Integrated Algebra Regents)</li> <li>◆ Science 8 <b>OR</b> Earth Science 8 Regents</li> <li>◆ Social Studies 8 Italian 8</li> <li>◆ Spanish 8</li> </ul>
<b>EXPLORATORY COURSES</b>		
<ul style="list-style-type: none"> <li>➤ Italian 6</li> <li>➤ Spanish 6</li> <li>➤ Computer Apps 6</li> <li>➤ Study Skills/ T.O.P.S.</li> <li>➤ P.E. Boys</li> <li>➤ P.E. Girls</li> <li>➤ D.A.R.E.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Art 6</li> <li>➤ Concert Band</li> <li>➤ Jazz Band</li> <li>➤ Chorus</li> <li>➤ Vocal Ensemble</li> <li>➤ Orchestra (Strings)</li> </ul>	<ul style="list-style-type: none"> <li>○ Computer Apps 7</li> <li>○ Health</li> <li>○ P.E. Boys</li> <li>○ P.E. Girls</li> <li>○ Art 7</li> <li>○ Concert Band</li> <li>○ Jazz Band</li> <li>○ Chorus</li> <li>○ Vocal Ensemble</li> <li>○ Orchestra (Strings)</li> <li>○ Music Appreciation 7</li> </ul>
		<ul style="list-style-type: none"> <li>◆ Computer Apps 8</li> <li>◆ P.E. Boys</li> <li>◆ P.E. Girls</li> <li>◆ Art 8</li> <li>◆ Concert Band</li> <li>◆ Jazz Band</li> <li>◆ Chorus</li> <li>◆ Vocal Ensemble</li> <li>◆ Music Appreciation 8</li> </ul>

\*Please see Special Class information later in the document.

**Please refer to the VMS Course Selection Guide on the VMS Homepage for specific information about the Middle School's program and courses.**

## MIDDLE SCHOOL CONTACT INFORMATION

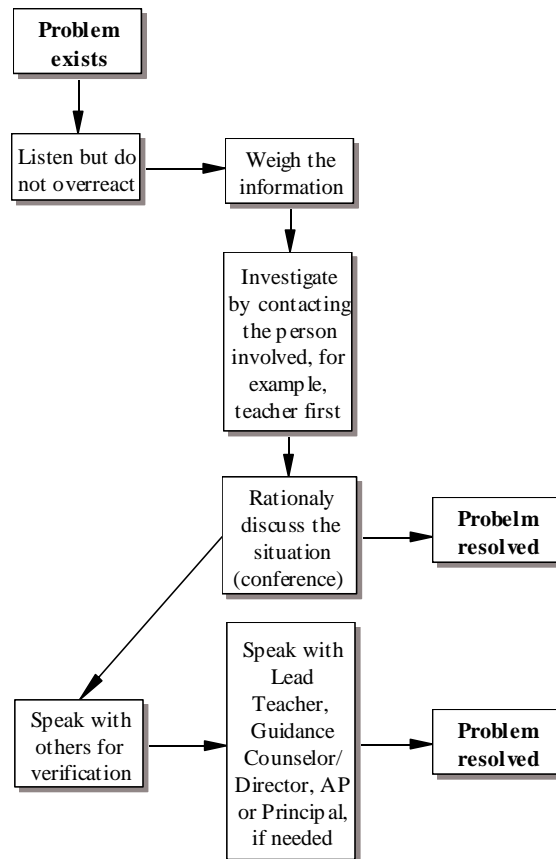
6-12 Front Office and Teachers	683-5000	Fax – 683-5003
Steven M. Garcia, Principal	683-5011	
Angela Aguilar, Asst. Principal 6-12	683-5011	
Janet Monaco, VMS Secretary	683-5011	Fax – 328-4370
Attendance, Linda Perotta	683-5149	
Nurse, Pat Martin	683-5010	
Guidance Secretary, Mrs. Toni Bonifacio	683-5004	Fax – 328-1059
Andy Kupek – Director of Guidance		
Susana Reis – 8 <sup>th</sup> Guidance		
Renee LeGendre – 6 <sup>th</sup> and 7 <sup>th</sup> Guidance		

### VALHALLA UNION FREE SCHOOL DISTRICT EMAIL (New Procedure)

firstname.lastname@valhallaschools.org  
i.e., [john.smith@valhallaschools.org](mailto:john.smith@valhallaschools.org)

### PROBLEM SOLVING FLOW CHART

If you have a problem with school, we suggest you use the following protocol. When we follow the model below, most, if not all problems may be solved to help your child.



**VALHALLA UNION FREE SCHOOL DISTRICT  
2009-2010 CALENDAR**

SEPTEMBER	2-3	Superintendent's Conference Day (staff only)
	4	School Closed
	7	Labor Day
	8	School Starts
	28	Yom Kippur (School Closed)
OCTOBER	12	Columbus Day (school closed)
NOVEMBER	3	Superintendent's Conference Day (staff only)
	11	Veteran's Day (school closed)
	25	Early Dismissal
	26-29	Thanksgiving Recess
DECEMBER	24-31	Holiday Recess
JANUARY	1	New Years/ Holiday Recess
	4	School Reopens
	18	Martin Luther King, Jr. Day
FEBRUARY	15-19	Winter Recess
MARCH	18	Superintendent Conference Day (staff only)
	29-31	Spring Recess
APRIL	1-2	Spring Recess
MAY	31	Memorial Day (school closed)
JUNE	14-22	Final/Regents Exams
	22	Rating Day
	25, 28	Superintendent Conference Day (staff only)

In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time delayed. The decision will be made by 6:30 a.m. If the decision is to delay, the delay will be a one-hour or two-hour delay and a decision will be made by 7:40 a.m. as to whether the school will be open or closed

The decision to return any unused snow days will be evaluated by the Superintendent of Schools and the Board of Education.

