

# Nathaniel Hawthorne Middle School 74

*a National Blue Ribbon School*



## Climate and Culture Handbook

**School Year 2023-2024**

**TEAM74**, **soaring** from good to Great and **BEYOND**;

We are more than a school, we are a **FAMILY**!

61-15 Oceania Street Bayside, New York 11364

General Office (718) 631-6800

Fax (718) 631-6899

[www.ms74q.com](http://www.ms74q.com)

# Climate and Culture Handbook

This handbook is intended to provide the school community with the expectations and opportunities at MS74 which, in conjunction with one another, create a school with a climate and culture that allows all students to **soar**.

## VISION

As **Stewards of Oakland Gardens**, **TEAM74** has a commitment to our community, beyond the walls of our school. We are committed to providing a developmentally responsive, supportive learning environment in which students achieve at their highest levels. We will nourish our students' social-emotional development, instilling in them an appreciation of self-worth, individual difference, and the power of collaboration so they can **soar** from good, to Great and **BEYOND...**

## MISSION

It is the mission of **Nathaniel Hawthorne Middle School**, in collaboration with students, parents and the community, to develop responsible, educated and productive global citizens who can thrive in an ever-changing world. Through the **Hawthorne Experience**, we will foster empathy and the development of a growth mindset. Our collective efforts with the implementation of the **8 Keys of Excellence...**

Balance ▪ This is It! ▪ Ownership ▪ Flexibility ▪ Integrity ▪ Failure Leads to Success  
Speak with Good Purpose ▪ Commitment

...along with facilitating our planning and preparation for 21st Century Teaching and Learning will provide a pathway that empowers our students to **soar BEYOND**. Keep **soaring** and remember...

**“Together Everyone Achieves More”**



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**Student-Parent/Guardian Agreement**

Student and Parent/Guardian Signature Page

## MS74 ADMINISTRATION & STAFF

All our school Administrators, Teachers, and Staff may be reached by calling the Main Office at 718.631.6800 or by accessing their email address from the Directory on our school website at [www.ms74a.com](http://www.ms74a.com)

<b>Principal</b> - Mr. Brandon Contarsy	extension 0
<b>Assistant Principals</b>	
<b>6th Grade AP</b> - Ms. Perlstein	extension 6830
<b>7th Grade AP</b> - Mr. Brown	extension 6815
<b>8th Grade AP</b> - Ms. Smar	extension 6825
<b>Special Education AP</b> - Mr. LaPoma	extension 6846
<b>Dean of Students</b> - Mr. Benson	extension 6835
<b>Family Worker</b> - Ms. Bacarella	extension 2102
<b>Guidance Counselors</b>	
Ms. Kaufman (last names A-L)	extension 6821
Mr. Bean (last names M-Z)	extension 6817
<b>Nurse</b> - Ms. Foster-Ford	extension 1051
<b>Parent Coordinator</b> - Ms. DiCicco	extension 1291
<b>Psychologist</b> - Ms. Guella	extension 6890
<b>SAPIS/ Youth Counselor</b> - Ms. Keenan	extension 2152
<b>School Attendance Office</b>	extension 1262
<b>School Librarian</b> - Ms. Delendick	extension 2232
<b>School Secretaries</b>	
Ms. LeBlanc – Payroll Secretary	extension 6838
Ms. Bacarella – Purchasing Secretary	extension 6840
Ms. Suljovic – Pupil Accounting Secretary	extension 6839
<b>Social Worker</b> - Ms. Wiener	extension 6214
<b>Supervising School Aide</b> - Ms. Sacramone	extension 6867
<b>Transportation/Bus Service Coordinator</b> - Ms. D'Angelo	extension 1153

## THE PARENT-TEACHERS' ASSOCIATION of MS74

Every parent/ guardian of a current student is a member of the PTA. Executive PTA Board members are elected each year. Our current 2022-23 Executive Board members are:

**President** - Julia Yan  
**Treasurer** - Sandra Lau Mui  
**Recording Secretary** - Kien Tam

The PTA is a vital part of our school community. It supports and sponsors programs and events that directly impact all students. Monthly meetings are held via Zoom. Reach out to the PTA via email at [team74pta@gmail.com](mailto:team74pta@gmail.com) and follow them on Instagram at ms74pta. **MS74 strongly encourages active participation in the PTA.**

## PARENT COORDINATOR

Our Parent Coordinator, Ms. JC DiCicco, is here to support you, your child, and your family in every way possible. Ms. DiCicco's office is home to our new "**Family Welcome/ Computer Center**". The Center is open Monday-Friday from 9am - 3pm. If you need access to a computer, help logging into or creating your child's NYCSA account, or have questions or concerns that you would like to address in person, please call Ms. DiCicco at 718.631.6800 x1291 or via email at [jdicicco@schools.nyc.gov](mailto:jdicicco@schools.nyc.gov). The Center is here for everyone!

