

# Somers Middle School



[www.somersschools.org](http://www.somersschools.org)



## Parent and Student Handbook 2022 -2023

# Bell Schedule

2022 - 2023

<b>Period 1</b>	<b>8:24 - 9:14</b>
<b>Period 2</b>	<b>9:17 - 10:07</b>
<b>Period 3</b>	<b>10:10 - 11:00</b>
<b>Lock 1 – 6<sup>th</sup> &amp; 7<sup>TH</sup> (red)</b> WIN/Skills/LC/PAF/Wilson/AIS	<b>11:03 - 11:43 8<sup>th</sup> &amp; 7<sup>th</sup> (white)</b> <b>Lunch</b>
<b>Lock 2 – 8<sup>th</sup> &amp; 7<sup>th</sup> (white)</b> WIN/Skills/LC/PAF/Wilson/AIS	<b>11:46 –12:26 6<sup>th</sup> &amp; 7<sup>th</sup> (red)</b> <b>Lunch</b>
<b>Period 4</b>	<b>12:29 - 1:19</b>
<b>Period 5</b>	<b>1:22 – 2:12</b>
<b>Period 6</b>	<b>2:15 – 3:05</b>

SMS uses a Drop Lock Schedule that rotates on a 7 day cycle. Grade level counselors and Advisors review and help students set up their schedule templates to start the school year.

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## **GREETINGS**

### **Welcome to Somers Middle School!**

Somers Middle School is a community of students and faculty who respect one another, and share the responsibility for maintaining high expectations for academic achievement and personal growth.

SMS offers the district's sixth, seventh, and eighth grade students a strong academic program in the foundation subjects while stressing development of the whole child. Middle school teachers provide a caring, structured environment where learning is valued, differences accepted, and the challenges of adolescence recognized. Students are encouraged to explore and develop interests in areas beyond the core curriculum to broaden their life experiences.

In order to guarantee a successful year it is important that students and their families understand the information, guidelines, and policies outlined in this handbook. A careful study of this material will create a common understanding of the Middle School and its expectations, and will better ensure the success of each student.

At SMS, a TUSKER is a *Team Player* who *Understands Differences*, possesses a strong set of *Student Skills* supported by *Kindness, Effort, Respect, and Responsibility*. All staff members work with students to support the development of these ideals daily.

Our goal is to maintain close communication between faculty and families so that we can support the best interests of every Somers Middle School student. Please do not hesitate to call us or any member of our staff with questions or concerns. With everyone working together we are guaranteed another successful year at SMS!

**Jeff Getman, Principal**

**Jennifer Mangone, Assistant Principal**

**1. Our Mission**

Somers Middle School is committed to meaningful growth, learning, and social emotional well-being of our students. We strive to integrate the MYP framework, concepts and skills to nurture life-long learning and global awareness. We aim to engage students with a focus on reflection, open-mindedness and inquiry.

**2. Our Vision**

The vision for SCSD encompasses three fundamental areas, each an important component of the Whole Child –

21<sup>st</sup> Century Skills  
Social-Emotional-Physical Wellness  
Global Citizenship

**3. Our Values**

We desire to be a school district that –

- Believes our schools are the center of our community – a safe place to be and grow.
- Leads by example and encourages students to follow their passions.
- Holds high expectations for student achievement and character.
- Develops a K-12 curriculum, instructional resources, and assessments intended to prepare students to thrive in a global community.
- Recognizes and celebrates the collective efforts and achievements of the Somers community and embraces a healthy balance of participation from all stakeholders.
- Values social/emotional/physical wellness as much as academic achievement.
- Believes the arts are vital to the core curriculum.
- Gives back to the community through service to others.
- Understands the law, the constitution, and our civic, ethical and personal responsibilities to each other.
- Develops relationships that are characterized by honesty and integrity.
- Learns from and works collaboratively with individuals from diverse cultures, religions and lifestyles in a spirit of mutual respect and open dialogue.
- Supports and encourages professional collaboration, district-wide and with local organizations, to promote student learning.
- Is driven by a sense of continuous improvement.

### Executive Summary

Somers Middle School is dedicated to developing the social, emotional, and physical wellness of all of our students balanced with a rigorous academic program. Students are encouraged to explore the arts to ensure they have a well-rounded educational experience. Learning to be an independent thinker and making good choices to support one's education is a key focus of our work. Students are provided the opportunity to learn how to work collaboratively, think creatively, and apply critical problem-solving strategies to their daily studies.

## GO TEAMS!

Each grade at SMS is divided into 2 interdisciplinary teams: red and white. Each team consists of an ELA, math, science, social studies, and special education teacher. Students on each team have the same teachers who have common planning time and often teach interdisciplinary units.

The interdisciplinary team concept with its many opportunities for individual support provides a key transition from elementary school to high school. One teacher on each team acts as the Team Leader. In addition, one teacher in each of the core academic disciplines acts as a Curriculum Leader. These individuals coordinate staff to ensure consistent, high-caliber instruction across teams and subject areas.

Teams are heterogeneously grouped so that they are balanced academically and socially. Notice of placement is available through Parent Portal in August.



## Curriculum and Instruction

Detailed information about individual courses is distributed at Back to School Night in the fall. The following provides a general overview of instruction at Somers Middle School.

### **ENGLISH LANGUAGE ARTS and LITERATURE**

SMS offers 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade ELA for one period a day. Guided by standards and current research related to adolescent literacy, Somers Middle School seeks to develop students who are thoughtful, skilled and strategic readers, writers, listeners and speakers. Students engage in the act of reading and writing in order to think creatively and critically, solve problems, work collaboratively with others, evaluate information and use technology wisely. Students are immersed in a wide variety of genres in order to develop reading and writing skills. This program prepares students for the New York State English/Language Arts Assessment.

### **MATH**

Our math curriculum is aligned with New York State Standards and class lessons prepare students for the New York State Math Assessment. Concepts that have been introduced over time, from simple computation to coordinate geometry, are reinforced throughout the year through hands-on activity-oriented lessons while new topics are introduced at each grade level. Beginning in grade six and continuing on the high school level, students capable of assimilating math concepts at a faster pace than that provided by the grade-level curriculum are offered an enrichment math program during our WIN period. Students in math enrichment may take accelerated Algebra in 8<sup>th</sup> grade.

### **SCIENCE**

In conjunction with textbook material, students learn through hands-on demonstrations, experiments, and a variety of multimedia experiences. Through integration of the Scientific Method, sixth grade students are provided with a general introduction to science topics. The units of study include electricity and magnetism, the atmosphere and weather, earth science, and matter and chemistry. Seventh graders experience life science topics. This curriculum includes in-depth research in the areas of cells, genetics, classification, and living organisms, including the human body. Our 8<sup>th</sup> graders study Geo Science, which covers the universe, solar system, chemistry, physics, light, and sound.

**Please note: If your child takes a Regents credit course in math in the Middle School the final average and Regents grade will show up on their high school transcript whether they pass or fail the Regents. In addition, if a student has taken a World Language course, their final average will be listed on their high school transcript under 8<sup>th</sup> grade.**

## **SOCIAL STUDIES / INDIVIDUALS and SOCIETIES**

In sixth grade, students are introduced to ancient civilizations, beginning with Mesopotamia and ending with the Middle Ages. They begin to work with primary and secondary sources as well as develop thematic essays. Seventh and eighth grade social studies is a two-year course in American history. The first half covers the American Revolution through the Civil War, Reconstruction, and the Industrial Revolution. The second half begins with immigration in the 1890s and takes students up to 20<sup>th</sup> century America. Instruction stresses essay writing, and introduces students to document-based questions (DBQ), and the use of primary sources.

## **WORLD LANGUAGES / LANGUAGE ACQUISITIONS**

In sixth grade, students begin world language instruction in French, Spanish, or Italian. Lessons include basic elementary instruction emphasizing listening, speaking, reading and writing skills. Successful completion of the two-year Level I course in 7<sup>th</sup> and 8<sup>th</sup> grade yields one high school credit. Students are required to pass the course and the Foreign Language Association of Chairpersons and Supervisors (FLACS) Exam in order to receive high school credit. Students are prepared to begin Level II of the language in ninth grade.