# **VALHALLA MIDDLE SCHOOL CODE OF CONDUCT\***

*\*Please refer to the Valhalla Union Free School District Code of Conduct for specific guidelines*

## **STUDENT RIGHTS**

The Board of Education supports the **rights of students** where these rights do not interfere with those of others, the general social order, or laws, rules, and regulations. Such rights shall include:

- a free and appropriate education
- involvement in school government and long-range curriculum planning as appropriate to the age of the student
- free speech or expression where such speech or expression is not slanderous, and/or vulgar, does not incite others to damage property or physically harm others, or does not interfere with the normal operation of the school
- distribution of literature, subject to school approval, with respect to time, manner, place, duration and content, which does not interfere with the requirements of appropriate discipline in the operation of the school
- symbolic expression which does not intrude upon the orderly process of the school or the rights of others
- individual personal appearance except where dress or appearance interferes with the learning process or where health, safety, or full participation factors are at issue
- appropriate personal counseling
- confidentiality of communication when the content does not breach the school's responsibility to the parent or guardian
- access to student records if over the age of 18 and as allowed by law
- due process in matters of suspension and/or expulsion

## **CODE OF CONDUCT ABC's**

### **ACADEMIC ELIGIBILITY REQUIRMENTS**

All students participating in extracurricular activities at Valhalla Middle School and Valhalla High School will be subjected to the Academic Eligibility Policy (AEP) grades 6-12.

- Student grades will be determined by the five week progress report and the marking period grades.
  - Final year grades will be used to determine a student's status for the fall season (summer school grades will be used to determine eligibility for the fall season).
1. If a student has ONE failure:
    - a. Student may participate in extracurricular activities.
    - b. Student will meet with his/her counselor to form a plan of support to help student avoid future ineligibility.
  2. If a student has TWO failures:
    - a. Student will be on a 5-week probationary period. While on probation the student will be permitted to participate in extracurricular activities.
    - b. The assistant principal will meet with the student to develop a plan for academic support.
    - c. Student must adhere to the plan of academic support which will include mandatory extra help sessions in the failed subjects during the entire probationary period.
    - d. Student must submit each Thursday, to the assistant principal, a progress report completed by teachers in all subjects.

- e. A student who fails to adhere to the academic support plan or hand in a completed weekly progress report shall be considered ineligible for participation in all extracurricular activities for the remainder of the probationary period.
  - f. After the five week probationary period if the student has 2 or more failures he/she will be declared ineligible and may not participate in any extracurricular activities for the subsequent five week period.
3. If a student has **THREE OR MORE** failures:
- a. Student will be ineligible for participation in all extracurricular activities for a five week period.

**Appeals:**

Students may appeal extracurricular restriction at the completion of the five week probationary period (appeals will not be considered in the middle of a grading period). Any appeal by a student with respect to a determination of eligibility shall be heard by an Academic Eligibility Committee consisting of the Principal, Assistant Principal, Director of Guidance, lead teacher, Social Worker/School Psychologist and Director of Athletics. The student may be accompanied to the eligibility hearing by his/her parent and guidance counselor.

### **ACCIDENTS**

Accidents must be reported at once to the teacher in charge or to the Main Office. Any student who becomes injured should first notify his teacher and then report to the Nurse (683-5010)

### **AFTER SCHOOL DESIGNATED AREAS**

When school is dismissed, all students staying after school for extracurricular activities must be in designated areas with their teachers, coaches or advisors at all times. All students who are staying for extracurricular activities, which do not begin upon dismissal, may not congregate in the halls. Students must be in Cafeteria A. All students taking the late bus must leave through Cafeteria A. **Students are only permitted to stay after school for legitimate purposes (extra help, clubs, athletics, etc.).**

## ATTENDANCE POLICY

It is the responsibility of parents/guardians to insure that their children attend school in accordance with the district calendar. **It is the obligation and responsibility of each Valhalla Middle School student to attend all classes as specified on his/her schedule.** Continuity of instruction is a crucial part of any educational program. Regular school attendance is important because it is directly related to academic success. Further, it contributes to the development of discipline which will play a part in future career success.