## NYCSA: NEW YORK CITY STUDENT ACCOUNT

If you do not have a NYCSA account, please create one as soon as possible. If you have an existing account, please ensure all information is up-to-date. **You must access your account at least once a year to keep it active**; it is a good rule of thumb to access this account on the first day of school. Your NYCSA account is needed to access transportation options, your child's test scores, grades, and attendance, update your Emergency Blue Card information, etc. To access your account or to create a new one, please go to: [www.schoolsaccount.nyc](http://www.schoolsaccount.nyc)

## ADDRESS/ EMAIL/ PHONE CHANGES

The Pupil Accounting Secretary, Ms. Suljovic, must be notified immediately of any address/ email/ or phone changes. In the case of an address change, a parent or guardian must come in person with the new proof of address (a gas or electric bill). Email and phone changes may be done via email. Ms. Suljovic may be reached at [ksuljovic@schools.nyc.gov](mailto:ksuljovic@schools.nyc.gov).

## COMMUNICATION

Our Teachers, Administration, Parent Coordinator, and PTA communicate vital information via email on a regular basis. To ensure a successful relationship between all parties, please confirm/ update your email address in NYCSA.

Occasionally your child will bring home written notices. We recommend your child uses a dedicated folder that you/ they check at least once a week.

Our school website is an excellent source of information! Please go to [www.ms74q.com](http://www.ms74q.com) for teacher and staff contact information, helpful links, news, our monthly calendar, notices, after school meetings, District 26 news, and more.

If you need to deliver an important message to your child during the school day, please call the Main Office at 718.631.6800. Students are NOT allowed to use their cell phones during school hours.



## **EMERGENCY PROCEDURES**

MS74 Staff and Faculty are trained to respond to a variety of emergencies, should they arise. We will practice drills with the students, so they are also aware of the procedures:

### **EVACUATION**

When the Evacuation Alarm is sounded:

- Immediately stand up, leaving all your belongings at your seat, and form a single file line in the hallway.
- Follow all teacher instructions
- Move silently and quickly to the exit assigned to your room.
  - All Evacuation instructions and exits are located on the Evacuation Poster in each classroom.
- If you are out of your classroom at the time of an Evacuation drill, locate and join the nearest class. That staff member will inform your teacher that you are accounted for.
- No talking, running, or fooling around is permitted during an Evacuation drill.
- When the “All Clear” notification occurs, follow your teacher quietly back into the school.

PARENTS/ GUARDIANS: If we are in an emergency situation and need to vacate the area, our evacuation site is a local school in the area in accordance with our safety plan. You will be contacted with additional information via the school messaging system.

### **LOCKDOWNS**

- A Public Address (PA) announcement made two times:
  - Attention: We are now in soft/ hard lockdown. Take proper action.
- Students are trained to move out of sight and keep silent.
- Teachers are trained to:
  - Check the hallway outside of their classrooms for students, lock classroom doors, and turn off the lights.
  - Move out of sight and keep silent.
  - Wait for first responders to open door, or for the message:
    - The Lockdown has been lifted
    - followed by specific directions
  - Take attendance and account for missing students by contacting the main office.

### **HOLD**

A Hold is initiated when there is a condition inside the school building, and the immediate need to address the condition requires staff, students, and visitors to remain in place and conduct business as usual until the “All Clear” is announced.

- While in Hold response, instruction and office tasks may continue as normal, but no one may leave the room they are in until the Hold has ended.
- The Building Response Team and School Safety Agents will sweep the building. Anyone found in the restrooms, hallways, stairwells, or the lobby will be taken to a designated area until the “All Clear” announcement is made.
- During a Hold, anyone entering the school must be informed of the Hold. If students are returning from lunch, they must be escorted to a designated area where they can remain, with proper supervision, until the “All Clear” announcement is made.

**SHELTER IN**

- There is a Public Address announcement made two times:
  - Attention. This is a shelter-in. Secure the exit doors.
- The Shelter-In directive stays in effect until it is ended by a Public Address announcement
  - The Shelter- In has been lifted
- Students are trained to:
  - Remain inside the building
  - Conduct business as usual
  - Respond to specific staff directions
- Teachers are trained to:
  - Be more aware of their surroundings
  - Conduct business as usual

**AUTOMATIC EXTERNAL DEFIBRILLATOR**

Members of our staff are trained in the use of CPR and we have 3 defibrillators located in the building in the event of an emergency.