## **EXPLORATORY CLASSES**

Trimester exploratory courses are offered beyond the traditional academic curriculum that expose students to a broader range of educational experiences while meeting state mandates. Students take four courses in sixth, seventh, and eighth grades. They include home and career skills, music, art, technology, and health.

## **SPECIAL EDUCATION**

SMS offers a consultant teacher approach to special education instruction. Small groups of students, each with an Individual Education Plan (IEP) determined by the Committee on Special Education, take core subjects in mainstream classes accompanied by a special education teacher or a teaching assistant.

Each special education teacher has common planning time with regular team teachers. Traditional resource services are also provided to students per their IEP. Alternative reading, writing, and math classes are offered to students who benefit from specialized, direct, multi-sensory, individualized, and language-based instruction.

In addition to the above programs, we also offer a co-taught model in ELA and mathematics. Students will have the opportunity to work with both a general and special education teacher and still receive the appropriate instruction to prepare the students to meet grade level expectations.

## **AIS**

Somers Middle School provides Academic Intervention Services to students during the school day, in lieu of team time or during our WIN period. AIS services include instruction in math, reading, as well as basic study skills. Students are



recommended for AIS based on state assessment results, STAR assessment results, and teacher recommendation.

### **LIBRARY/RESEARCH/TECHNOLOGY**

The spacious SMS Library Media Center has an extensive print collection of fiction and non-fiction books that support the curriculum and promote a love of reading. From the library homepage, students can access the catalog through Destiny Discover, as well as any subscription databases of published material such as magazines, newspapers, encyclopedias, and scholarly journals that support middle school curriculum. Databases will require a school login and password that students may obtain from the library staff. Students can also access the Sora reading app from the homepage for digital and audio reading titles.

The library homepage is a great bookmark on your device to view updated information about author visits and book fairs, e-books and teacher-recommended websites for learning and reading, and so much more!

### **MUSIC PROGRAM**

All SMS students are invited to participate in the music program. These are academic programs and students will receive a grade on their report cards. Students are required to attend all rehearsals, lessons, and concerts. The music program culminates in winter and spring concerts. A student that performs in more than one group must choose a primary and secondary course. Students will only receive a grade in the primary course. If a student chooses to participate in chorus, band, and orchestra, the music teachers will work out a schedule on the conflicting days.

### **BAND**

Any student in Somers Middle School is welcome to participate in the Middle School Band Program. Even if your child has never played a band instrument they can enjoy the experience for the first time. Students can choose to play the flute, oboe, clarinet, bassoon, saxophone, trumpet, French horn, trombone, baritone horn, tuba or percussion (drums and xylophone).

Students will learn how to read music and interpret musical symbols as an individual and as part of a group. Instrumental lessons are a requirement for all band students. In lessons, the student will learn the proper playing techniques needed to be successful in both soloist and ensemble situations.

## **CHORUS**

Every student in SMS has the opportunity to participate in the choruses. As members they will perform many varied styles of music. Students will learn proper breathing techniques for good singing, how to sing in parts, proper vowel and consonant pronunciation, the art of phrasing, and the importance of following the conductor. In order to master these skills many different exercises and techniques will be explored: sight reading, vocal warm-ups, breathing exercises and techniques, and the actual rehearsal of the performance music itself. Participants are constantly reminded to evaluate themselves and the group as a whole.

## **STRING ORCHESTRA**

The string orchestra is comprised of violin, viola, cello and bass. A variety of musical periods are explored including Renaissance, Baroque, Classical, Romantic, and Modern. Students will learn how to interpret and perform music in the style of the appropriate period and will become acquainted with composers from that time period as well.

Small group lessons will take place during school hours on a rotating schedule. Lessons will focus on playing techniques, music theory, and working through problems discovered in the orchestra rehearsal. **Students are encouraged to participate in the New York State Music Association Adjudication (NYSSMA) as soloists.** Orchestra will perform in the winter and spring concerts each year.

## **FIELD TRIPS**

Field trips are an integral part of our curriculum. They make learning come alive because the subject becomes relevant in the eyes and minds of the students. Our 8<sup>th</sup> grade students spend three days touring Washington, D.C., while our 6<sup>th</sup> and 7<sup>th</sup> grade students go on a variety of one-day field trips to places that complement the curriculum.

## EXTRACURRICULAR ACTIVITIES

### ***RULES GOVERNING SMS CLUBS, ORGANIZATIONS, AND SPORTS***

SMS students participating in any student organization, club, or any athletic team:

1. Must act in an exemplary manner in the classroom, the school, and the community.
2. Must be aware of all eligibility rules and make every attempt to observe them.
3. Must, at all times, act as a positive representative of Somers Middle School.
4. A student who is absent from school or arrives to school after 12:00 pm cannot participate in any after school extracurricular activity including socials and dances **(this includes the 8<sup>th</sup> grade dance)**.

### **MODIFIED SPORTS –**

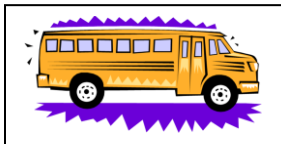
All SMS students may play intramural sports a few afternoons a week throughout the school year. A modified sports program is available to 7<sup>th</sup> and 8<sup>th</sup> grade students, introducing them to competitive school sports. ***A student who is absent or arrives at school later than 12:00 will not be eligible to participate in any modified sports that day.***

#### **Girls' Modified Sports**

- Track & Field
- Field Hockey
- Volleyball

#### **Boys' Modified Sports**

- Track & Field
  - Ice Hockey
  - Cross Country
  - Wrestling
- 



***There are shuttle buses after school that transport athletes to Somers High School and Reis Park for practices, and to other schools for competitions.***

***Only participants in the sports program may ride the buses.***

***While the teams appreciate fan support you must find your own ride.***

## CLUBS AND ACTIVITIES

**Please note:** – There are late buses that transport students, but not to the regular bus stop. They leave SMS at 4:15 p.m.

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**Academic Triathlon (A.T.)** – The club has two teams that compete in meets with other local districts. There are three events at each meet. In one event students show their knowledge of current events, history, social issues, language, and math through a jeopardy-style trivia round. Another event involves students creating and performing a five-minute skit.

**Mr. Dell** ([cdell@somersschools.org](mailto:cdell@somersschools.org))

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**Art Club** – This club offers students a bi-weekly opportunity to enjoy the creative process. Students may work independently with their favorite art material or participate in a variety of group activities. Students are welcome to come on a regular basis or drop in throughout the year.

**Mr. Wanderlingh**

([gwanderlingh@somersschools.org](mailto:gwanderlingh@somersschools.org))

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**Computer Club** – This club involves students from all grade levels. Students work on a variety of computer projects utilizing a wide range of applications.

**Mr. DeVito and Mr. Lugo**

([rdevito@somersschools.org](mailto:rdevito@somersschools.org))

([mlugo@somersschools.org](mailto:mlugo@somersschools.org))

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### **Drama Club/Stage Crew**

This club involves students from all grade levels. Students work to design, build, and paint the set for the school musical production. The crew will also work backstage during the show. Club advisors are **Mr. DeVito** and **Mr. Lugo**.

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**School Musical** – A musical show is produced each year. Students are offered many ways to use their talents, as actors, stage crew, set designers, and lighting booth technicians. All grades may join keeping in mind the 3-month commitment involved. Activities begin the month of December.

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**Intramurals** – Follows the modified sports season. It will have fall, winter, and spring activities. The activities students are engaged in are cooperative and fun. The fall season is soccer, two-hand touch football and cooperative games. The winter will consist of basketball and indoor soccer. The spring will be whiffle ball, kickball and cooperative games. Days usually vary during the seasons due to gym availability and weather. Students do not need to sign up. Just show up and have fun. Late buses are available Tuesday, Wednesday and Thursday at 4:00 to bring students home.