Valhalla Middle School recognizes the following as legal **excuses** for a student absence, each of which must be verified by the student's parent/guardian or by school personnel, where applicable:

1. Personal Illness
2. Death in the family
3. Approved school sponsored activities
4. Directed or authorized presence at the Administrative Offices or Nurse's Office.
5. Religious observance
6. Impassable roads or weather making travel unsafe
7. Quarantine
8. Required Court Dates
9. Military obligations
10. Emergency Dental or Medical visits
11. College visitation with prior knowledge and approval—so long as it does not exceed 3 days per year (juniors and seniors only)
12. Extraordinary circumstances (pre approved 1 month in advance) by the principal and superintendent of schools

Any absence not provided for on the excused list shall be deemed an **unexcused** absence. Explanations which indicate travel, vacation, work, or "needed" at home are examples of unexcused absences. **Teachers will not prepare work for any student who will be out of school for an unexcused reason before hand. It is the student's responsibility to collect all missed work when they return to school.** Students who arrive 10 minutes after the start of class without a pass excusing them for one of the above reasons will also be considered absent unexcused.

If a student is out beyond three consecutive days for illness, a physician's note must be provided or every absence thereafter will be considered unexcused.

Students must be in attendance five academic periods to participate in after school activities (unless prior approval is received from a school administrator). In addition, any student who is sent home from school sick is not permitted to participate in any after school events

### **Procedures to Follow for Absences**

Each absence must be accounted for. It is the parent's/guardian's responsibility to notify the office the morning of the absence. It is essential that parents/guardians provide a written excuse for each absence. Such excuses should contain the reason and date of the absence, and be presented to the attendance officer as soon as a student returns to class.

**A WRITTEN EXCUSE MUST BE PRESENTED WITHIN 72 HOURS OF A STUDENT'S RETURN TO A SPECIFIC CLASS OR SCHOOL. ONCE 72 HOURS HAVE ELAPSED, THE ABSENCE WILL BE PERMANENTLY RECORDED AS UNEXCUSED AND ALL PENALTIES WHICH ACCOMPANY AN UNEXCUSED ABSENCE WILL BE ENFORCED.**

## **CO-CURRICULAR PARTICIPATION AGREEMENT**

Participation in co-curricular activities is a privilege for each student; therefore it is imperative students, parents, and community members are aware of the following policies and procedures of Valhalla Middle School & Valhalla High School regarding participation in co-curricular activities.

All Valhalla Middle School & Valhalla High School students participating in co-curricular activities are subject to the following guidelines:

1. All Valhalla Middle School & Valhalla High School students are subject to the disciplinary procedures of the middle school and high school for any and all actions that take place during the school day, on school property, as a part of a school activity/event, or at any other school chaperoned function off school grounds. Violations of school policies may result in participation restriction as outlined in the co-curricular code of conduct.
2. Valhalla Middle School & Valhalla High School strongly believes in the character of its students. Students who are involved in co-curricular activities including, but not limited to, performing arts, student government, athletics, etc. are expected to conduct themselves in a manner which exemplifies good moral character. Self-reported and/or police reported involvement in illegal/improper activities (possession, use, sale of drugs/alcohol, etc.) off campus will result in co-curricular restriction as outline in the co-curricular code of conduct.
3. Coaches and advisors have the ability to make participation restriction decisions when incidents occur within the team/activity setting under the direction of school administration.
4. All students must be academically eligible to participate in co-curricular activities as outline in the Valhalla Middle School & Valhalla High School Eligibly Requirements

The Participation Policy must be signed by both the student and parent/guardian for the student to participate in co-curricular activities.

## **CO-CURRICULAR POLICY**

Extracurricular clubs and athletics for all students are an integral and desirable part of the district's secondary school educational program. The Board believes that all students should conduct themselves in a manner that will not jeopardize their health, affect their performance, nor reflect negatively upon the Valhalla Unified School District. To be a member of an extracurricular club or athletic team is a privilege and each student is expected to perform to the best of his or her potential.

Because the use of alcohol and drugs prevents the development of a healthy mind and body, the following code of behavior has been established:

No student involved in extracurricular activities or athletics will possess or consume a beverage containing alcohol at any time or place during the duration of the club or during the sports season.

No student in extracurricular activities or athletics will possess, sell, or use illegal drugs at any time during the duration of the club or during the sports season.

No student in extracurricular activities or athletics will use prescription drugs without the consent of a physician and/or parent at any time during the duration of the club or during the sports season.

## Alcohol Violations, Drug Violations & any other violation that results in a three or more day suspension.

### **Athletics and Performance Based Activities (drama, bowling club)**

#### **1<sup>st</sup> Offense:**

- Loss of Leadership Positions – Team Captain
- The student will be suspended from participation for 20% of the games/competitions/performances.
- The student must attend all practices and games during the probation period.
- The student will meet with Social Worker for three mandatory meetings.

\*\*Student will meet with Review Board for multiple violations (intoxication, possession) or if there is less than 20% of the games or performances remaining in the season/activity \*\*

#### **2<sup>nd</sup> Offense:**

- The student will be removed from all athletic teams or performance based activities for the remainder of the season.
- The student will meet with Social Worker for three mandatory meetings.

\*\*Student will meet with Review Board for multiple violations (intoxication, possession)\*\*

#### **3<sup>rd</sup> Offense:**

- The student will be suspended from participation in sports and performance based activities for the balance of the school calendar year.
- The student will meet with Social Worker for three mandatory meetings.

\*\*Student will meet with Review Board for multiple violations (intoxication, possession) or if extreme circumstances exist\*\*

### **All Other Clubs and Activities:**

#### **1<sup>st</sup> Offense:**

- Loss of Leadership Positions
- The student will be assigned 15 hours of community service.
- The student will meet with Social Worker for three mandatory meetings.

