

# Student/Parent Handbook 2023 - 2024

NEW PALTZ MIDDLE SCHOOL

196 Main Street

New Paltz, New York 12561

**Mrs. Ann Sheldon**  
Principal

**Mrs. Jessica Miller**  
Assistant Principal



## ***Middle School Mission Statement***

***The New Paltz Middle School is a community of students, parents, teachers, administrators, and support staff that creates a nurturing and supportive environment where learners feel safe to set goals, achieve success, and work towards fulfilling their potential. Ideals such as compassion, empathy, lasting friendships, academic achievement, and personal growth are encouraged daily within our learning community.***

★ "STAR - Success through attitude and responsibility" ★

## TABLE OF CONTENTS

|  |         |
|--|---------|
| After School Activities Offered        | Page 10 |
| Assembly Behavior                      | Page 5  |
| Athletics                              | Page 11 |
| Attendance                             | Page 4  |
| Beginning of the School Day            | Page 4  |
| Behavior on Buses                      | Page 5  |
| Bicycle Riders & Walkers               | Page 3  |
| Cafeteria and Recess Rules             | Page 5  |
| Conduct and Attitude                   | Page 4  |
| Daily Class Times                      | Page 2  |
| Detention and Suspension               | Page 7  |
| Dignity for All Students Act (DASA)    | Page 4  |
| Drop Off & Pick Up Procedures          | Page 3  |
| Electronic Devices                     | Page 6  |
| Emergency Information                  | Page 3  |
| Emergency Procedures                   | Page 3  |
| Emergency School Closings              | Page 9  |
| Field Trips                            | Page 6  |
| Fire Drills                            | Page 10 |
| Grade Reporting                        | Page 8  |
| Guidelines of School Delay/Closing     | Page 9  |
| Hall Passes                            | Page 7  |
| Health Services, Physical Examinations | Page 9  |
| Important Dates                        | Page 3  |
| Library/Media Center                   | Page 8  |
| Lockdown Drills                        | Page 10 |
| Lockers and Locks                      | Page 6  |
| Lost and Found                         | Page 8  |
| Parent Communication                   | Page 6  |
| Parent Concerns                        | Page 8  |
| Prep Tasks                             | Page 8  |
| PTA                                    | Page 10 |
| Punctuality and Preparation            | Page 4  |
| Reaching The Middle School             | Page 2  |
| School Issued Items                    | Page 8  |
| Social Events Behavior                 | Page 5  |
| Student Cell Phones                    | Page 6  |
| Student Conflict                       | Page 7  |
| Student Guidelines                     | Page 4  |
| Student Support Center                 | Page 7  |
| Students Staying After School          | Page 10 |
| Title IX                               | Page 12 |
| Title IX Grievance Procedure           | Page 12 |
| Visitors                               | Page 10 |

## REACHING THE MIDDLE SCHOOL

### **MAIN OFFICE (845) 256-4200**

#### **Building Administration**

Mrs. Ann Sheldon, Principal - asheldon@newpaltz.k12.ny.us

Mrs. Jessica Miller, Assistant Principal (DASA Coordinator) - jemiller@newpaltz.k12.ny.us

#### **Building Secretarial Staff**

Ms. Diane Tripp, Secretary to Principal

Mr. Robert Russo, Secretary to Assistant Principal

Mrs. April Tansosch, Attendance Secretary

Ms. Janine D'Antuono, Student Support Office Secretary

### **STUDENT SUPPORT CENTER (845) 256-4220**

Mrs. Joanne Metzger, School Counselor (last names A-L) - jmetzger@newpaltz.k12.ny.us

Ms. Lauren Motzkin, School Counselor (last names M-Z) - lmotzkin@newpaltz.k12.ny.us