**Mr. Paulmeno**

([rpaulmeno@somersschools.org](mailto:rpaulmeno@somersschools.org))

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***Joining after-school clubs and activities is a great way to make new friends with people who have the same interests as you.***

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**Musical Mall** – This activity contains three separate musical groups.

**Bell Choir** – Members of this club will perform on choir chimes. The group will learn a variety of musical selections. Bell Choir is a fall/winter activity culminating with public performances in December. It meets Friday mornings at 7:45 in the band room from November 1<sup>st</sup> – December 23<sup>rd</sup>.

**Fife & Drum Band** – Students learn to play fife and drums by practicing lessons online and then rehearsing as a group for town parades and other historic functions. Since the group rehearses with SIS and high school members there will be some night rehearsals as we get close to performance dates. Members will be required to own parts of their uniform (tri-corner hat, black knickers, long-sleeved white shirt, knee-high white socks, black shoes).

**Jazz Band** – This group explores a variety of Jazz styles including Swing, Latin, Funk, Bossa Nova and Rock. Special attention is payed to the development of Jazz improvisation. Admission is open to any student in Somers Middle School, as long as he or she plays an instrument or sings with the school choral program. This club meets Friday mornings before school.

**Mrs. Malara** advises all three clubs  
([rmalara@somersschools.org](mailto:rmalara@somersschools.org))

**Tusker Tribune Club** – The Tusker Tribune is Somers Middle School's Student Written Online Newspaper. It is published weekly and is open to any aspiring SMS student reporter. School-related stories, original artwork and cartoons, and creative writing of any kind are all welcome. Simply contact Mr. Pappas at ([dpappas@somersschools.org](mailto:dpappas@somersschools.org)) or attend a weekly meeting held on Thursdays after school in computer lab 215. Parents and students can access current and past issues of the Tusker Tribune by clicking on the "School Newspaper" tab under "Quick Links" on the Somers Middle School website homepage.

**Maker Club** – Maker Club is for students who enjoy using their creativity to design and build inventions that solve real-world problems. Students will participate in hands-on activities that teach them to think like engineers. If you enjoy having fun, working with others, using your imagination, and supporting your school then the Maker Club is for you.

**Mr. DeVito** and **Mr. Lugo**  
([rdevito@somersschools.org](mailto:rdevito@somersschools.org))  
([mlugo@somersschools.org](mailto:mlugo@somersschools.org))

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***Listen to morning announcements to find out when and where clubs are meeting.***

**Service Club** –The Service Club members work to help people not only in our community but anywhere there is a need. The Service Club works through out the year to support a variety of organizations. Our members work together on projects to make our community a better place in which to live.

**Mr. Drebycz**  
([ddrebycz@somersschools.org](mailto:ddrebycz@somersschools.org))

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**Ski Club** – Students work to organize and participate in several local ski outings.

**Mr. Savastano** is the club advisor.  
([jsavastano@somersschools.org](mailto:jsavastano@somersschools.org))

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**Technology Club** – Students from all grades work together to create many projects such as CO2 cars, model bridges, model gliders, etc. The club meets on Tuesdays in room 101 and 102 until 4:00 p.m. The club advisors are **Mr. DeVito** and **Mr. Lugo**.

**Science Olympiad** – Science Olympiad is like a mini tournament where students design, build, or participate in competitions. Science Olympiad encourages students to get involved and work as a team. Emphasis is placed on active, hands-on group participation.

**Mr. Savastano.**

([jsavastano@somersschools.org](mailto:jsavastano@somersschools.org))

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**Socials** – Students are invited several times a year to attend a social sponsored by the **PTA**. The socials offer students a fun time out with their friends. The socials, located at the school, offer dancing (with music played by a DJ) in a safe environment. Parent chaperones are always needed and it is a great way for parents to get involved.

**Student Council** – Student Council is open to all students in grades 6, 7, and 8. Our purpose is to promote unity while respecting individuality, diversity, and fostering leadership at SMS. Our goal is to strengthen student involvement and participation in artistic, academic, and athletic activities by building a strong student community that promotes positive behavior, school spirit and being a TUSKER. We develop committees to help volunteer and plan events for our school community.

**Mrs. Hauser**

**Mrs. Iazzetti**

([rhauser@somersschools.org](mailto:rhauser@somersschools.org))

([jiazzetti@somersschools.org](mailto:jiazzetti@somersschools.org))

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**Yearbook** – Yearbook will meet early in the school year to set up the schedule for production deadlines. Students will have the opportunity to work on yearbook during lunch and/or team time with advance approval. Occasionally, by grade level, students may need to stay after school.

**Ms. Monica Manko and Mrs. Cheryl Astrologo.**

([mmanko@somersschools.org](mailto:mmanko@somersschools.org))

([castrologo@somersschools.org](mailto:castrologo@somersschools.org))

## **TEAM Tuskers Mentoring**

All SMS students are invited to participate in TEAM Tuskers Mentoring. This program provides students with additional adult support. Research has shown that adolescents who receive support from three or more non-parents adults find greater success in school. In this age group, students are often facing unique challenges, and our mission is to provide support to any student who can benefit from the friendship and life experiences of their mentor.

The program pairs SMS students with caring adults within the community. These students meet with their mentors for one hour per week during the school year, and all meetings take place in SMS in our dedicated mentoring room. During their time together, mentees and mentors have access to games, art supplies, puzzles, and sports equipment. Students can meet with their mentor before school, during lunch or after school.

Mentors have been fully screened and trained and have the ability to communicate with their mentees openly and without judgement. They possess strong listening skills and have a sincere desire to be personally involved with the youth of our community.

Please contact your school counselor, if your child is interested in participating.

## **Homework Policy**

Homework is a major responsibility of each SMS student. Classroom teachers expect students to complete homework assignments according to the individual requirements of the course. Individuals who meet this responsibility will be successful academically and will develop skills needed throughout their academic career.

Homework will be assigned on a regular basis including studying for tests and long-range projects. If a problem with homework arises, parents may be contacted.

### **Student homework responsibilities include:**

- completing all assignments and turning them in on time.
- turning in work that is neatly done.
- making up homework assignments missed due to absence.

### **If students do not meet these responsibilities, consequences may include:**

- asking parents to begin checking and signing completed homework each night.
- requiring students to complete homework during lunch/recess.
- requiring student to complete homework during Homework Help Club.

Parents are the key to making homework a positive experience for their children. Therefore, parents are urged to make homework a top priority, provide necessary supplies and a quiet environment, know their child's assignments and due dates, set

aside daily homework time, and provide praise and support. Parents are urged to contact teachers directly if they notice their child struggling with homework.

Somers Middle School teachers are eager to provide extra help to students who require support. Based upon teacher schedules, extra help is offered during WIN, lunch and after school. Students are encouraged to request extra help when they need it.

## **REPORT CARDS**

Report cards are available through Parent Portal in December, March and June. Teacher grade books are live and may be viewed all year using Parent Portal.

## **STUDENT RECOGNITION**

**Somers Middle School Chapter of National Junior Honor Society (NJHS) is the nation's premier organization established to recognize outstanding middle school students. More than just an honor roll, NJHS serves to recognize those students who have demonstrated excellence in the areas of scholarship, service, leadership, and character.**

- **Scholarship**  
Students must have a cumulative GPA of 88.0 or higher.
- **Service**  
This involves voluntary contributions made by a student to the school or community, done without compensation.
- **Leadership**  
Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Character**  
The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally, maintains a clean disciplinary record. (No Level 3 infractions as per the SCSD Code of Conduct – see attachment)



## **TUSKER**

We strongly believe that SMS is a great place to learn because of the wonderful students and staff we have in our building. Our students are thoughtful and reflective individuals who come to school every day with a sense of purpose and belonging. In order to further this, our students have developed what it means to be a TUSKER

Team Player  
Understanding Differences  
Student Skills  
Kindness  
Effort  
Respect and Responsibility

Through our daily interactions and our Students of the Month and STAR programs, being a TUSKER will be honored and promoted on a daily basis.