\*\*Student will meet with Review Board for multiple violations (intoxication, possession)\*\*

\*\*The National Honors Societies must adhere to national guidelines when violations occur that may impose additional sanctions\*\*

#### **2<sup>nd</sup> Offense:**

- Student is removed from all clubs and activities for the remainder of the school year on a seasonal basis.
- The student will meet with Social Worker for three mandatory meetings.

\*\*Student will meet with Review Board for multiple violations (intoxication, possession)\*\*

#### **3<sup>rd</sup> Offense:**

- The student will be removed from participation in all clubs/activities for the remainder of the school year
- The student will meet with Social Worker for three mandatory meetings.

\*\*Student will meet with Review Board for multiple violations (intoxication, possession) or if extreme circumstances exist\*\*

### **Tobacco Use on School Property---Clubs/Athletics**

#### **1<sup>st</sup> Offense:**

- Loss of leadership positions
- Student is assigned 6 hours of community service
- 3 mandatory meetings with Social Worker

\*\*School Participation restricted on day of in-house suspension (1 day) \*\*

\*\*The National Honors Societies must adhere to national guidelines when violations occur that may impose additional sanctions\*\*

## 2<sup>nd</sup> Offense:

- Student is assigned 12 hours of community service
- 3 mandatory meetings with Social Worker

\*\*School Participation restricted on days of in-house suspensions (2 days)\*\*

## 3<sup>rd</sup> Offense:

- Review Committee will meet to decide if student is permitted to continue on athletic team or in club/activity & determine additional sanctions.
- 3 mandatory meetings with Social Worker

\*\*School Participation restricted on days of in-house suspensions (3 days)\*\*

The review committee shall consist of the Assistant Principal, Athletic Director, Social Worker, one Coach, and one Club Advisor.

## CUTTING CLASSES

Students are expected to attend all classes and other school activities for which they are scheduled. Missing one of these assignments is considered a cut. Cutting classes has a significant negative effect on the educational process. The following procedures apply to class cuts when students do not leave the building.

- **First Cut** - For the first cut in any one class, a student will be given one after-school detention.
- **Second Cut** - For the **second cut in any class**, a student will be assigned in-school suspension.
- **Third and Subsequent Cuts** - Beginning **with the third cut in any class**, a student will be subject to more serious penalties including out-of-school suspension. Parental conferences will be held in order to help alleviate the problem.

**Truancy** is a violation of the state attendance laws requiring appropriate disciplinary action.

## DETENTION

Students who are to serve detention after school will report to Room 211. Detention will be held from 2:40 pm – 3:20 pm every day. Students are expected to serve detention on the day it is given unless an alternate day is approved by a building administrator due to an extenuating circumstance. This will allow all students the time needed to adjust their after school schedules in order to be there.

Students who have violated school regulations will be assigned to detention. No student because of membership or participation in a club, student activity, after school employment, or because of transportation arrangements shall be exempt from detention. If a student fails to report to a teacher for classroom misconduct after school, when given 24 hours notice, the teacher may assign the student a school detention.

Students who are absent from detention without prior approval of the Assistant Principal will be subject to in-school plus a detention. Frequent absences from detention will be dealt with more severely.

It will be the student's responsibility to report to the detention room on time. During the detention period, the student will remain quiet and cooperative. Students may use detention time to complete assignments, do homework, read, or involve themselves in some other quiet, constructive endeavor. Failure to comply with these responsibilities will result in further disciplinary measure.

**Valhalla Middle School students**, both in school and at school-related activities, are expected to conduct themselves in an appropriate manner which reflects respect for themselves and others. No one will be allowed to hinder our goal of providing a quality education in a safe environment.

Every VMS student is expected to:

- leave **all bags and jackets** in lockers during the school day (jackets may be required to be worn outside during lunch by supervising teachers)
- Students may bring string packs to class
- comply with any reasonable request made by a staff member
- refrain from gum chewing
- refrain from bringing glass bottles to school
- refrain from the use of abusive or disrespectful language
- refrain from writing, passing or receiving notes
- refrain from physical confrontations, vandalism to school property or the property of others, theft, gambling, or cheating
- refrain from smoking, use or possession of alcoholic beverages, use or possession of illegal substances
- use good judgment in selecting school attire - **no bare midriffs, no tank tops, spaghetti strap tops or tube tops, no T-shirts that advertise inappropriate social messages. Bottoms must be finger tip in length and not have any writing on the back side. All tops must have a shoulder strap of at least 2 inches wide.**
- **Flip Flops are prohibited for both health and safety concerns.**
- **hats / headwear** - the wearing of any article on the head (e.g., hats, dew rags, sweat bands) in the building are a sign of disrespect (unless worn for religious or medical reasons), and therefore are not to be worn or carried in any

class, including study hall and lunch, and may not be worn or carried in the hallways between 7:57 am and 2:27 pm.