## VISITORS TO OUR SCHOOL

All visitors of MS74 should proceed to our Security Desk and show our School Safety Officers:

- Photo Identification
- Copy of Vaccination Card

## PICK UP AND DROP OFF

The Department of Traffic has begun working on a two-year road construction project at the corner of Oceania Street and Horace Harding Expressway. We will do our best to mitigate the disruption this will cause. **Our main concern is keeping ALL our students safe.**

**With that in mind, we ask ALL FAMILIES: please do NOT drop off or pick your child up on Oceania Street.**

**Arrange a drop off and pick up point with your child that is away from the building and allow them to walk a block or two to school.** We anticipate limited access for our buses and have children with special needs that need access to the ramp in front of the school. We thank all our families for helping us help our students.

## EARLY PICK-UP

The only person who is able to pick up a student prior to dismissal is an adult, 18+, **who MUST be listed on the Emergency Blue Card.**

This person will need to:

- See the School Safety Agent.
- Proceed into the Main Office.
- Provide the name of the child they are picking up and their Homeroom number.
- Show Photo Identification that matches information on the Emergency Blue Card.
- Sign the student out in the log book.

## ILLNESS

### PRIOR TO ARRIVAL AT SCHOOL

If your child is unwell and will not attend school, please contact our Attendance Secretary, by calling the Main Office at 718.631.6800.

### DURING THE SCHOOL DAY

**Any student who feels unwell at school must be seen by the Nurse.** If your child calls you and asks you to pick them up, remind them that they must tell their teacher and ask to see the Nurse. NO student will be allowed to leave without seeing the Nurse.

## ABSENCES

Excused absences from school are: (a) illness, (b) death in the family, (c) religious observance, and (d) weather emergencies.

If your child is absent, please send a note with your child when they return to school. Your child should give this note to their Homeroom teacher. The note should include the following information:

- First and last name of student
- Homeroom
- Date, reason for, and days of absence

A doctor's note must accompany the parent's note if the student has been absent three or more consecutive days and has received medical care. Students absent for an excessive number of days will receive an "NC" (no credit) in their subject classes. Excessive absences will be investigated by the attendance officer, and may result in academic failure.

## ATTENDANCE AND PUNCTUALITY

### MORNING ARRIVAL

The cafeteria is open for breakfast from 7:30 AM onwards. Enter through the front courtyard.

The school yard is available for student use prior to the doors opening at 7:58 AM.

Students will enter the building at their designated entrance, which is determined by their grade level. Arrival doors will close at 8:03 AM. **If your arrival door is closed, you must enter through the main entrance and fill out a late pass to go to Homeroom or First Period.**

Breakfast is available for all as a "grab and go" option at all entrances.

### MORNING HOMEROOM

Homeroom begins at 8AM. **If a student is NOT in their homeroom by 8:08 AM, they will be marked ABSENT for the day.**

Attendance, announcements, the Pledge of Allegiance, and distribution of items/ documents that need to go home will be done during morning homeroom. If your child needs to hand in a note, it should be done during morning homeroom.

### AFTERNOON HOMEROOM

Attendance is taken in PM homeroom. Students are then dismissed from afternoon homeroom at 2:20PM.

## LUNCH

All students are eligible to receive free, hot lunch. Our Kitchen Staff work incredibly hard to prepare nutritious, well-balanced meals. Please know we are not a nut-free school. As such, students are always able to select a peanut-butter and jelly sandwich from the menu.

On nice weather days, students will eat lunch in the cafeteria and then proceed to the school yard for recess. In cases of inclement weather, students will go from the cafeteria to the Auditorium or a classroom. Throughout the year, lunch and recess are supervised by Staff members. If your child needs assistance, they should see the staff member on duty.

## **TRANSPORTATION**

Eligible 6<sup>th</sup> graders and students who have transportation services as part of their IEP will be provided yellow bus service. Parents will be informed of the pick-up and drop-off points on the first day of school. Eligibility for 6<sup>th</sup> graders depends on a number of factors. If a 6<sup>th</sup> grader receives yellow bus transportation, they will NOT be eligible for a Metro card.

6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders may be eligible for Metro cards. If your child receives transportation services from the NYCDOE, you can review route information through your NYCSA account. Our school code is 26Q074. If your child is eligible for transportation, Ms. D'Angelo will issue a Metrocard to your child two times a year: in September and January.

## **TRIPS**

Trips are excellent learning opportunities and often lots of fun! Prior to a trip, Homeroom teachers will send home information with all the information about the trip, its costs, the duration, the permissions needed, etc. This information will also be posted in Google Classrooms and be sent home via email.

If a family is facing financial hardship and would be unable to send their child on a trip due to this hardship, we encourage you to contact your child's Assistant Principal so special provisions can be made. MS74 will keep the matter in the strictest confidence.

If a student has demonstrated repeated inappropriate behavior or accumulated numerous Dean's Points, that student may be excluded from the trip. The Assistant Principal or Dean will notify the student's parents if this is the case.