Mrs. Rheam El-Rouby, Psychologist - eelrouby@newpaltz.k12.ny.us

Mr. David Rosenfeld, Social Worker - drosenfeld@newpaltz.k12.ny.us

Ms. Olivia Brown, Social Worker - obrown@newpaltz.k12.ny.us

Ms. Angela Perez, Bilingual Social Worker - aperez@newpaltz.k12.ny.us

### **NURSE'S OFFICE (845) 256-4210**

Ms. Erin Bush, School Nurse - ebush@newpaltz.k12.ny.us

## Bell Schedule

|                 | <b>START TIME</b> | <b>END TIME</b> | <b>2 Hour Delay START TIME</b> | <b>2 Hour Delay END TIME</b> | <b>Half Day START TIME</b> | <b>Half Day END TIME</b> |
|-----------------|-------------------|-----------------|--------------------------------|------------------------------|----------------------------|--------------------------|
| Student Arrival | 7:40              | 7:50            | 9:40                           | 9:50                         | 7:40                       | 7:50                     |
| Locker Time     | 7:50              | 7:55            | 9:50                           | 9:55                         | 7:50                       | 7:55                     |
| Period 1        | 7:55              | 8:40            | 9:55                           | 10:26                        | 7:55                       | 8:15                     |
| Period 2        | 8:43              | 9:25            | 10:29                          | 10:56                        | 8:18                       | 8:35                     |
| Period 3        | 9:28              | 10:10           | 10:59                          | 11:26                        | 8:38                       | 8:55                     |
| Period 4        | 10:13             | 10:55           | 11:29                          | 11:56                        | 8:58                       | 9:15                     |
| Period 5        | 10:58             | 11:39           | 11:59                          | 12:30                        | 9:18                       | 9:35                     |
| Period 6        | 11:42             | 12:23           | 12:33                          | 1:04                         | 9:38                       | 9:55                     |
| Period 7        | 12:26             | 1:07            | 1:07                           | 1:38                         | 9:58                       | 10:15                    |
| Period 8        | 1:10              | 1:52            | 1:41                           | 2:08                         | 10:18                      | 10:35                    |
| Period 9        | 1:55              | 2:37            | 2:11                           | 2:37                         | 10:38                      | 10:55                    |
| Teacher Time    | 7:40              | 2:45            | 9:40                           | 2:45                         | 7:40                       | 11:00                    |

\*The late bus arrives at approximately 3:45 P.M. to transport students home that stayed after for detention or a supervised after-school activity. Students may only ride the late bus with a pass from the supervising teacher.

## **2023-2024 IMPORTANT MIDDLE SCHOOL DATES\*\***

|  |
|--|
| MS Open House – September 21 (6:00-8:00pm)                           |
| MS Picture Day – October 2 & 3                                       |
| MS Picture Retake Day – November 6                                   |
| Parent/Teacher Night Conferences-November 16 (6:00-8:00 pm)          |
| Parent/Teacher Day Conferences-November 17                           |
| Winter Concert-7 <sup>th</sup> & 8 <sup>th</sup> Grade – December 11 |
| Winter Concert-6 <sup>th</sup> Grade – January 11                    |
| NPMS Musical Play – February 23- 25 (tentative)                      |
| Parent/Teacher Conferences – March 7 (6:00-8:00pm)                   |
| Spring Concert – 8 <sup>th</sup> Grade – May 16                      |
| Spring Concert – 6 <sup>th</sup> & 7 <sup>th</sup> Grade – May 14    |
| MS Arts & Music Festival – June 4                                    |
| Moving Up Day Ceremony – June 25                                     |
| Last Day of School – June 26   |

**\*\* Dates are subject to change**

### **EMERGENCY INFORMATION**

It is very important for us to have your correct address, phone number, and information as to where you can be reached during the day in case of an emergency.

All parents/guardians will receive an email from “New Paltz Central School District” in late August with all the necessary information that needs to be updated and signed before the start of school. The back to school information will also be linked on the Middle School website under parent information/back to school packet. Students must have the emergency information completed in order to attend field trips and other school events.

### **EMERGENCY PROCEDURES**

Should there be an emergency situation, as soon as information is available it can be found by calling our emergency hotline at (845) 256-4099. Information provided on the hotline will include where to pick up your child and the protocols for doing so. Information may also be posted on the website.

If an emergency situation develops in any one school necessitating the immediate removal of students and staff, the following procedures will go into effect:

1. The building will be immediately evacuated and the District emergency plan will be followed.
2. If the building under consideration is declared safe by school and other governmental officials, students will be returned to the school and classes will resume until the normal dismissal time.