- **electronic devices** (iPods, mp3 players, Gameboys, cellular phones, etc) are not to be worn, carried, or operated in any class (except Art and the Library), including study hall and lunch, and may not be worn, carried, or operated in the hallways between 7:57 am and 2:27 pm.
- have a **teacher pass** when traveling in the halls during instructional time
- behave appropriately when riding the bus. Passengers must be seated while the bus is in motion. Feet and backpacks must be out of the aisle. All school rules are in effect on the buses. **Bus transportation is a privilege.**
- comply with school procedures in the event of a **fire drill or emergency**. Silence is to be maintained at all times. Each classroom has posted exit procedures.

The penalties for misconduct range from verbal and/or written warning, detention, internal suspension, athletic probation, loss of co-curricular privileges, exclusion from field trips, transportation suspension, external suspension, involvement of local law-enforcement agencies, and a Superintendent's Hearing.

### **DIAGNOSTIC REPORTS**

Diagnostic Reports are distributed to parents four times a school year at the mid-point of each marking period. Diagnostic Reports provide parents with a snapshot of student progress in each class half-way through the marking period. These grades and comments are not indelible, but serve as a communication tool for student progress to date. Should there be any questions or concerns, it is recommended that the parent contact the teacher immediately since the Diagnostic Reports are time sensitive, and student progress fluctuates with frequency.

### **DRILL PROCEDURES**

Both announced and unannounced fire drills will be held periodically during the year. Directions for exiting the building are posted near each classroom door and will be explained by the teacher of each class.

It is vital that students adhere to the following regulations during all drills:

1. There must be no talking once the alarm has sounded.
2. Students must move through the hall and away from the building in an orderly fashion.
3. Students should take their book bags, purses, etc. with them.
4. Students must remain with their classes throughout the drill.
5. No students may re-enter the building until the all-clear signal sounds.

During drills or during an actual emergency situation, an exit or stairway may be blocked. If the normal exit route is blocked, continue past it to the next exit or stairway. If the normal exit route is at the end of a hall, turn back and use the first stairway or exit. Do not attempt to go through a blocked area.

## VMS HOMEPAGE

The Valhalla Middle School webpage (Edline) gives teachers a forum through which to provide general and/or specific information about their classes. It can be accessed via the following address: [www.valhallaschools.org](http://www.valhallaschools.org).

### FIELD TRIPS

In order to attend any field trip, students must be in good behavioral standing. Documented referrals and anecdotal input (when elicited) from faculty and staff will determine whether that student should be excluded from the field trip based on behavioral issues.

### FLEX PERIOD

Language Arts (English), Math, Science, and Social Studies classes at VMS include a *FLEX* period each day. Students meet with one of these classes twice-a-day on a four day rotation cycle. The *FLEX* period is different for each grade-level (see below):

- 6<sup>th</sup> Grade – Period F
- 7<sup>th</sup> Grade – Period I
- 8<sup>th</sup> Grade – Period B

Such a schedule provides our students with unique expanded and enriched learning opportunities for each of these courses. The individual teachers design how the *FLEX* periods are utilized to enhance student learning. Please note that the *FLEX* period does not pertain to self-contained Special Education classes.

### HOMEWORK

Academic teachers assign approximately 20-30 minutes of homework per night per subject. Teachers will review their individual homework policies with parents on Open School Night.

Individual teacher conferences or team conferences can be scheduled on request by calling 683-5011. Requests are always honored.

Make-up work, missed due to a legal absence, must be completed in a reasonable period of time to be determined by the individual teacher. It is the students' responsibility to obtain missed work from each of his/her teachers. The marking period grade will be reduced if a student fails to make up missed work by the established deadline.

#### Homework Suggestions

- Set aside a specific time in which to complete assignments.
- Choose a quiet, private place free from excessive noise, interruptions, and other distractions.
- The study areas should be well lighted and well equipped with pens, paper, ruler, dictionary, atlas, etc.
- Successful study depends on an efficient use of time which requires organization. Use this Student Assignment Book to help you organize your work.
- Carefully check / proof-read completed assignments.
- Have a study-buddy in class who you may contact when you are absent in order to get assignments/class work.

### HOMEWORK HELPER

*Homework Helper* is an after school program designed to assist any VMS student with assignments on a drop-in basis in the Library Media Center from 2:35 to 3:20 p.m. (Monday through Thursday). Students may also be assigned by a teacher to participate in Homework Helper. Homework Helper is supervised by a VMS teacher on a rotating basis.

## LATENESS

Students are expected to arrive at homeroom, study halls, and all assigned classes on time. Late arrivals cause disruptions and interfere with the learning process. In an effort to deter students from developing poor habits in this area, the following procedures will be observed:

If a student is 10 or more minutes late to class he/she is marked absent unless he/she is legally excused. If a student is less than 10 minutes late unexcused to class the following penalties will be applied:

- **Tardy on three occasions or 1st referral: 1 detention**
- **Tardy on six occasions or 2nd referral: 3 detentions**
- **Tardy on nine occasions or 3rd referral: in house suspension**
- **Any subsequent referrals: suspension**

### Lateness to School:

Students who arrive late are to report immediately to the **ATTENDANCE CLERK (Mrs. Perrotta)** with a note from a parent/guardian detailing why he/she is late.