## **LOST AND FOUND**

Articles found in and around the school should be returned to the Main Office. The owners may claim their property by identifying it. Students are cautioned not to bring any expensive items to school. If you wear glasses, a retainer, or a watch, please keep track of your belongings.

- Items of value will be held in the Main Office.
- Clothing will be kept in the Lost and Found area between the gymnasium and the cafeteria.

## **WORKING PAPERS**

Students 14+ may apply for their working papers. Interested students should go to Ms. DiCicco's office in room 129. The documents will need to be completed by the student's physician and parent. Once

the paperwork is completed, the student should come back to the office with the following documents:

- student's social security number
- birth certificate
- completed paperwork, including the medical form

## **ACADEMIC PROGRAM**

We are TEAM74, and we firmly believe that through collaboration Together Everyone Achieves More. We are proud of the role we play in developing our students into the leaders of tomorrow through the lens of respect and social-emotional awareness. Similar to the ways in which our teachers meet, we believe in student voice, College and Career Readiness, and have a plethora of teams in which students are involved and challenged to be leaders among their peers and the community. Student leaders from all classes have been trained in Anchor Tools from RULER, Respect for All and the 8 Keys of Excellence from the Quantum Learning program. Students have conducted day-long workshops with their peers resulting in class and school-wide charters and are part of the decision-making process for new initiatives doled out within our community playing a pivotal role in spreading tolerance, acceptance, and respect of the myriad cultures we celebrate.

As a school with first, second, and multi-generational immigrant households, we take every opportunity to celebrate cultural diversity through in-school activities, as well as community engagement. We view diversity as our greatest strength and have not lost sight of its significance as the pandemic has affected each of our households differently. In our endeavor to support our students academically, socially and emotionally, we recognize the role our teachers play at the center of our work-- if our teachers are supported, then they will feel safe in taking the same intellectual risks that we are asking of our students. In support of such ambition are our systems in place for teacher teams and professional development. TEAM 74 celebrates professional growth and takes the numerous opportunities afforded us through the New York City Department of Education to study strong school leadership, school culture, and student achievement.

## **GRADING AND REPORT CARDS**

Your work in each class will be evaluated to let you know how well you're doing and areas in which you need to do extra work.

- The school year is broken into 4 distinct marking periods.
- Each marking period is discrete, not cumulative.
- Students receive separate marks in "conduct". These marks are 'S' for satisfactory or 'U' for unsatisfactory.
- Danger of failing notices indicating a possible unsatisfactory grade in work or conduct are issued to students midway through the first three marking periods. These letters must be signed by a parent and returned to school.
- Students receive numerical grades.
- Students also receive a "Final" summary grade evaluating the year's work.
- Students with excessive absence will receive an "NC" (no credit) in their subject classes

## MS 74 GRADING POLICY

<p><b><u>ELA, Math, Science, Social Studies &amp; Spanish</u></b></p> <p>Homework: <b>15%</b> (maximum of 20 homework assignments per marking period, a minimum of 10 graded for mastery)</p> <p>Classwork Rubric: <b>15%</b> (graded quarterly, ongoing documented data collection throughout the quarter)</p> <p>Graded Classwork: <b>20%</b> (a minimum of 3 tasks per quarter)</p> <p>Tests/Quizzes/Projects/Performance Tasks: <b>50%</b> (no one assessment to carry weight of more than 20%; criteria/rubric with clear explanation of grades must be evident as applicable)</p>	<p><b><u>G.S.*, Computer &amp; Health</u></b></p> <p>Homework: <b>10%</b> (maximum of 10 per quarter; a minimum of 5 graded for mastery)</p> <p>Classwork Rubric: <b>20%</b> (graded quarterly, ongoing documented data collection throughout the quarter)</p> <p>Graded Classwork: <b>20%</b> (a minimum of 3 tasks per quarter)</p> <p>Graded Tasks: <b>50%</b> (no one assessment to carry weight of more than 20%; criteria/rubric with clear explanation of grades must be evident as applicable)</p>
<p><b><u>Physical Education*</u></b></p> <p>Grades are based on classwork rubric as follows:</p> <p>Participation in whole class discussions/activities: 25%</p> <p>Completion of independent tasks: 25%</p> <p>Preparedness: 25%</p> <p>Commitment to Learning: 25%</p> <p><b>Acceptable Grades:</b> 55, 65, and single point grades from 66 to 100. Grades of 65 and above are considered passing.</p> <p>*Students must attend G.S. or Physical Education 3 times per week to receive a numerical grade. Students that attend 1 or 2 times per week will receive a P ("pass")/F ("fail") grade. Grades 65 and above constitute a P.</p>	

### iREADY TUESDAYS

Tuesday evenings will be reserved for iReady lessons in math and ELA that are targeted directly to the needs of each student. Students will not be receiving new homework assignments from their other classes on Tuesday nights. Rather, students should be using this time to complete their next MyPath lessons on iReady for that week, as provided by their ELA and Math teachers.