### **DROP OFF & PICKUP PROCEDURES**

Students who walk or are dropped off to school should use the front parking lot entrance (please use the clearly marked drop off zone area). Students should enter the building using the front ramp door. Students who ride the bus should enter through the courtyard (student support center) only.

Students are not permitted to leave school grounds once they are dropped off at the Middle School, either by guardian or bus. Under no circumstances are students to be picked up or dropped off on Lincoln Place or in the bus circle, as these are areas set up specifically for our buses. Buses depart from the Middle School promptly at 2:45pm. Unless students are staying after school with a pass, for clubs or sports they need to leave the school campus by 2:45pm.

## **BICYCLE RIDERS AND WALKERS**

Students are permitted to ride their bicycles and/or walk to school. Students must use the sidewalks and crosswalks when walking or riding their bikes. Please do not walk or ride through the parking lot. It is recommended that bicycles be chained and locked to the bicycle rack located in the front of the building.

## **ATTENDANCE**

There is a definite relationship between regular attendance and success in school. Parents/Guardians are urged to impress upon their children the importance of punctuality and regular attendance. The New York State Education Law requires every child age 6 (by December 1) through the school year in which they become 17 to be in attendance at school. Excused absences include sickness, a death or serious illness in the family, observance of certain religious holidays, and a requirement to be in court. Medical and other appointments should be scheduled after school if at all possible. ([See NPCSD Board Policy #7110](#)).

Parents, if your child will be absent from school, please call the school (845-256-4200) the day of their absence. **UPON RETURNING, THE PARENT IS REQUIRED TO SEND A NOTE ADVISING THE SCHOOL OF THE REASON FOR THE CHILD'S ABSENCE OR TARDINESS.**

When a child is picked up from school early, a parent/guardian or emergency contact is required to sign the student out at the front desk. A photo ID is required for this process.

## **BEGINNING THE SCHOOL DAY**

Upon entrance into the Middle School, students are to report **directly** to the gym (6th and 7th graders) or the auditorium (8th graders). When released by school staff, students will have time to go to their lockers before reporting to their first period class.

Attendance is taken at the start of first period. It is very important that students be on time for their class as this is where students will watch/listen to the morning announcements. During announcements, students are expected to listen so that they may receive important information concerning the school day, after school activities, and upcoming events. Announcements are also posted on the Middle School website.

## **DIGNITY FOR ALL STUDENTS ACT (DASA)**

DASA seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. If you feel that someone is disrupting your educational experience, contact the DASA Coordinator.

## **CONDUCT AND ATTITUDE**

All students are expected to behave in a reasonable and acceptable manner while at the Middle School. Students are in school to grow academically, emotionally and socially. Mutual respect is a phrase each student should come to understand and practice with adults and fellow students. Disrespectful or inappropriate behavior will not be permitted. Student attitude is reflected in a variety of ways including promptness, attention to details, work submitted, concern for other individuals and responsible judgment.

## **PUNCTUALITY AND PREPARATION**

Students are expected to arrive at class on time, with all necessary supplies, such as books, pens, pencils, paper and a fully charged chromebook. Students arriving late for class disrupts the class for other students, the teacher and they miss part of their education. Continued late arrivals or being unprepared for class will result in parental contact by the teacher. Three unexcused lates to school will result in a lunch detention.

## **STUDENT GUIDELINES**

- Walk and remain on the right side of the hallways and staircases
- Only one person is allowed in a single use bathroom or bathroom stall
- Sunglasses are not permitted for indoor use, unless medically required
- Backpacks or their equivalent are not permitted to be carried in the hallways or classrooms (Bags/purses that are large enough to carry an 8 ½ X 11 notebook or folder will be considered a backpack).

- Water is the **only** beverage permitted outside the cafeteria (must be in an unbreakable and resealable container). Water filling stations are provided.
- Due to allergies, candy/gum is not permitted during the school day
- Selling of items for personal profit is not permitted
- Eating in classrooms is prohibited unless given permission by the staff member in charge

### **CAFETERIA AND RECESS RULES**

1. Students will walk to the cafeteria, form a single file line, and arrive on time.
2. **No food, beverage, or condiment may be taken out of the cafeteria.**
3. **Chromebooks are NOT permitted during lunch/recess and should be in your locker for safe keeping.**
4. Students will be dismissed from their tables when the adult in charge dismisses them.
5. Throwing of food is prohibited. Students will be responsible for cleaning up any mess that is made. Further disciplinary actions will also be taken.
6. Students are to go to designated areas during recess. Students found in areas off limits will face disciplinary action per the code of conduct
7. Students are not to engage in dangerous behavior and must follow the directions of the adults in charge.