## LEARNING CENTER

The primary purpose of the Learning Center Program is to assist students to become independent life-long learners and to successfully meet the challenges of the additional courses and rigorous testing requirements mandated by the NYS Department of Education. The four components of the Learning Center Program are: The Learning Center, and two mandatory study skills courses: 6th grade T.O.P.S. (Towards Optimum Performance Strategies) and 9th grade Freshman Seminar. The Learning Center provides an alternative instructional venue at Valhalla Middle School, providing academic support and enrichment services to all Valhalla students to help them reach their full potential.

## LOCKERS

A locker will be assigned to each student on the first day of school. Padlocks must be purchased from the school and become the student's property to be used each year. Padlocks purchased outside the school will be cut off for safety reasons. Students are responsible for the care and cleanliness of their lockers, which are subject to administrative inspection any time during the year. **Students should not reveal the combinations of their locks to others and should secure their lockers at all times.**

VMS is not responsible for contents of **unlocked lockers.**

## LOST AND FOUND

The Front Office functions as the school's Lost and Found. Students who find lost articles are asked to bring them to the Front Office. Items, which are not claimed within a reasonable length of time, are donated to local charities.

## MEDICATION PROCEDURES

The following procedures should be followed in the event that a child requires medication during the school day:

- The parent-guardian must give the school a signed authorization from the child's doctor indicating the name of the medication prescribed, the dosage and time to be given, and a description of any adverse reactions which might result from the medicine. Long-term medications require a physician's note and a note from the parents at the beginning of each school year.
- The parent-guardian must sign a release form giving the school permission to administer the medication prescribed by the physician.
- The parent-guardian must give the medication to the school nurse in its original bottle from the pharmacy with the label attached. **No child** is to bring any medication into the building.

## MODIFIED SPORTS, CLUBS & ACTIVITIES

Clubs open to Middle School membership are: the *Viking Times* Newspaper, the *Viking II Yearbook*, the annual literary publication, VIF Club, Helping Hands Club, Art, Club, Cooking Club, Bowling Club, Backgammon Club, 6th grade intramurals, Board Game Club, Debate Team, Italian Club, Spanish Club and the Whitney M. Young, Jr. Society. Participation in interscholastic sports is limited, by state law, to students in grades 7 and 8. In addition there will be several new Pilot Clubs including: the Environmental Club, the Chess Club and the Great Books Club. VMS modified sports teams include: Football, Boys' Soccer, Field Hockey, Volleyball, Boys' and Girls' Basketball, Boys' and Girls' Track, Girls' Soccer, Cross-Country, Girls' Lacrosse.

**Eligibility for participation in any of these activities requires students to:**

- **follow school rules and regulations including bus rules**
- **attend school for a minimum of 5 academic periods in order to attend a practice, scrimmage, game, rehearsal, or meeting (school administration may take into consideration extenuating circumstances if notification is made prior to the absences). Students who are sent home from school sick are not permitted to participate in after-school activities.**
- **read and sign a co-curricular participation agreement**
- **maintain academic eligibility.**

## PASSES

Students should not be in the halls while classes are in session unless they possess a hall pass from a teacher.

## REPORT CARDS

The school year is divided into four marking periods. Report cards are issued every ten weeks at the end of each marking period. *Diagnostic* progress reports are issued in the middle of each marking period. Parents are encouraged to respond to *diagnostic reports* and *report cards* by contacting the teachers involved or the student's guidance counselor (**Gr. 6 students must have their *report cards* and *diagnostic reports* signed and returned to school within 2 days**). Students are grading on a numeric system (i.e. 95, 88, 78, etc).

## Middle School Diagnostic Reports 2009-2010

Period	Ends
1	Fri. October 9th
2	Wed. December 23 <sup>rd</sup>
3	Fri. March 5 <sup>th</sup>
4	Fri. May 14 <sup>th</sup>

## Middle School Report Card Periods 2009-2010

Period	Opens	Closes
1	Thurs. Sept. 4th	Wed. Nov. 18 <sup>th</sup>
2	Thurs. Nov. 19 <sup>th</sup>	Fri. Jan. 29 <sup>th</sup>
3	Mon. Feb. 1 <sup>st</sup>	Wed. April 14 <sup>th</sup>
4	Thurs. April 15 <sup>th</sup>	Thurs. June 24th

### Honor Roll for Individual Marking Periods

Following each marking period, the achievement of students who attain high standards will be designated for the **Honor Roll** as follows:

**HIGH HONORS** – Students who have maintained a 95% or above (94.5 – 100) average during a particular marking period.

**HONORS**- Students who have maintained a 90% average (89.5 – 94.4) average during a particular marking period.

**HONORABLE MENTION** – Students who have maintained an 85% (84.5 – 89.4) average during a particular marking period.

### Honor Awards Ceremony

Students who have achieved the requirements for either High Honors, Honors, or Honorable Mention for ***three consecutive*** marking periods, will receive acknowledgement at the Year End Awards Ceremony.

### Honor Society

Middle School students in grades 7 and 8 may be invited to apply for membership in the **National Junior Honor Society**. A student must have earned a **minimum unweighted** cumulative average of 90 (including midterm exams) and, then, must demonstrate excellence in the areas of character, leadership, citizenship, and service.