### Late Submission of Projects/Essays/Performance Tasks

It is every students' responsibility to manage their schedules and complete all assignments in a timely manner. When submitting an assignment late, it is the student's responsibility to inform the teacher that the work has been submitted. All work for a marking period must be completed prior to the close of



that marking period. If an assignment is late, the following table will be used to determine the impact on the overall grade:

Number of Days Late	Impact on Grade
1 – 5 School Days Late	10% off
5 – 10 School Days Late	20% off
10+ School Days Late	35% off

**If an assignment is not completed, it will appear as a zero in the Gradebook as a placeholder. If the assignment is not completed by the end of the marking period, the zero becomes permanent.**

## **REQUIREMENTS FOR PROMOTION AND GRADUATION**

Promotion is based on multiple criteria: Students are assessed holistically, using multiple measures, such as course grades and report cards, writing samples, projects, assignments, and other performance-based student work. At the end of the year, if students have met grade-level promotion benchmarks according to their promotion criteria, then they are promoted to the next grade level.

### **HONOR ROLL**

- 90% minimum overall average
- No failing grade in any subject
- No conduct below "S"
- SP students must maintain SP standards
- No more than 10% lateness for a marking period (4 lateness per period)

### **PRINCIPAL HONOR ROLL**

- 95% minimum overall average
- No failing grade in any subject
- No conduct below "S"
- Minimum of 90% in all subjects
- SP students must maintain SP standards
- No more than 10% lateness for a marking period (4 lateness per period)

### **SP REQUIREMENTS**

Students in SP classes must:

- Maintain a minimum of 90% overall average in ALL subjects
- Maintain satisfactory conduct grades
- Avoid excessive unexcused absences and/or lateness to school and class.

Students not meeting these requirements will be monitored and reviewed to better serve their needs.

Through weekly teacher team meetings, student records are reviewed for academics and behavioral considerations regarding programming of their class placement.

Students in 8th grade cannot move into SP after the first marking period due to the requirements of Regents courses.

## THE NATIONAL JUNIOR HONOR SOCIETY

Applications open for 7th graders to apply for NJHS after 3rd MP report cards are distributed.

### Requirements:

- 90% overall average in MP 2 of 7<sup>th</sup> grade
- 90% overall average in MP3 of 7<sup>th</sup> grade
- 90% overall average in MP5 of 6<sup>th</sup> grade
- A conduct rating of "S" or "E" in all subjects of 7<sup>th</sup> grade
- A total of two service credits by time of admission
- 2 teacher recommendations (forms will be linked on the application)
- A short essay explaining how you embody the 5 pillars of NJHS

## SERVICE CREDIT

We categorize Acts of Service into two subgroups: **Service Credits** and **Community Credits** to better reflect the range of ways our students contribute as active members of our school community.

### Who is eligible to earn Service and Community Credits?

ANYONE is eligible to earn Service and Community Credits by participation in service-oriented organizations and/or experiences. This [Community and Service Credit List](#) includes all the activities in our school building that distribute these credits. The type of credit is determined by the mission and intention of the activity. The number of earned credits is relative to the number of hours devoted to the activity.

### What are Service and Community Credits used for?

Service and Community Credits will be used in applying for membership in the National Junior Honor Society. Like the former service credit requirements, 7<sup>th</sup> graders applying for NJHS will need 2 credits for their application to be considered, and 8<sup>th</sup> graders will need 3 credits for their application to be considered.

### What does my collection of Service and Community Credits get me?

It is our hope that our students view service as part of a well-rounded middle school experience, and participate in these organizations and events to elevate the quality of the Hawthorne Experience for all. As a show of appreciation for their dedication across their time at MS 74, students who go BEYOND in service of our school community will be recognized as part of our senior events.

Number of Credits Earned by End of 8th Grade	Level of Recognition
--	----------------------

7	"Hawthorne Ambassador" Stamp on Diploma Community & Service Credit Certificate
10	"Hawthorne Ambassador" Stamp on Diploma Community & Service Credit Certificate Service Pin to wear at Graduation Invitation to Service Breakfast in June
13+	"Hawthorne Ambassador" Stamp on Diploma Community & Service Award Recognition at Awards Night Service Pin to wear at Graduation Invitation to Service Breakfast in June

### **Can my volunteer work outside of school count towards Service and/or Community Credits?**

YES. For this work to count, you must present this work to Ms. Kaiser and Ms. Rudolfsky in advance for approval. Fifteen (15) hours of service equals one (1) Service Credit. You must submit documentation from the outside organization attesting to this service work to your guidance counselor.

### **How do I keep track of the Service and Community Credits I earn?**

All students who want to keep track of their Service and Community Credits can obtain a Credits Tracking Sheet from their guidance counselor or by joining TEAM 74's Community Service Google Classroom. All students are responsible for keeping track of their hours on their own sheets.