## **STUDENTS OF THE MONTH**

Students are recognized by their teams throughout the year for demonstrating the attributes of the MYP Learner Profile. Each month focuses on a different Learner Profile Trait that is highlighted in our Advisory program. Students who are recognized for exemplifying the Learner Profile of the month will receive a certificate and have their picture posted on the bulletin board and projection screens in the building.

## **STAR**

Catch-a-STAR is a program to help recognize positive behaviors in SMS students. STAR stands for Students That are Role Models. Throughout the year staff members nominate students who are caught doing something special that helps make SMS a better place. These students are awarded a certificate, have their names read on the morning announcements, have their names added to the Counseling Center bulletin board, and are given a STAR pen.

The Catch-a-STAR program is the school's way of saying "thank-you" for doing something beyond what is expected.

## **SCHOOL COUNSELING CENTER**

The Counseling Center at Somers Middle School works proactively to ensure the continuing growth of each student academically, socially, and emotionally. The mission of the center is to identify and work through issues that may interfere with student learning and enhance students' self-understanding to clarify goals, provide the tools necessary to achieve those goals, and to maximize each individual's potential.

## PARENT/TEACHER CONFERENCES

Parents with questions or concerns should contact the teacher first. You can send an e-mail to the teacher using their first initial and last name @somersschools.org. Teachers will do their best to return all e-mail messages within 48 hours. Parents are encouraged to contact the Counseling Office to set up a meeting with their child's team or individual teachers if they are having difficulty resolving a problem.

## SUMMER SCHOOL

The faculty and staff at Somers Middle School work hard to support student learning and are dedicated to the academic and social success of each student. To succeed in a major subject area each student must achieve a final grade of 65 or above.

***If a student receives a final grade below 65 in two or more major subjects, summer school or tutoring is strongly recommended. (The tutor must be a certified teacher who follows a 20-hour program approved by the school.)***

## RULES & REGULATIONS

Common sense rules and regulations are necessary in order to have a well-managed and academically effective school. A school-wide committee of parents and teachers developed a complete code of conduct for our students, including a description of consequences for failing to follow this code. This information is explained below.

### **The following rules were formulated to ensure a safe and positive environment for learning at SMS:**

- ❖ During the school day, students may only leave school property with permission obtained through the Main Office.
- ❖ Cameras or other audio/video recording devices are not permitted without prior approval from a building administrator.
- ❖ Cell phones, radios, I-pods, and earbuds/headphones/air pods are not allowed in class or in the hallways. They must remain in the student's locker.
- ❖ Students are not allowed to sell items at school for personal profit.
- ❖ Backpacks, hats, and gum chewing are not allowed in school. These items may be brought to school but must remain in lockers during the school day.

## STUDENT EXPECTATIONS

A major goal of Somers Middle School is to create a positive atmosphere of mutual respect and cooperation among all people who are part of the school community. We expect parents, staff, and students to work together towards this goal.

Every student has rights to which s/he is entitled, and responsibilities to fulfill. Some of these rights and responsibilities are:

- The **right** to be respected and trusted by others, and the **responsibility** to show respect and trust for others.
- The **right** to be mistaken and the **responsibility** to learn from one's mistake.
- The **right** to express ideas and feelings without fear or criticism, and the **responsibility** to listen with an open mind to another's point of view.
- The **right** to learn, and the **responsibility** to perform in one's academic work to the best of one's capability.
- The **right** to be free from abuse and harassment, and the **responsibility** to be a good friend.
- The **right** to enjoy one's experience and the **responsibility** not to hurt or disturb others while doing so.
- The **right** to be an individual, and the **responsibility** to understand other people's feelings.
- The **right** to pursue educational opportunities free from illegal and improper discrimination, including discrimination based on gender, race, religion, disability, sexual orientation, or ethnic background, and the **responsibility** to take full advantage of the educational opportunities offered.
- The **right** to privacy of one's own possessions, and the **responsibility** to respect other people's privacy and property.

At Somers Middle School, we feel that it is of paramount importance to address the social and emotional needs of all students and take a proactive approach to dealing with student behaviors and decision making. In order to accomplish this:

- Each student has access to a certified school counselor who is available to them as needed and will stay with them throughout the course of their time at SMS.
- Teachers have a common planning period where they meet regularly to discuss students' progress and to coordinate efforts to assist students as needed, academically and behaviorally. Students' counselors and/or other specialists or administration join these planning sessions as needed.
- During this common planning time, teachers are also available to meet with parents. This is an effective way to keep communication open and to develop plans that support the growth of each student.
- All students will take part in an Advisory Program every Wednesday. The goal of the program is for students to make a connection with an adult in the building while discussing topics focusing on highlighting an MYP Learner Profile Trait each month.

In addition to this proactive approach and supportive learning environment, there are also very clear guidelines for student conduct. Listed below are some examples of misconduct and the possible consequences for such behavior. This code governs students while on school premises, at school-sponsored events, on trips, and while being transported to and from school by bus. In addition, off-campus misconduct that endangers the welfare of students or staff within the school will not be tolerated. With all offenses, the building administrators reserve the right to modify the consequences based upon the nature of the intent, the behavior itself, and any other related circumstances. Our ultimate goal is to create situations where students can learn and grow so that behaviors are not repeated.

### **Dignity for All Students!**

Somers Middle School condemns and strictly prohibits all forms of discrimination, such as harassment, hazing, intimidation and bullying on school grounds, school buses, and at all school sponsored activities, programs and events. The discrimination may be based on any characteristic, including but not limited to a person's actual or perceived:

- Race
- Color
- Weight
- National origin
- Ethnic group
- Religion
- Religious practice
- Disability
- Sex
- Sexual orientation, or
- Gender (including gender identity and expression).

In order for the school to effectively enforce this policy and to take prompt corrective measures, it is essential that all targets and persons with knowledge of discrimination report such behavior immediately to a teacher or building administrator.

The Somers Middle School Dignity Act Coordinator is Assistant Principal Jennifer Mangone who can be reached at [jmangone@somersschools.org](mailto:jmangone@somersschools.org) or (914) 277-3399 ext. 3203.

**For more information on the Dignity Act, please see the Board Policy Document. An amendment to include cyber bullying in the Dignity Act went into effect on July 1, 2013.**

## **Academic Honesty and Integrity Policy**

**Mission:** It is the expectation that all SMS students display academic honesty by giving credit to others for their work. It is crucial that all students are principled and follow the guidelines listed below. In education, we are continually studying the ideas of others. It is important, in our speaking and writing, that we acknowledge these ideas and give credit where it is due. Teaching and learning promotes the understanding and practice of academic honesty.

**Vision:** Somers Middle School strives to be a school that develops and empowers future innovators and leaders, who are principled in their approach to work. We see ourselves as life-long learners, while cultivating a joy of learning in both students and teachers. We aim to create an environment that offers rich educational experiences, and intrinsically motivates respect for the learning community.