## **RESOURCE ROOM**

The Resource Room is a special education program for students who are in need of specialized supplementary instruction in a small group setting for a portion of the school day. The primary subject content is taught within a typical class. The Resource Room supplements the instruction by working on goals and objectives in deficit areas for individual students. Specific supplementary instructional strategies will be utilized to develop academic, social, emotional and/or learning strategies for the student. Instructed by a Special Education teacher.

## **RESPONSIBILITIES OF A VMS STUDENT**

- Develop good work and study habits.
- Clarify with their teacher any questions pertaining to the instructions for homework at the appropriate time.
- Take home any materials and information needed to complete their assignments.
- Take advantage of study time providing during the school day.
- Return all work complete to the teacher by the date requested.
- Make up work missed during absences.

### **SPECIAL CLASS / DEPARTMENTALIZED (CO-TEACH)**

The departmentalized special classes are grade and subject specific. The classes are designed to meet the needs of students with moderate learning deficits who require specially designed instruction towards meeting the New York State Learning Standards. The classes are designed to deliver a modified curriculum with structured teaching. The students' individual deficits will be remediated within the context of the course content. Organizational and study skills and test taking preparation are important skills focused on within the classes. Instructed by a Special Education teacher with a Teacher Aide, and supported by a consulting psychologist.

### **SPECIAL CLASS / SELF-CONTAINED TRANSITIONAL**

The Self-Contained/Transitional Class is a multi-graded program designed to meet the needs of students with significant learning deficits who require multi-sensory instruction. The class is heavily based on developing language and communication. These students may find the large class size and pacing of a typical class too challenging. Students are working on specific reading and math programs to build towards the NYS Learning Standards. Specific teacher methodologies will be used on a small group and an individualized basis to enhance and develop reading, math and written language. Organizational and study skills will be the focus towards building independence. Instructed by a Special Education teacher and Regular Education teacher within an integrated class.

## **TEAMING**

All students at Valhalla Middle School are part of an interdisciplinary team of teachers at each grade level. The significance interdisciplinary teams lies is the creation of smaller learning communities of students who are led by a group of teachers who take a personal, vested interest in the academic and social growth and development of their students (<http://www.mllc.org>). Interdisciplinary teams enable teachers to:

- Respond to middle school student academic and developmental needs;
- Integrate the curricula;
- Select appropriate instructional strategies;
- Use flexible scheduling strategies;
- Use common planning periods to coordinate with one another and conduct parent meetings;
- Meet with other support staff to address the needs of all students;
- Provide professional support for team members;
- Provide effective transition from single elementary classrooms to a departmentalized high school;
- Provide a sense of belonging and personalization.

## TECHNOLOGY ACCEPTABLE USE AGREEMENT

It should be understood that the use of technology and especially the Internet is a privilege not a right. The Valhalla Middle School and the Valhalla High School reserves the right to specify who may use its equipment and the information contained therein, for what purpose and under what circumstances. Just as there are acceptable rules behaviors and procedures for students and staff to follow while on school grounds there are certain acceptable rules, behaviors and procedures associated with using the VMS & VHS technology. Those who wish to use the computer network must acknowledge that they understand these rules and demonstrate their willingness to follow these rules by signing the Technology Use Form on a yearly basis. Parents and guardians must also authorize student use of technology by signing the Technology Use Form, regardless of a student's age. Only authorized users may access the system.

### VALUABLES

Valhalla Middle School is not responsible for any articles or equipment that is lost or stolen. Students are advised not to bring large amounts of money or other valuables to school. If it is necessary to bring such items, students may bring their property to the Front Office and it will be placed in the school safe. The school, however, can assume not responsibility for such items it holds for students. Under no circumstances should valuables be placed in student lockers.

### VISTORS

Family and community visitors are welcome at Valhalla Middle School. All visitors are required to report to the Main Office upon entering the building to sign-in and obtain a visitor's badge. Students are not permitted to have other students visit with them during the school day.

### VMS GENERAL ORGANIZATION

Student officers are elected every year. Interested candidates must obtain a petition from the class advisor, and will prepare and present a short speech to their classmates. Elected officers are expected to attend all G.O. meetings.

### BUS STOPS

(Not arranged in order of stops)

<b><u>BRADHURST</u></b>	Pleasant Ridge Condo; Brandhurst Avenue & Armand Place; Bradhurst Avenue & Thomas Place; Bradhurst Avenue & Lisa Lane
<b><u>COLUMBUS AVENUE</u></b>	1 driveway south of Stevens Avenue; Columbus Avenue & Highclere Lane; Columbus Avenue & Fountain Drive; Columbus Avenue & Ann Place; Columbus Avenue & Maple Street; Columbus Avenue & W. Clinton Street; *Columbus Avenue & Elm Street (*MS only)
<b><u>EDGE CO-OP ESTATES &amp; APTS. &amp; RIVER PARK APTS.</u></b>	At Virginia Road Elementary School Circle
<b><u>GRASSLANDS ROAD</u></b>	Grasslands Road & Scoralick Lane; Grasslands Road & Stephens Lane
<b><u>HILLSIDE AVENUE</u></b>	In front of Valimar Main entrance until completion of walkway to VRS by Valimar is completed (Kensico, MS and HS only)
<b><u>KNOLLWOOD AREA (4)</u></b>	Hevelyne Road & Knollwood Road; *Knollwood Road & Harford Road (Elementary school only) Knollwood Road & Whitewood Road; 29 South Manor Drive; Northampton Drive & Manor Drive; North Manor Drive
<b><u>LAKEVIEW</u></b>	Lakeview Avenue at Colonial Lane; Leroy Avenue & Wall Street; Grand Blvd. & Wall Street; Holly Lane Circle;