### **ASSEMBLY BEHAVIOR**

Assemblies are valuable learning experiences and are provided as part of the school's educational and cultural program.

1. Classroom rules and regulations also apply during assembly programs. Those who attend assemblies are expected to be courteous to the performers, faculty and fellow students.
2. Students should leave books and other objects in their classrooms.
3. Students will leave their classrooms with their teachers in a quiet and orderly fashion.
4. Classes will go to their seats in a single file line and will sit with their teachers in the rows assigned to them.
5. Applause is acceptable when someone is introduced and when they have completed their portion of the program. Booing is never an acceptable response.
6. Exiting from the auditorium or gym will be done in an orderly manner. Classes should remain seated and quiet until told to exit.

\*Disruptive students will be removed from the assembly and disciplinary action will be taken.

### **BEHAVIOR ON BUSES**

Students on school buses are under the authority of the bus driver and must follow directions of the adult. School buses are an extension of school property. Therefore, all rules in effect during the school day are extended to students while riding the bus. Please see the district calendar for specific information regarding bus routes and safety.

Should your students receive a referral from the bus driver, the first offense will result in a meeting between the student and school administrator to respond to the referral and review bus safety rules. Parents/guardians will be notified. Serious and/or second offenses may result in a meeting between the student, driver, administrator, and include a range of possibilities designed to ameliorate inappropriate behavior. Parents/guardians will be notified of all referrals and corrective actions. Students may be suspended from the bus as deemed appropriate by the administrator in consultation with parties involved.

If for any reason your child needs to take a different bus on a given day, a written note with guardian signature must be brought to the front desk in the morning for the student to obtain a bus pass. A bus pass **will not** be issued based on verbal instructions over the phone. \

Once a student has boarded the bus, they are to remain on the bus and will not be allowed off without administrator approval.

### **SOCIAL EVENTS BEHAVIOR**

During the school year, there will be co-rec activities for Middle School students, and a special end-of-the year event for 8th graders in June. These activities are a privilege. Students not behaving appropriately will lose this privilege. All students are to follow the direction of the adults in charge. Only NPMS students will be allowed to

attend. Improper behavior at co-recs will result in parents being called and asked to pick up their child immediately. The privilege of attending future events will be jeopardized. All regular school rules apply. Parents should be aware of the time the activity is over and be at the school to pick up their child promptly since chaperones will leave at the end of the activity. Students who have been suspended for disciplinary reasons will not be permitted to attend social events at the school.

### **FIELD TRIPS**

Field trips are regarded as an important component of our instructional program. Accordingly, rules and regulations concerning student behavior extend to those occasions when students are involved in a field trip. This includes appropriate behavior on the bus as well as at the trip location itself. It is of critical importance that parents fill out the field trip permission slip and return it to the school by the assigned due date. Please note that the form requires you to comment on any medical condition we should be aware of regarding your child. The school nurse is required to be notified at least three days prior to the trip. Students will not be permitted to attend a field trip with verbal or written permission; ONLY Middle School permission slip forms are acceptable.

### **ELECTRONIC DEVICES**

All personal devices (i.e. phones, earbuds, iPods, laptops, tablets, cameras or any bluetooth device) are not permitted in school. If you have a school issued chromebook, please read the electronic device user agreement.

[Acceptable Use Policy Link](#)

It is in violation of the district code of conduct to use tablets, chromebooks or cell phones to take or send photos, make audio or visual recordings, and/or upload/share any of these items with others including, but not limited to, posting on social media.

### **STUDENT CELL PHONES**

1. Cell phones must be powered off upon entering the building
2. Cell phones must be in your locker for the entirety of the school day including lunch and recess

\* Any device that functions like a cell phone must follow the same guidelines (ie. smart watches, tablets, etc)

Parents and students take full responsibility for cell phones, smart watches, earbuds, and any other personal device that is damaged or missing.