**Values:** We value the IB Learner Profile Attributes and how they are upheld by academic integrity and fidelity.

- *Principled:* give credit and cite sources when using primary or secondary sources, such as words, phrases, share ideas, and/or images
- *Risk-taker:* choose to always do authentic work and report any misconduct
- *Thinker:* consider how to convey information in a way that is authentic and original
- *Inquirer:* ask for clarification when necessary
- *Open-minded:* consider how information can be applied and used
- *Communicator:* use personal voice and words by paraphrasing
- *Balanced:* manage time, so work is finished by deadlines, therefore reducing the temptation to cheat
- *Caring:* respect other's work and ideas by giving proper credit
- *Reflective:* consider the benefits of being honest and turning in authentic work
- *Knowledgeable:* understand the use of subject specific citation formats

**Defining Concepts** Academic misconduct includes, but is not limited to: plagiarism, collusion, duplication of work, or any other behavior that gives an unfair advantage to a student or that affects the results of another student (falsifying data, misconduct during an examination, creating inauthentic reflections)

Concept	Definition
<b>Collaboration Vs. Collusion</b>	<p>Facilitated collaboration is <i>acceptable and encouraged</i>. Multiple students actively engaging during the course and creation of a product per the assignment guidelines</p> <ul style="list-style-type: none"><li>• working with others towards the same goal with the intentional sharing of ideas through teacher-sanctioned groups</li><li>• legitimate and permissible when permitted by the teacher. It is important to note that teachers must be clear with assignment guidelines to specify what is collaboration versus collusion on any given task</li></ul> <p>Collusion is <i>unacceptable</i>. Collusion is when students present work as their own that is, in whole or in part, the result of</p> <ul style="list-style-type: none"><li>• unauthorized collaboration</li><li>• plagiarism due to inappropriate collaboration during work that is designed to be completed individually</li><li>• working with others without permission or is the product of two or more students working together without official approval</li><li>• impersonating another student on any academic task</li></ul>
<b>Authentic Authorship</b>	<p>Authentic authorship is the creation of work based on one's own ideas with the ideas and words of others given appropriate credit. It is important to note that students may use resources that support their ideas in authentic authorship, but if they do so, "they must acknowledge the source (s) using a standard style of referencing in a consistent manner." This can be done through a Works Cited or Bibliography.</p>

<b>Plagiarism</b>	Plagiarism includes any use of another individual's words or ideas without giving appropriate credit in an approved citation format.
<b>Cheating</b>	Cheating is when a student makes a deliberate choice to gain an unfair advantage. Cheating includes, but is not limited to, copying another student's work (with or without their knowledge), copying assessment tasks, forgery, and using unauthorized resources during an assessment.
<b>Duplication</b>	Duplication is the submission of the same work for different assessment or curriculum components without an instructor's direct permission, across disciplines or over time. All work should be original unless discussed with the instructor in advance.
<b>Fabrication</b>	Making up data or results and recording or reporting them; submitting fabricated documents.
<b>Falsification</b>	Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
<b>Intellectual Property</b>	Intellectual property refers to the ideas or work of an individual or group, including professionals and students.

### **Procedures for Academic Dishonesty**

<b>First Incident</b>	<b>Second Incident</b>	<b>Third Incident</b>
<ul style="list-style-type: none"> <li>• Student completes work again</li> <li>• MYP Coordinator informed and will meet with the student to give student guidance on academic honesty and how to put into practice.</li> <li>• Parents informed by a school.</li> </ul> <p>Consequences for a level-one offense include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>➢ Verbal reprimand or warning</li> <li>➢ Confiscation of inappropriate objects</li> <li>➢ Conference (with student, teacher, parent, and/or team)</li> <li>➢ Student will write a reflection</li> <li>➢ Lunch detention or after-school detention</li> </ul>	<ul style="list-style-type: none"> <li>• Work receives no grade.</li> <li>• MYP Coordinator informed.</li> <li>• Student signs formal letter of commitment about future conduct.</li> <li>• Review of student reflection from first incident</li> <li>• Parents informed by a school.</li> </ul> <p>Consequences for a level-two offense include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>➢ Temporary removal of privileges</li> <li>➢ Conference (with student, teacher, parent, and/or team)</li> <li>➢ After-school detention</li> <li>➢ In-school suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Student completes work that is not factored into trimester grade.</li> <li>• MYP Coordinator informed.</li> <li>• Parents invited to school to meet with administration.</li> <li>• Suspension</li> </ul> <p>Consequences for a level-three offense include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>➢ Removal from class trips</li> <li>➢ In-school or out-of-school suspension</li> <li>➢ Referral to principal for further action, suspension of privileges</li> <li>➢ Superintendent's Hearing</li> </ul>

## DISCIPLINE CODE

Somers Middle School is committed to Restorative Approaches as an integral component of progressive discipline. Restorative Approaches can be used both as prevention and intervention measures. The most critical function of Restorative Practices is restoring and building relationships.

When used as an intervention measure, taking a restorative approach to discipline changes the fundamental questions that are asked when a behavioral incident occurs. Instead of asking who is to blame and how those engaged in the misbehavior will be punished, a restorative approach asks key questions:

1. What happened?
2. Who was harmed or affected by the behavior?
3. What needs to be done to make things right?
4. How can people behave differently in the future?

SMS follows the Somers Central School District Code of Conduct for procedures and consequences related to student discipline. **The SCSD Code of Conduct was updated in July of 2022 and is available on both the district and SMS website.**

## DETENTION

Students who disobey school rules are assigned to detention which is held at lunchtime and after school. Anyone who does not attend an assigned after-school detention may be placed on in-school suspension.

In an emergency, students may miss an assigned detention if a parent note is presented in advance.

After-school detention is held Tuesday through Thursday from 3:05 until the 4:05 p.m. late bus.

<b><i>ALL OFFENSES SUBJECT TO ADMINISTRATIVE DECISION</i></b>
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## **PERSONAL LEARNING DEVICES (PLDs)**

### **PLD OVERVIEW:**

The Somers Central School District (SCSD) views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. It is the policy of SCSD to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to explore resources, there are responsibilities for the parent and for the student.

When signing the Student/Parent PLD Agreement in Family ID, you are acknowledging that you understand and accept the information in this document.

SCSD students and families must understand that:

1. All students are allowed access to electronic resources unless the school is notified in writing by the parent/guardian.
2. All users of the SCSD network and equipment must comply at all times with the SCSD Acceptable Use Policy.
3. Personal Learning Devices (PLD) are on loan to students and remain the property of SCSD.
4. All users are accountable to all school, district, local, state, and federal laws.
5. Use of the PLD and network must support learning.
6. Students and families must follow all guidelines set forth in this document and by SCSD staff.
7. All rules and guidelines are in effect before, during, and after school hours, for all SCSD computers whether on or off the school campus.
8. All files stored on SCSD equipment or the network are property of the district and may be subject to review and monitoring.
9. The term "equipment" or "technology" refers to tablets, batteries, power cord/chargers and cases. Each piece of equipment is issued as a learning resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator
10. Students are expected to keep the PLD in good condition. Students are encouraged to purchase a case for their PLD.
11. The tablet manufacturer's warranty will cover normal use and manufacturing defects during 1st year of normal use of the PLD.

**12 a. Damaged Equipment – Cracked Tablet**

**Repairs:** Occasionally, unexpected problems do occur with the PLDs that are not the fault of the user (computer crashes, software errors, etc.). The Technology Support Services team will assist students with having these fixed. These issues will be remedied at no cost.

- **The *first* time a tablet is accidentally broken or cracked in the first year, the district will repair or replace at no cost.**
- **The *second* time the tablet is cracked there will be a \$125.00 fee and it may be determined the student is not allowed to take the device home.**
- **The *third* time the tablet is cracked there will be a \$250.00 fee and the student is not allowed to take the device home. The student will be provided a tablet or computer in each classroom and they will not be traveling the halls with a tablet.**

13. Students are expected to report any damage to their PLD as soon as possible. This means no later than the next school day.

14. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

15. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

16. All users are expected to follow existing copyright laws and educational fair use policies.

17. Students may only log in under their assigned username. Students may not share their password with other students.



18. Students may not loan their assigned PLD to other students for any reason. Students who do so are responsible for any loss of components.
19. PLDs come with a standardized image already loaded.
20. All students have access to an Office 365 account to store data. It is the responsibility of the student to see to it that critical files are backed up regularly to this location.
21. Any failure to comply may result in disciplinary action. SCSD may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
22. SCSD reserves the right to confiscate the PLD at any time

## **CELL PHONE POLICY\***

Cell phone use is permitted at SMS under the following conditions:

- ❑ Phones must remain off and in the locker during school hours.
- ❑ Phones may be used when the school day ends.
- ❑ Cell phones may **not** be used during lunch.

It is in violation of school code to use tablets or cell phones to take or send photos, make audio or visual recordings in school, or upload these files, on any school trip, or on the bus to and from school.

A student who does not follow the above guidelines will have his/her personal device confiscated for the day (first offense); be required to have a parent or guardian retrieve it (second offense).