## **ACADEMIC DISHONESTY**

Students are expected to take ownership of their academic careers. Engaging in academic dishonesty is a very serious offense, and we have a zero-tolerance policy towards it.

Engaging in academic dishonesty includes, but is not limited to:

- Cheating (e.g., copying from another's test paper; using material during a test which is not authorized by the person giving the test; collaborating with another student during the test without authorization; knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an un-administered test; substituting for another student or permitting another student to substitute for one's self to take a test; bribing another person to obtain a test that is to be administered; or securing copies of the test or answers to the test in advance of the test)
- Plagiarizing (appropriating another's work and using it as one's own for credit without the required citation and attribution, e.g., copying written work from the Internet, or any other source)
- Colluding (engaging in fraudulent collaboration with another person in preparing written work for credit)

If a student is found to have engaged in any of the above offenses, the matter will be investigated fully in accordance with the New York City Department of Education Citywide Behavioral Expectations.

In addition to penalties in class regarding the assignment in question, students may also face:

- Discipline Points + Being Placed on a Conduct Sheet
- Being barred from participating in certain school activities
- Being placed on Academic Probation
- For students in SP: possible removal from the SP Program

## **AFTER SCHOOL CLUBS, SPORTS, AND ACTIVITIES**

MS74 offers a wide range of after school activities. From academic enrichment programs such as Science Olympiad and Math Team to Debate Team and Financial Wizards, your child is bound to find a program that interests them. We also offer 11 athletic teams that compete intramurally and competitively.

If you have any questions about our sports programs or afterschool activities and clubs, please reach out to Mr. Serrapica ([aserrapica@schools.nyc.gov](mailto:aserrapica@schools.nyc.gov)) or Ms. O'Hara ([cohara2@schools.nyc.gov](mailto:cohara2@schools.nyc.gov)).

### **REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES**

- Students must meet academic requirements for promotion.
- Students may not have a "U" rating in conduct in any subject.

Students who receive a "U" in conduct will be suspended (for a period) from school teams. The teacher, the team coach, and the dean will determine the length of the suspension and criteria for lifting the suspension.

## **STUDENT ORGANIZATION**

The Student Organization or S.O. is the representative voice of the student body. The S.O. organizes, promotes, and carries out a wide array of activities that are "fun with a purpose," including Spirit Days and our annual GS Challenge.

### **RUNNING FOR STUDENT OFFICE**

Each Homeroom Class has two (2) S.O. Representatives. There are also five (5) Executive positions within the Student Organization. To become a candidate:

- You must have passed all your subjects on your last report card.
- You must maintain satisfactory conduct in all classes.
- You must be recommended by the grade assistant principal, dean, grade guidance counselor, three past or present teachers.
- You must be willing to represent the student body at meetings before, during and after school.
- You must have written approval from your parent or guardian.

## TEAM 74 SUPPLY LIST

In spring 2022, MS 74 became a 1:1 Device school, meaning that all students have their own Chromebook assigned to them that follows them for the time as part of our TEAM. The introduction of Devices has reduced the number of notebooks and binders that are required for a successful student experience. More information about the distribution of devices is provided beneath the supply list.

- One (1) Device (School Assigned or Personal Laptop/Tablet)
  - NOTE: Cell phone usage is not permitted in class, and cannot count as a Device
- One (1) five-section notebook **OR** One (1) binder with five sections (one for each subject)
- Six (6) Two-pocket folders
  - One (1) folder for handouts you receive, paired with five (5) folders (one for each of your core subjects) to store completed units/notes/work.
- General Supplies (Pens, pencils, highlighters, erasers, etc.)

Depending on grade/GS/courses, students may require the following additional items:

- A graphing or scientific calculator
- A marble composition book
- A sketchbook

If this is the case, these additional items will be communicated by your teachers in September through their course Welcome Letters.

All teachers have been provided with 3-hole punchers and staplers—there is no need for students to carry these items in their bags. The supplies listed above are minimum requirements. If students have systems that are working for them, they are under no obligations to change what's working.

If any family is having difficulty securing these supplies for their child, please reach out to your child's grade supervisor.

## MS 74 DEVICE LOAN PROGRAM

Students at Nathaniel Hawthorne can accept a Chromebook or iPad from our school to use in class. It is expected that students have access to a device for classwork daily. Students will not need to have a device for the first two (2) weeks of school. Families will be asked to complete a "Device Loan Agreement" that states the specific guidelines around accepting the device. These will be provided to students in their homeroom classes. These devices are for use in the building every day and can be used at home over all breaks (Including summer!) Students have the option to refuse a school device and acknowledge the use of a personal device for class activities.