Cell phones are not permitted to be used at any school sponsored event including, but not limited to, field trips, concerts, and sports.

Failure to comply with guidelines will result in:

**1<sup>st</sup> Offense – Oral Warning**

**2<sup>nd</sup> Offense – Cell phone (or other device) is confiscated and placed in the Main Office safe until the end of the day for the student to pick up**

**3<sup>rd</sup> Offense & beyond – cell phone confiscated, the parent contacted to pick up the cell phone**

\* Code of conduct will also be followed

### **PARENT COMMUNICATION**

We understand that students may need to communicate with their families.. If a parent calls, school staff will contact your child and have them contact you on the school provided phone during lunch/recess so that student learning is not impacted.

Parents/guardians, please DO NOT contact your child on their cell phone as it will be turned off and in their locker. Please know that students may communicate after dismissal (at 2:37pm) using their cell phones.

### **LOCKERS AND LOCKS**

Lockers are provided for each student's use. Students are reminded to keep lockers locked at all times when not in use. It is the responsibility of the student to learn their lock combination and to keep it secure. **Students can not**

**move to another locker.** Sharing of lockers is not permitted. Backpacks are to be stored in student lockers during the school day. Be mindful that rolling backpacks generally do not fit in school lockers. Students are strongly discouraged from bringing valuables into the school building. Only school issued locks can be used on school lockers. Any problems with lockers should be reported to the Main Office. Gym lockers and locks will be issued to students by their physical education teacher for gym use only.

### **HALL PASSES**

Your schedule assigns you to a definite class or area for each period of the day. If you have a legitimate reason for being elsewhere, the teacher in charge must issue a pass, or make a notation in your planner designating the time you leave and the place you are going. Students without passes will be asked to return for a pass from the teacher who sent them out originally. Students should not be leaving classes daily or multiple times per day. Abuse of hall passes will result in pass restrictions.

### **DETENTION AND SUSPENSIONS**

Failure to obey school rules and regulations can result in:

#### **Lunch Detention**

Students must bring schoolwork to detention. Lunch may be brought from home or picked up from the cafeteria during lunch. Talking is not permitted during detention. Lunch detention given by a teacher will be covered by a teacher.

#### **After School Detention**

Students will stay after school on the day assigned and may go home on the late bus, be picked up by a parent or walk/ride their bike home. A late bus is provided Monday through Friday.

Parent/guardian contact will be made about the detention. If contact is not made, the detention will be postponed until such time that parents/guardians are appropriately notified.

#### **In-School Suspension (ISS)**

The student is suspended from regular classes and the cafeteria but will remain in school. Regular class assignments will be provided and are to be completed during the school day. All students assigned to ISS are to report to the Main Office upon arrival at school.

Students in ISS are allowed to purchase a lunch during a lunch period or bring one from home. Students who are on suspension will not be allowed to participate in school functions such as picnics, field-trips, social events, field events, athletics or other co curricular activities on that day. A parent conference may be necessary for a student to be readmitted to class.

#### **Out-of-School Suspension (OSS)**

The student is suspended from school for a period of time determined by the principal but not exceeding five days. Suspended students are not permitted on the school grounds. A parent conference may be necessary for a student to be readmitted to school.

#### **Superintendent's Hearing**

Severe discipline problems and recurrence of other problems will result in a hearing where the student will appear with their parent/guardian and counsel, if so desired. The Superintendent will decide if further disciplinary actions are to be taken.

### **STUDENT SUPPORT CENTER**

The purpose of the Student Support Center is to help students resolve student conflicts, concerns and/or problems during the school day. Students may speak with a counselor either individually or in a small group. Information shared between a student and school counselor is held in confidence unless the information provided falls under the required state mandated reporting.

### **STUDENT CONFLICT**

There are appropriate ways of handling conflicts with other students. Follow the following procedure when there is a student conflict:

1. Speak to the other student.
2. Speak to a teacher or trusted staff member.



3. See someone in the student support center office.
4. If the first three are not satisfactory, see the Assistant Principal or the Principal.

### **LIBRARY/MEDIA CENTER**

Library Book Selection-all Middle School library book purchases are based on reviews in two professional journals – Booklist and School Library Journal as well as teacher and student requests. In order to meet the reading levels and interests of our students, selected books are reviewed for grades 5 and up as well as adult books for *young adults*. The Middle School library is available to our students during the school day and after school (with a pass) until the late bus arrives.