***\*Other disciplinary action could result if a student consistently fails to follow the above guidelines, or if classroom work is disrupted as a result of inappropriate use of a personal device.***

## **COMPUTER/NETWORK USE POLICY**

The Somers Central School District offers students access to the district's computers and network. These provide an invaluable opportunity for students to access an extensive range of information resources and exciting learning opportunities. It is important that all computer users understand and use the district's computers in an appropriate manner.

Just as students have learned social codes and behaviors that are acceptable at school and home, they now need to understand the proper rules and procedures for using the district's computer and network information services.

Since our information network is used as part of a school activity, Somers' Discipline Code applies to all network activities as well. This Computer Use Policy is an extension of Somers' existing rules and policies.

Before students have access to Somers' network, it is important that they and their parents review the following rules:

1. Only authorized users may use the computers and the network. Those who do not have parental authorization to use the Internet may not team up with those who do.
2. We expect that when using the school's computers or accessing the network, students will:
  - Respect the rights of others using the network (e.g., they will not disrupt the use of the network or software).
  - Use the Internet only for educational purposes related to the curriculum.
  - Use the proper netiquette when using the Internet (e.g., use appropriate language, keep home addresses and phone numbers private).
  - Respect and uphold copyright laws.
3. Students may not:
  - Use the network or Internet to develop programs that harass others or infiltrate a computer, computer system or network.
  - Use the network to disrupt the use of the network by others.
  - Seek information on, obtain copies of, or modify the files, other data or passwords belonging to others.

Inappropriate use of the internet in school for any reason, and off campus if such inappropriate use is in any way associated with school activities and/or personnel, is a violation of this agreement. "Inappropriate use" is classified as any action forbidden by the school's code of conduct.

Network administrators may review files, communications, and desktop sessions to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that communication or files stored on district servers will be private.

### **Consequences**

Students are fully responsible for their actions while using computers or the network. In addition to provisions in the Discipline Code, consequences for violation of any of the rules stated above include but are not limited to:

- Suspension of computer/network privileges
- Financial responsibility for willful damage to the network
- Revocation of computer/network privileges
- Suspension from school
- Legal action and prosecution by authorities

## **CLASS TRIP PARTICIPATION POLICY**

The Somers Middle School staff is committed to providing a full range of educational experiences for its students. We are dedicated to providing learning experiences that are both rigorous and challenging. We believe that class trips are an integral part of this rich and complete learning experience. Additionally, we are committed to providing the safest atmosphere possible for all students and staff alike.

In an effort to provide an environment in which student safety is paramount, we hold all students to very high standards of behavior and self-discipline. If a student demonstrates behaviors or actions that indicate that he or she may be a detriment to themselves or others in a field trip setting, the student may be provided with an alternate educational program, at school, on the day of the class trip.

## **SEXUAL HARASSMENT POLICY**

In order to help provide an educational and working environment that promotes respect, dignity, and equality, the faculty and staff at SMS are committed to abiding by the Board of Education's policy on sexual harassment. Specifically, "sexual harassment" means unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of an employee's employment or a student's education; or
2. Submission to, or rejection of that conduct or communication by an individual is used as a factor in decisions affecting an employee's employment or a student's education; or
3. The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an employee's work performance or a student's academic performance or participation in school-sponsored activities, or creating an intimidating, hostile, or offensive working or educational environment.

The Board and faculty condemn and strictly prohibit all forms of sexual harassment on school grounds, school buses, and at all school-sponsored activities, programs, and events including those that take place at locations outside the district.

The district will promptly investigate all complaints of sexual harassment, either formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner.

All members of the SMS community are encouraged to become familiar with the Board of Education's regulations regarding sexual harassment, which define the term, spell out specific unacceptable types of conduct, and describe investigation procedures and training requirements. These regulations are posted prominently in the SMS office and are available by request from the SMS and district offices.

## NEWSLETTER/COMMUNICATION/WEBSITE

***Our web site is [www.somersschools.org](http://www.somersschools.org).  
Come visit us often!***

We try to keep you posted on long-term assignments, changes in rules or procedures, upcoming events in the school and community, educational issues, field trips, school closings, special meetings and workshops. From time to time an important event or issue must be communicated to parents immediately. In these cases an email blast will be sent to the email address you provided on Infinite Campus. It is a good idea to check the website daily.

## OUR PARENTS GET INVOLVED!

Parents play a key role in the overall educational program at SMS and are welcome partners on behalf of all students. We have an extremely active PTA (Parent Teacher Association) at SMS. Among the many activities initiated by the PTA are: cultural affairs programs, book fair, author's day, evening social events for students, and funding for field trips. Parents also volunteer to assist with a wide variety of school events. If you are interested in joining the SMS PTA please contact them as they are always happy to welcome new members. If you haven't already done so, you should sign up for the weekly PTA emails by going to [www.somersschools.org](http://www.somersschools.org), choose Somers Middle School from the top under the Families tab and click on PTA. Once at the PTA site there will be a link to sign up for weekly emails. In these emails you will find out about upcoming programs and meetings. Join us at our PTA meetings which are held once a month.

## ATTENDANCE

**[smsattendance@somersschools.org](mailto:smsattendance@somersschools.org)**

Regular attendance at school is not only a key to academic success, it is also required by New York State law. When a student is absent, however, parents should contact Mrs. Linda Martin at 277-3399, ext. 3003. When they return to school, students must bring a note explaining their absence to Mrs. Martin in the main office. **Parents may also use our attendance e-mail. The e-mail will fulfill the absence note requirement.**

Schoolwork that is incomplete due to an accepted absence can be made up in the time allowed by the individual teacher.

***Please remember that it is necessary to call the absentee phone line on each day that your child is absent from school, unless you have discussed the situation with the school nurse or Mrs. Martin about an extended absence.***

## LATE ARRIVAL

A student arriving to school late (after 8:26 a.m.) should report directly to the front Vestibule, sign in, and be issued a pass allowing them into their class. *They must be accompanied by their parent or have a written note explaining the reason for lateness, or they may not be admitted to class until we have reached their parent.*

## **EARLY ARRIVAL**

Students arriving at school between 7:45 a.m. and 8:10 a.m. (and not involved with the before school programs) should be dropped off in the lot between SIS and SMS and report to the cafeteria or library.

## **ATTENDANCE POLICY**

The middle school recognizes the importance of good attendance for academic and social success. It is also important to get to school on time.

With this in mind the following policy is designed to promote regular attendance on the part of all of our students:

1. The assistant principal and school attendance clerk will meet regularly to examine attendance and tardy issues.
2. A child who reaches 10 absences or tardies will set in motion the following:
  - Parental notification regarding excessive absences by letter.
3. A child who reaches 20 absences or tardies will set in motion the following:
  - Parent will meet with an administrator to address the issue of school attendance to develop a plan for improving attendance.
4. If absences continue, a referral to the appropriate social services agency will follow.
5. If a student is late to school 3 times without a note from the parents a warning letter will be sent home. A note can be an email to our attendance clerk.
6. If a student is late to school 4 times without a note from the parents they will not be admitted to class until we contact their parent. A note can be an email to our attendance clerk.

## **EXTENDED VACATIONS FROM SCHOOL**

There are times when students are absent from school because of extended vacations. We discourage this practice because nothing can replace the on-going instruction that occurs within each class.

When such absences are unavoidable, to lessen the overall impact on a student's progress, teachers will do their best to provide the student with assignments in advance. Students should also check Schoology to keep up to date with their classwork.

**Somers Middle School has established the following guidelines for parents and students:**

- ❑ The parent must contact the school guidance counselor and the attendance office in writing if he/she must take the child out of school.
- ❑ Parents are responsible for supervising the completion of all assigned student work by the return date.
- ❑ Students must recognize that these assignments may differ from those originally assigned.
- ❑ All missed tests and projects will be completed in a timely manner.
- ❑ Teachers give extra help on a regular basis to many students; therefore, they will not be able to provide “catch-up” help to students who are out on extended vacation.