## PERSONAL DEVICE POLICY

Students are permitted to bring the following electronic items to school for use before and after school: cell phones, air pods/wireless headphones, laptops, tablets, iPads, portable music, and entertainment systems. Laptops, iPads, and/or tablets are for the exclusive use in classrooms for class activities. Personal electronic devices should be off and away at all times. Keep them in your backpack.

There is no need for the use of personal electronics within the classroom unless there is a malfunction with the school provided device, and the teacher has permitted their use as necessary to complete the assignment.

**Use of unauthorized electronic devices are prohibited and may be confiscated by any MS 74 staff member, who will then turn the item(s) over to the dean.**

If items are confiscated, we will follow a progressive ladder of response:

### 1<sup>st</sup> offense

0 discipline points will be given, infraction logged, and the item will be returned to the student at the end of the school day.

### 2<sup>nd</sup> offense

2 discipline points will be given and the item will be returned to the student at the end of the school day. Parent/guardian will be notified.

### 3<sup>rd</sup> offense

An additional 4 discipline points will be given and then for one week, the item will be dropped off to Mr. Benson first thing upon arrival and picked up at the end of the school day. Parent/guardian meeting will occur.

### 4<sup>th</sup> offense

An additional 4 discipline points will be given and then for the remainder of the school year, the item will be dropped off to Mr. Benson first thing upon arrival and picked up at the end of the school day. Parent/guardian will be notified.

## CLIMATE & CULTURE

**MS74 is committed to providing an environment for all students free from intimidation, harassment, bullying, cyberbullying, and retaliation, including, but not limited to, electronic, written, verbal or physical acts, either direct or indirect.**

### THE DIGNITY ACT

No student shall be subjected to harassment or bullying by employees or students on school property or at a school function; nor shall any student be subjected to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property or at a school function.

MS74 will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, name-calling, retaliation, or harassment in our building, on our grounds, or in school-related activities.

### COMMON SPACES

Care for our environment, including our shared spaces and resources, and encourage others to do the same. When the entire school is kept clean, you'll experience a greater shared sense of school pride. People will feel good about showing their school off and students and teachers alike will be proud to talk about their school. It also provides safety: Dirty places may contain dangerous objects or insects and animals. These have the potential of hurting the health of the students.

*Examples: Keep a neat work area, take care of buildings and supplies, borrow only when necessary, take care of other people's property.*

### CAFETERIA

- All students must sit at a table and wait for instructions upon entering the cafeteria.
- During lunch, students may talk and socialize quietly after announcements are given.
- All trays must be disposed of properly and papers picked up from the floor.
- **Clean up after yourself.** If you make a mess, clean it up; throw all garbage away; you are responsible for the area at which you are seated. Tables will be excused one at a time; those that have behaved and cleaned up well will be excused first.
- Outdoor lunch is a privilege. Students that eat outside must keep the area clean or the privilege may be revoked. Other consequences may include removal from the area, loss of a privilege, or participation in a helping activity (i.e. cleaning up in the lunchroom, picking up playground litter, etc.).
- Cafeteria monitors will be selected after a screening process at the beginning of the year.

### BATHROOMS

- Bathrooms should be maintained in a clean and sanitary manner.
- Any destruction of school property in the bathroom will be subject to immediate disciplinary action.
- Students are expected to flush the toilet before exiting the stall.
- When washing hands, students will discard the paper towel into the trash receptacle next to the sink. No papers should be left on the floor.
- Students will use the metal disposal bins in each stall to dispose of hygiene products.



- If toilet paper or soap runs out, students should immediately alert their classroom teacher.

## **HALLWAYS/STAIRS**

- Students will walk on the right side of the hallway.
- When passing through hallway doors, students will enter through the "green" door.
- Students will walk in the hallways. Running is not permitted.
- Students in the hallway during class time must have a hall pass and will go directly to and from their destination.
- During passing time, students will move directly to their next class, so as not to block the flow of traffic.
- To maintain a safe and comfortable noise level, students will use an inside voice. Yelling or shouting will not be permitted.

## **LATENESS**

Be at the right place at the right time.

- *1st Lateness to School/Class:* Parent/guardian will receive notification via phone call and/or letter sent by the teacher.
- *2nd Lateness to School/Class:* Mandatory parent/guardian meeting will take place with your child's Dean. A school detention may be issued.
- *Continued Lateness:* Continued lateness beyond this point may result in:
  - Extended detention
  - Probation/Suspension from school activities
  - Dean points

## **DRESS CODE GUIDELINES**

- Skirts or shorts not more than 3 inches above the knee
- Shirts not more than 3 inches below the collar bone
- No hats or hoods are to be worn inside the school building unless given approval by the classroom teacher
- No sunglasses are to be worn within the school building
- Clothing that does not provide coverage of plunging necklines, (front or back), torso, undergarments, and private parts
- Clothing with inappropriate language and/or graphics