### **SCHOOL ISSUED ITEMS**

Students must return all school issued books, equipment, supplies, locks, sports uniforms and chromebooks. If any school items are lost, stolen or damaged, they will need to be replaced at the family's expense.

### **LOST AND FOUND**

Anyone finding a lost article should turn it in to the Main Office immediately. Book bags, hats, water bottles and clothing should be brought to the shelves across from the gymnasium. Anyone who has lost an article should check the shelves and Main Office as soon as possible. Lost items should be reported to the Main Office as soon as possible, and if not found, a description will be read on the morning announcements. Parents and students should see to it that all personal articles and books are properly identifiable. This is especially true in the case of eyeglasses.

### **PREP TASKS**

Prep tasks are to be expected in the Middle School. A prep task is a tool that is used to facilitate learning in the classroom. Prep tasks are designed to provide follow up from a day's lesson and/or prepare a student for the next day's lesson. While they are not officially evaluated, they are specifically connected to the skills checks, quizzes, and major assessments that will be formally evaluated with a grade. Prep tasks should be recorded in the school's provided assignment book. If the assignment book gets lost, the student may purchase a replacement in the Main Office. If a student is absent, they should utilize the tools that the teacher has put in place for their classroom for communicating daily work.

### **GRADE REPORTING**

The school year is made up of four quarters of instruction. Grades are reported via Parent Portal through Power School at the end of each quarter. Should you have concerns about your child's academic progress, please contact your child's teacher directly.

**Report card** grades are reported in numeric format (i.e. 81, 89, 94) with a passing grade being a 65.

**Progress reports** are available on Parent Portal at the midpoint of each quarter. This provides students, parents and guardians with an overview of each class prior to final quarter grade reporting.

\*\* Students with failing final grades for the year may be required to attend summer school.

### **PARENT CONCERNS**

From time to time situations may arise that cause concern for parents/guardians. In most cases these are the result of misunderstandings and can be resolved through an open discussion by those involved. If such occasions arise, the following procedure is recommended:

1. If the concern involves a teacher or a situation in the classroom, call the Middle School and request that a conference be arranged with the teacher.
2. If no teacher is involved, call the Middle School and request a conference with an administrator.

## **EMERGENCY SCHOOL CLOSING**

Student safety is always the highest priority when deciding whether to close or delay school in inclement weather. Please note: When school has been closed due to weather, all school and District Offices are also closed. All outside user group activities are also canceled for the day/evening if school is closed. You may also find school closing information at [www.cancellations.com](http://www.cancellations.com) and on many of our local radio stations. You can now sign up for text alerts: <http://www.newpaltz.k12.ny.us/textalerts> for closings and delays. Or, you can visit the District homepage at [www.newpaltz.k12.ny.us](http://www.newpaltz.k12.ny.us) or call the School Closing Hotline: (845) 256-4099

## **GUIDELINES OF SCHOOL DELAY/CLOSING**

The guidelines and procedures presented in this notice will be followed except in very unique circumstances which would cause school officials to take alternate action. You are asked to familiarize yourself with these procedures.

1. **SURFACES:** Road conditions, school driveways, and parking lots need to be declared safe for use by the responsible governmental units.
2. **ICE:** Surfaces must be sanded. It is expected that buses will not end the routes with the sanded surface covered by new icing.
3. **TEMPERATURE:** When the temperature is below -15 degrees Fahrenheit at 5:15 AM, a delay will occur. At 7:15 AM the final decision to open or close schools for the day will be made. This decision will be based on the temperature at that time and the forecast for the day provided by the professional weather service contractor.
4. **WIND CHILL:** When the wind chill factor is predicted to be below -25 degrees Fahrenheit at 5:15 AM, a delay will occur. At 6:00 AM the final decision to open or close schools for the day will be made. This decision will be based on the temperature at that time and the forecast for the day provided by the professional weather service contractor.
5. **AFTER SCHOOL STARTS:** When a storm arrives after school starts, the schools will remain open unless a heavy snowfall or other severe weather is predicted to continue into the afternoon hours. If this is the case, then the schools may close earlier. The Transportation Office will notify the radio stations of early dismissal times. Lunch will be served prior to dismissal whenever possible.