***It is our firm belief that extended absences should be avoided. However, if absolutely necessary, the above guidelines have been developed to ensure as much continuity in a student's progress as possible.***

## **EARLY DISMISSAL**

If a student needs to leave SMS before the end of the regular school day, a note from the parent must be brought to the Vestibule the **beginning of the school day**. At this time the student will get a pass (to show the teacher) with the time of the early dismissal on it. The child will meet the parent at the security vestibule.. All parents must go to the Vestibule with their driver's license/state issued photo ID to sign the student out before the student can leave the building. **A student will not be dismissed early from school without a written parent request.**

## **NEED TO GET A NOTE OR LUNCH TO YOUR MIDDLE SCHOOLER?**

We try our best at the middle school to accommodate parents who need to get messages, school work, lunches, etc. to a child after school has begun. Please understand, however, that we receive many requests of this nature each day and are unable to disrupt classes in order to contact students. **If you need to get something to your child during the school day, you should drop the item off at the Vestibule. The item should be clearly labeled with the student's name and grade.** A staff member will locate the student during his or her respective lunch period. Sometimes a student may not be in the cafeteria or at recess due to extra help, and, as a result, may not get

the message in a timely manner. Items dropped off after a student's lunch period will be delivered at the end of the school day. Please encourage your child to listen carefully to afternoon announcements in the event that he or she is called to pick up a note or other item. Of course if a parent needs to reach a child due to an emergency, we would contact the student immediately in their classroom.

We appreciate your understanding and patience and welcome your feedback. Please know that we always seek to balance the needs of our students and parents with our responsibility to maintain a safe and orderly learning environment.

## TRANSPORTATION

When riding on district buses students are expected to follow the same rules of conduct that apply when they are in school. For the safety and well-being of all passengers, mature behavior is essential on school district buses.

In order to permit a child to take a different bus to visit a friend, we must receive a bus permission note from the sending parents. The following is a sample of what the note should contain:

### ***BUS PERMISSION SLIP***

Date: \_\_\_\_\_

I give permission for my child (your child's name) to visit (other student's name).  
They will be taking bus # \_\_\_\_\_ and getting off at (bus stop street name).

(Visiting Parent or Guardian Signature)

***This note must be initialed at the front Vestibule at the beginning of the day.***

***Students without a note will not be allowed on a different bus.***

## LATE BUSES

Late buses are available Tuesday, Wednesday, and Thursday after school so that students may stay for extra help, join clubs, and participate in intramural activities. Students may also stay after for Homework Help in the library. This is a supervised work space and not a place to hang out after school. Late buses depart from the middle school at approximately 4:15 p.m. and bring your child to a stop in your area (not necessarily your stop).



## CAFETERIA

The cafeteria is open for breakfast from 7:45 -8:15 a.m. The price is \$1.25 for breakfast; our full lunch price is \$3.00. A la carte offerings are available for lunch, as well as a salad bar.

Students eat lunch with students in their grade level. Students are urged to help keep our cafeteria a clean, inviting place. Classes are in session across the hall so quiet is requested outside the cafeteria.

An interactive menu will be available each month on the *student meals* page of the district website. This menu will also be available using a free smartphone application. Information regarding the menu and app will be posted on the same page.

### RULES FOR THE CAFETERIA

1. Students must go to lockers before coming to the cafeteria.
2. Students must arrive at the start of the lunch period.
3. Show courtesy and respect to the lunchroom staff. They are here to assure your safety and make sure you follow the rules of the cafeteria.
4. Students must purchase their own lunch.
5. Children are never allowed to “charge” snacks when there is no money available in their accounts. Children are allowed to charge a meal in emergencies, but are expected to repay the charge as soon as possible.
6. Wait your turn in line. No cutting allowed.
7. Sit down while eating.
8. All food must be eaten in the cafeteria.
9. Dispose of all remaining food and paper materials in the garbage cans provided.
10. Recycle when appropriate.
11. Bring your jacket with you. You will not be allowed to go back to your locker. If you are not properly dressed, you will not go outside for recess.
12. In order to go to the library, music room, any classroom, or guidance department, you must present a pre-signed pass to the teacher on duty in the cafeteria.
13. Students are responsible for having the tabletops and floor under the table clean before leaving the cafeteria.

#### ***The following behavior is not allowed:***

- |                         |                           |                      |
|-------------------------|---------------------------|----------------------|
| ✓ Rude talk or behavior | ✓ Screaming               | ✓ Fighting           |
| ✓ Horseplay             | ✓ Throwing food           | ✓ Standing on tables |
| ✓ Sitting on tables     | ✓ Physical contact sports |                      |



## HEALTH OFFICE

A student who does not feel well during the school day must get a pass from his or her teacher to go to the school nurse. The nurse will contact a student's parent if he or she needs to go home or to a doctor. **Students may not contact their parents via cell phone.**

Students may not bring any medicine to school, including Tylenol, Advil, or Aspirin. If medication must be administered during school hours or if emergency medication must be kept on hand at the school, parents must personally bring the medication to the Health Office, and a medication authorization form signed by parent and physician must accompany the medication.

## EMERGENCY DRILLS

There has been a heightened concern throughout our nation about the possibility of intruders in schools. Although no community is immune, we are confident that Somers Middle School offers a very safe environment. We believe in the importance of being proactive to avoid any such occurrences, and being prepared for an emergency situation, should one occur.

We have developed several procedures for staff to follow should an emergency occur. These procedures include sheltering students and evacuating students from the building.

Staff meets with students during the day to review our No Tolerance Policy on bullying and harassment, and to encourage students who hear about a classmate bringing a weapon to school or other threatening behavior, to report it to an adult of their choice.

All doors in our school stay locked. There is a buzzer system to gain access to the main lobby. ***Please have your driver's license available for check-in at the Vestibule.*** No one will be allowed access to the school without an authorized pass. We continue to believe that the strongest deterrent to school violence is a safe and caring environment where students feel supported and connected. Parents also are critical partners in providing for a safe school. Please take time to talk to your children about reporting incidents in which they see students being bullied and encourage them to talk to adults about any threats.

## STUDENT DISMISSAL IN AN EMERGENCY SITUATION

From time to time, the administration may determine that it is safer to maintain students in our schools until road conditions improve, rather than to dismiss them.

In such instances, parents are asked not to come to school to pick up their children unless a particular family emergency exists. Past experience has found that an influx of traffic into our campus and requests for individual student dismissal unduly complicates matters.

## FIRE DRILLS

When the fire alarm sounds, students should immediately leave the building following the directions that are posted in each classroom. While exiting the building students should remain silent, listen carefully for special instructions, and move quickly without running.

## LOCKERS

Each student will be issued a locker with a combination. Problems with lockers should be reported to the Main Office. Students should never give their combination to others. Students are urged to maintain neat, orderly lockers. Stickers and other semi-permanent markings are not permitted. They are reminded that SMS lockers remain the exclusive property of Somers Middle School.

Each locker is in good working order and opens and locks properly using the assigned combination. Each student agrees to the following:

- Maintain their locker and take responsibility for any damages sustained to the inside of the locker, including graffiti.
- Understand that she/he will be charged the cost of repair for any damages to the inside of the locker
- Keep his/her locker in good working condition and avoid any charges by:
  - **NOT** sharing his/her locker combination with another student. Each student is responsible for his/her own locker.
  - **NOT** breaking or inserting anything into the locking device that will keep the locker from locking properly.
  - **NOT** changing lockers with another student without permission.
  - Immediately reporting any locker problems to an adult.

## HALL PASSES

***When out of class during their regularly assigned class periods, students must have a staff issued and signed hall pass.*** Students can expect to be asked for passes. Misuse of a pass may result in the loss of pass privileges or detention.

## LOST & FOUND

The Lost & Found is located in the cafeteria. Small items like jewelry, eyeglasses, wallets, etc. are turned in at the Main Office. All items found on district school buses are turned in to the SMS Lost & Found. Larger items are kept in a bin in the cafeteria, which is emptied monthly and donated to charity.