## **STUDENT REFERRALS FOR DISCIPLINARY PURPOSES**

### **I. Reasons for Referral**

- continuous classroom disruption; use of cell phone or other electronics in school without permission from staff member
- open defiance, disobedience, insubordination
- cutting classes, leaving school without permission
- physical fights, theft, causing a dangerous situation
- vandalism
- profane/vulgar/derogatory/hateful comments directed towards another person
- possession of illegal or harmful items
- improper use of social media/cyberbullying

### **II. Ladder of Referral**

- Classroom Teacher- speaks with student, contacts parent/guardian, meets with parent/guardian, and sends referral to dean.
- Dean- speaks with student, assigns detention time, contact parent/guardian, holds parent/guardian conference, contacts guidance counselor, makes a referral to the Assistant Principal.
- Assistant Principal- holds suspension conference, calls for guidance conference, presents case to guidance committee,
- and recommends suspension to the Principal.
- Principal- suspends students, initiates other guidance and/or disciplinary procedures.

## **PEER MEDIATION**

In the event additional assistance is needed regarding a situation, students are responsible to seek advice, there are several areas: the Dean, Guidance department, your grade Assistant Principal or through peer mediation.

## **GUIDANCE SERVICES**

Our Guidance Services are intended to help students with their academic, social, and emotional progress.

- Help you if you have a concern or problem.
- Help you improve your schoolwork.
- Help you make a smooth transition from elementary school and then to high school.
- Process your high school application.
- Maintain up-to-date permanent records for every student.
- Work closely with anyone who can help a student succeed, including parents, the health coordinator, school psychologist, social worker and administrator.
- If you need guidance services, reach out to your guidance counselor to make an appointment.

## DISCIPLINE POINTS

Participation in clubs and activities are a necessary part of life at our school. At the same time they represent a commitment by all students to live up to a code of conduct that promotes our shared values and state of emotional well-being. Therefore, we will also be reinstituting the “Discipline Points System” that assigns values to various infractions of the *Citywide Standards of Discipline and Intervention Measures* (The Discipline Code) and other school policies. The following chart indicates **some** of the most frequent infractions:

3 <sup>rd</sup> Unexcused lateness to class	1 point	“N” in conduct on report card (per class)	2 points
Unexcused lateness to class (subsequent lateness)	1 point	“U” in conduct on report card (per class)	4 points
4 <sup>th</sup> Unexcused lateness to school	1 point	Violation of the Dress Code Policy	2 points
Unexcused lateness to school (subsequent lateness)	1 point	Official removal from a class	5 points
Being in the hallways without proper pass	1 point	Cutting a Class	3 points
Loitering or “fooling around” in hallways	1-3 points	Cutting School	5 points

Potentially dangerous behavior (e.g. pushing, shoving, touching, horseplay, threat of violence, etc.)	2-4 points	Confiscated cell phone or other electronic devices (1 <sup>st</sup> offense)	2 points
Inappropriate use of social media	5 points	Confiscated cell phone or other electronic devices (subsequent offenses)	2-4 points
Damage to school property	5 points	Academic dishonesty (cheating, copying, plagiarism, etc.)	2-5 points
Touching another person and/or belongings without their permission.	1 points	Engaging in verbally rude, disrespectful, or vulgar language and/or behavior	1-3 points

**\*\*Note: Infractions of the Discipline Code or violations of school policy not listed above can also result in the assignment of points at the discretion of the school administration.**

The following indicates the steps that will be taken when students reach different point totals:

Parent conference to review student's disciplinary record.	10 points
Afterschool Detention	15 points

Removal from one school activity, such as:  v Participation in or attendance to school activities (e.g. sporting events, clubs/teams, etc.)  v School Wide Celebrations  v Grade Level Field Trips  v S.O. Events	20 points
Removal from two or more activities. (at the discretion of school administration)	28 or more points

**\*\*Note:**

- *Students standing or admission in the National Junior Honor Society may be jeopardized by point totals.*
- *Students who have been suspended may automatically be removed from any or all of the above listed activities.*
- *Points can be amended on a case-by-case basis at the discretion of the school administration.*
- *Point totals will not carry over from school year to school year.*

THANK YOU FOR TAKING THE TIME TO READ AND DISCUSS THE CLIMATE AND CULTURE HANDBOOK WITH YOUR CHILD.

Please sign and detach this page after reading the school handbook with your child and return to the homeroom teacher by September 28<sup>th</sup>.

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Dear Principal Contarsy,

I have read the **MS74 2022-23** Climate and Culture handbook, including the school's code of behavior, with my child.

We understand the school's expectations and consequences.

Student's Name: \_\_\_\_\_

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

Homeroom Class #: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature:\_\_\_\_\_