	Pamela Lane (2 stops); Lakeview Avenue & Wall Street (MS only) Wall Street and Leroy Avenue (MS only)
<b><u>MAYFAIR ACRES</u></b>	Arthur Lane & Mayfair Way; 10 Salem Road; Salem Road & St. Marys Place; Pineridge Road & Calvin Court; Pineridge Rpad & Morton Place; Chelsea Road & Hunter Road Buena Vista Drive & Hunter Road; Chelsea Road & Bellwood Road; Chelsea Road & Gay Road (elementary only)
<b><u>MAYFAIR ACRES</u></b> <b><u>(Middle &amp; High School only)</u></b>	Lisa Lane; Armand Place Thomas Place (all along Bradhurst Avenue) Pleasant Ridge Condo; Buena Vista & Pine Ridge Road; Buena Vista & Bellwood; Buena Vista & Hunter Road; Chelsea Road & Hunter Road; Chelsea Raod & Mayfair Way; Normandy Road & Plymouth Road; Arthur Lane & Mayfair Way
<b><u>NORTH VALHALLA</u></b>	Galloway Lane & Fox Hill Road (2 stops); Stevens Avenue & Bruce Lane; Clove Brook Road upper; Clove Brook Road lower (after turnaround)
<b><u>NORTH WHITE PLAINS</u></b>	Clove Road & Emmalon Ave (Comm. Ctr) Emmalon Avenue & West Hillandale Ave. McDougal Drive & General Heath Avenue McDougal Drive & Miller Hill; General Heath Avenue & Beal; Cloverdale Avenue & Broadway; Lakeview Drive (turnaround off Reservoir Rd) Palmer Avenue & Grove Road Roberta Place & Nethermont Avenue East Hillandale Avenue & Kensico Knolls Road Washington Avenue & Washington Place; Washington Avenue & Custis Avenue Washington Avenue & West Hillandale Ave. Washington Avenue & Lafayette Avenue; Overlook Road & Overlook Court (turnaround)
<b><u>PARKWAY HOMES</u></b>	Maryton Road & Parkway Homes (at circle); Cummings Avenue & Maryton Road Ethelton Road & Cummings Avenue; Augustine Road & Lawrence Avenue
<b><u>QUARRY HEIGHTS</u></b>	Front of 1521 Orchard Street; James Street & William Street; Old Orchard Street & Johnson Place Starkey Road & Old Orchard Street Hall Avenue & Buckout Road
<b><u>VALHALLA VILLAGE</u></b>	Valhalla Station & South Kensico Ave.(Van only) Broadway & Cleveland Street; Cedar Street & Columbus Ave (elementary only); Lakeside Condo & N. Kensico Avenue
<b><u>VAHALLA PARK</u></b> <b><u>MS &amp; HS ONLY</u></b>	Wilson Avenue & Harding Ave.; Entrance Way & Harding Avenue

## LATE BUS STOPS

<b><u>BUS 1</u></b>	Legion Drive & Entrance Way; Legion Drive & Wilson Avenue; Stephens Lane & Grasslands Rd.; Chelsea Road & Grasslands Road; Hevelyne Road & Knollwood Rd; So. Manor & Northhampton Drive; North Manor Drive; Whitewood & Knollwood Road; Buena Vista & Knollwood Road; Pleasant Ridge Condos; Bradhurst Avenue & Thomas Place; Bradhurst Avenue & Lisa Lane
<b><u>BUS 2</u></b>	Virginia Road School – Parkway Homes Circle; Perry & Maryton Road; Perry & Ethelton Road; Washington Avenue & Custis Avenue; Washington Place; General Heath; Broadway & Cloverdale; Castle Heights & Broadway; West Hillandale & Broadway; East Hillandale; Overlook Road; Overlook Road & Route 22
<b><u>BUS 3</u></b>	North Valhalla – Fox Hill Road & Galloway Lane; Bruce Lane; Clove Brook Road; Broadway & Cleveland Street; North Kensico (Lakeside Condos); Old Orchard Street; Johnson Place; Williams & James Street; Starkey Road & Old Orchard Street

**The Valhalla Middle School *Student Handbook and Assignment Book* was designed to help students develop organization skills. An organized student will do better in school. It is important to use this book daily – carry this VMS *Student Handbook and Assignment Book* to all classes.**

**2009-2010 VALHALLA MIDDLE SCHOOL HANDBOOK AND  
ASSIGNMENT HANDBOOK**

**STUDENT / PARENT ACKNOWLEDGEMENT**

I HAVE READ AND UNDERSTAND THE MATERIAL IN THIS HANDBOOK.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

I HAVE READ AND DISCUSSED THE MATERIAL IN THIS HANDBOOK WITH MY  
SON / DAUGHTER.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Return to Period A by September 18<sup>th</sup>, 2009**