## **HEALTH SERVICES, PHYSICAL EXAMINATIONS**

All pupils are provided health services in accordance with state requirements. A nurse is in attendance daily to administer emergency first aid and to help with each student's health problems. Individual student health records are maintained by the school nurse, indicating medical history, immunization records, height, weight, sight, hearing and color perception. Scoliosis screening tests are done on each student annually and parents are notified if their child fails to pass the screening test.

### **Seventh Grade Physical**

All 7th grade students must have a medical appraisal using the form provided by the school district. This physical may be done by the family physician or during the annual school physicals for this grade level.

### **School District Insurance Plan**

In case of an injury during the school day, the student should immediately report to the Health Office and give the nurse specific information relating to the accident. The parent will then receive a claim form in the mail from the District. This form should be completed and returned to the District for forwarding to the insurance company.

In case of an injury during extracurricular and sports activities, the student should report to the Health Office as soon as possible on the next school day to report the injury and fill out the necessary forms.

### **New Students**

All new entrants to the district must have a medical appraisal by their family physician using the form provided by the school district.

## **FIRE DRILLS**

Fire drills are conducted for student safety and preparation for any emergency which may arise. Signs are posted in classrooms and elsewhere with directions to stairways and exits. Students must move quickly, silently and in an orderly fashion to the proper exit when the alarm sounds and follow the directions of the teacher in charge at all times. Students should remain quiet so that all persons can hear any information or directions shared.

## **LOCKDOWN DRILLS**

Students should follow the directions of the teacher in charge at all times and remain quiet.

## **VISITORS**

All visitors must sign-in at the front desk. Visitors will receive a name tag, which should be prominently displayed while in the building. Upon leaving the building, visitors should return to the front desk to return the name tag and sign out.

## **PTA**

We are thrilled to have an active, supportive Parent-Teacher Association. This group of dedicated people provides many exciting events for our students throughout the year. They also support teachers in numerous ways and provide assistance and refreshments for various activities including, 6<sup>th</sup> Grade/New Student Orientation and Open House. Several fundraising events are held during the year to support their efforts. All parents and teachers are encouraged to join the PTA and help with any projects they can. We meet in the Middle School library beginning at 6:00 pm, unless noted differently.

**PTA Meeting Dates:** 9/12/23, 10/10/23, 11/14/23, 12/12/23, 1/9/24, 2/13/24, 3/12/24, 4/9/24

## **STUDENTS STAYING AFTER SCHOOL**

Students may not remain after school unless they have specific arrangements with teachers for extra help, are attending clubs/sports or plan to go to the library to complete school work. When staying after school, students should report directly to their scheduled activity/event. "Hanging out" to clean lockers or "be with friends" is not a reason to remain after school. If students stay after school for an activity, they are not allowed to leave school grounds and return to the school (i.e. pizza, deli). **Once a student leaves school grounds, they are not allowed back in the building or able to take the late bus home.**

## **AFTER SCHOOL ACTIVITIES OFFERED**

**Athletics** - There are interscholastic activities for 7th and 8th grade students in the following sports: football, soccer, volleyball, basketball, wrestling, baseball, lacrosse and track.

**Music Program** - There are choral and instrumental programs for all students who wish to participate. These programs are scheduled during the school day.

**GSA/Pride Club** - provides a safe space for the LGBTQ Middle School students and their allied friends/peers.

**ABC-The MS Book Club** - gathering 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders who love books and want to discuss them.

**School Newspaper (The Mirror)** - Students are encouraged to contribute to the school newspaper or become members of the newspaper staff.