Because of the huge volume of items that end up in our Lost & Found, we recommend, when possible, that parents clearly label clothing items. This will make finding lost items much easier.

## VISITORS

All visitors to the Somers Middle School are required to sign in at the security Vestibule and ***show their driver's license to obtain a visitor's badge***. The badge must be worn for the duration of the visit. All visitors to the school (parents, community members, salespersons, etc.) should be clearly identified for the safety of our students, faculty, and staff. SMS staff has been instructed to request that any visitor without a badge return to the Vestibule.

Student guests are only allowed if the guest is planning to attend SMS in the near future. In such cases a request should be submitted to the principal at least 48 hours prior to the visit.

## PARKING

Parking at SMS is extremely limited. All visitor parking spaces are located in the parking lot between SIS and SMS.

- ❖ Morning drop-off is in the parking lot between SIS and SMS.
- ❖ Afternoon pick-up is in the driveway by the lower parking lot near the auditorium/cafeteria entrance.  
Parents picking up students at Parent Pick-up at the end of the school day must line up single file in the driveway along the curb by the lower parking lot and wait for the student to come to them.  
***Parents should not park in the lower parking lot while waiting for their student to be dismissed.***

## SCHOOL CLOSINGS

When weather conditions or other emergencies occur to prevent or delay the opening of school, or create the need for an early dismissal, announcements will be made over the following radio stations:

WHUD/WLNA      PEEKSKILL      1420 AM/100.7 FM

OR ON-LINE AT [WWW.WHUD.COM](http://WWW.WHUD.COM)

WFAS              HARTSDALE      1230 AM/103.9 FM/106.3 FM

WCBS              NEWS RADIO      880 AM

When an early dismissal is called for SMS, the children will be dismissed at 11:30 a.m. ***Parents should make arrangements and instruct their children as to what to do in the event they are returned home early from school.***



### Channels of Communication/Resolving Disputes

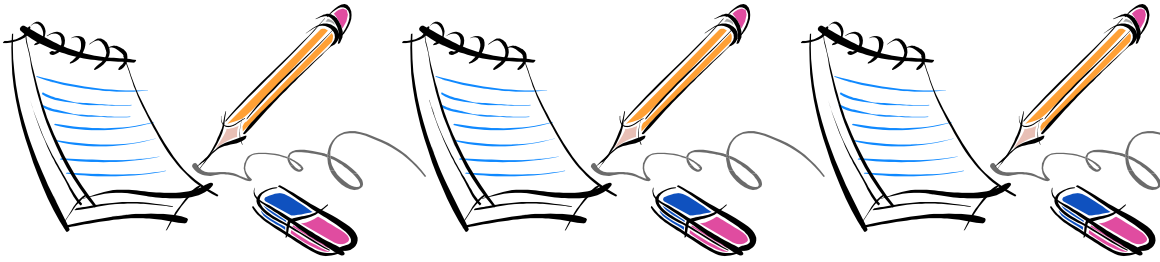
Parents are important partners in our schools. Their input and involvement and awareness of what is happening in school is key to program success. To this end, school personnel will make every effort to keep parents informed about educational and co-curricular programs, school goals and policies and individual student progress.

From time to time, it is inevitable that parental concerns may arise. In such cases, the Board of Education believes that the best possible means of resolving an issue is to address it directly with the individual involved. If, after a good faith effort to resolve an issue at the point of origin no resolution is reached, the matter may be directed to a staff member's supervisor.

## PROBLEM SOLVERS

<b>SITUATION</b>	<b><i>PROBLEM SOLVERS</i></b>
<b>I need general information (i.e., permission slip).</b>	<ul style="list-style-type: none"> <li>➤ <i>Classroom Teachers</i></li> <li>➤ <i>Assistant Principal</i></li> <li>➤ <i>Main Office</i></li> <li>➤ <i>Principal</i></li> </ul>
<b>I have questions about my academic work or my grades.</b>	<ul style="list-style-type: none"> <li>➤ <i>Classroom Teachers</i></li> <li>➤ <i>Guidance Counselor</i></li> <li>➤ <i>Principal/Assistant Principal</i></li> </ul>
<b>I have a note to be dismissed early or to go home with a friend.</b>	<ul style="list-style-type: none"> <li>➤ <i>Vestibule</i></li> </ul>
<b>I could use help with a problem in the cafeteria or on the playground.</b>	<ul style="list-style-type: none"> <li>➤ <i>Classroom Teachers</i></li> <li>➤ <i>Guidance Counselor</i></li> <li>➤ <i>School Psychologist</i></li> <li>➤ <i>Cafeteria Supervisor and Monitors</i></li> <li>➤ <i>Dean</i></li> <li>➤ <i>Assistant Principal</i></li> <li>➤ <i>Teacher Assistants</i></li> </ul>
<b>I don't feel well or I need to take medication.</b>	<ul style="list-style-type: none"> <li>➤ <i>Classroom Teachers</i></li> <li>➤ <i>Nurse</i></li> </ul>
<b>I need help resolving a problem with a friend or another student.</b>	<ul style="list-style-type: none"> <li>➤ <i>Classroom Teachers</i></li> <li>➤ <i>School Counselor</i></li> <li>➤ <i>Dean</i></li> <li>➤ <i>Assistant Principal</i></li> <li>➤ <i>Social Worker</i></li> </ul>
<b>I have a question about my library loans</b>	<ul style="list-style-type: none"> <li>➤ <i>Library Staff</i></li> </ul>
<b>I would love to join a club.</b>	<ul style="list-style-type: none"> <li>➤ <i>Classroom Teachers</i></li> <li>➤ <i>Assistant Principal</i></li> <li>➤ <i>School Counselor</i></li> <li>➤ <i>Principal</i></li> </ul>
<b>I feel worried about my family, friends, or myself.</b>	<ul style="list-style-type: none"> <li>➤ <i>Classroom Teachers</i></li> <li>➤ <i>School Counselor</i></li> <li>➤ <i>Assistant Principal</i></li> <li>➤ <i>School Psychologist</i></li> <li>➤ <i>Social Worker</i></li> </ul>
<b>I need to discuss an issue on my bus.</b>	<ul style="list-style-type: none"> <li>➤ <i>Bus Driver</i></li> <li>➤ <i>School Counselor</i></li> <li>➤ <i>Assistant Principal</i></li> </ul>

<b>I would like to help with a project or assignment.</b>	<ul style="list-style-type: none"> <li>➤ <i>Classroom Teachers</i></li> <li>➤ <i>Library Staff</i></li> </ul>
<b>I have a question about school procedures or policies.</b>	<ul style="list-style-type: none"> <li>➤ <i>Classroom Teachers</i></li> <li>➤ <i>Assistant Principal</i></li> <li>➤ <i>School Counselor</i></li> <li>➤ <i>Principal</i></li> <li>➤ <i>Teacher Assistants</i></li> </ul>



## NOTES


## IMPORTANT TELEPHONE NUMBERS

<b>Attendance</b>	<b>277-3399 Ext. 3003</b>
<b>Main Office</b>	<b>277-3399</b>
<b>Counseling Center</b>	<b>276-2588 277-3399 Ext. 3300</b>
<b>Athletic Office</b>	<b>248-7315</b>
<b>Superintendent</b>	<b>277-2400</b>
<b>Assistant Superintendent</b>	<b>277-2405</b>
<b>Special Education</b>	<b>277-3777</b>
<b>Somers High School</b>	<b>248-8585</b>
<b>Somers Intermediate School</b>	<b>277-4344</b>
<b>Primrose School</b>	<b>248-8888</b>
<b>Bus Garage</b>	<b>243-3032</b>

## HOTLINE NUMBERS

<b>Alcoholics Anonymous</b>	<b>949-1200</b>
<b>Child Abuse &amp; Maltreatment Reporting Center</b>	<b>1-800-342-3720</b>
<b>Drugs</b>	<b>1-800-522-5353</b>
<b>National Runaways</b>	<b>1-800-786-2929</b>
<b>Poison Control Center</b>	<b>1-800-222-1222</b>