**Student Council** - This is a government service organization actively involved in school activities.

**Yearbook** - The staff creates a pictorial account of the middle school years.

**Reflections** - Students create a compilation of original student work from a variety of media.

**Drama Club** - Students become involved in the production of a play or musical.

**Chess Club** - Any students who want to learn to play or hone their chess playing skills are welcome.

**Climate Club** - any student who wants to learn about the environment.

**Art Club** - any student is welcome to the Art Club that meets after school to work on art activities.

**School of Rock** - group of students who have a passion for jazz music.

**Dungeons and Dragons** - a group of students who meet and engage in a role playing game

**Diversity and Inclusion Youth (DIY)** - group of students who meet to discuss social, school and personal issues involving diversity and inclusion

## ATHLETICS

Students wishing to participate in 7th or 8th grade interscholastic athletics must undergo a special physical examination performed by either their family physician or the school physician. A determination of physical fitness must be rendered before the student will be allowed to participate on an athletic team. Medical examinations may be scheduled anytime during the school year and shall be valid for a period of twelve continuous months, except for a student absent from school five or more consecutive days or who has received an injury. Such pupils must be re-qualified by the school physician before returning to participation.

Student athletes are expected to be in school the day before, the day of, and the day after an athletic contest.

Student athletes are expected to maintain a satisfactory attendance record. **Students may not practice or participate in games on days they have arrived after the first block for JV and Varsity players and ½ day for Modified players without a legal excuse. Students who have left school due to illness or been absent from school due to illness are also not eligible to play that day. Students must participate in Physical Education to be eligible to participate that day.** Student athletes are expected to be in school the day before, the day of, and the day after an athletic contest. Athletes who are in need of extra academic help should bring a pass from their teacher. Athletes absent or late to practice without a valid excuse will be subject to appropriate disciplinary action.

Athletes unable to participate in a practice or contest due to illness, injury or an emergency, should make a strong effort to contact the coach either in person or by phone. Athletes unable to practice for 5 or more days will be required to have ½ the minimum practices required by the state in order to return to activity in order to have appropriate time for reconditioning purposes.

## **TITLE IX**

The District condemns and prohibits all forms of discrimination and harassment based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. If you believe that you have been discriminated against, you may make a claim that your rights have been denied. This claim or grievance may be filed with:

Director of Pupil Personnel Services Title IX Officer  
New Paltz Central School District  
196 Main Street  
New Paltz, New York 12561  
(845) 256-4040 or (845) 256-4100

### **TITLE IX GRIEVANCE PROCEDURE**

#### I. Definitions

- A. Grievance means any alleged violation of Title IX of the Education Amendments of 1972
- B. Grievant means a student or employee of the New Paltz Central School District who submits a grievance relevant to Title IX or an individual or group submitting a grievance on behalf of a student(s) or employee(s).
- C. Title IX Officer means the employee designated by the Board of Education to coordinate the New Paltz Central School District's efforts to comply with and carry out its responsibilities under Title IX and the Title IX implementing regulations.
- D. Respondent means a person or group of persons alleged to be responsible, or who may be responsible for the Title IX violation alleged in a grievance.
- E. Days means school days, except during the summer recess when days shall mean work days.

## II. Procedures

A student or employee, or individual or group acting on behalf of and with the consent of a student or employee, may report and alleged violation of Title IX either informally or through the filing of a formal grievance.

### A. Informal Grievance

Any student who alleges a violation of Title IX may request an informal meeting between him/herself and the building principal. Any employee may request an informal meeting with the appropriate supervisor. The purpose of such a meeting will be to discuss the allegations and possible resolution. The principal or supervisor will discuss the grievance and possible resolution with the respondent. If the grievant and the respondent agree with the recommendation for resolution, such resolution may be reduced to writing signed by the grievant and respondent and the incident will be deemed closed.

### B. Formal Grievance

#### 1. Stage I – Title IX Officer

- a. Within thirty (30) days after the event which brought about the Grievance, the grievant shall file a grievance in writing with the Title IX Officer on a form to be provided by the School District. The Title IX Officer may informally discuss the grievance with the grievant.

He/She shall promptly investigate the grievance. All employees and students of the School District shall Cooperate with the Title IX Officer in such investigations.

- b. Within five (5) days of filing the grievance, the Title IX Officer shall notify the respondent(s) of the grievance and request that a written response be submitted to the Title IX Officer within five (5) Days after receipt of the notification. Such notification shall Include A copy of the written grievance.
- c. Within twenty (20) days of the receipt of the grievance, the Title IX Officer shall make a finding in writing that there has or has not been a violation of Title IX. In the event the Title IX Officer finds that there has been a violation, he/she shall propose a resolution of the grievance.

- d. If the grievant or the respondent is not satisfied with the finding of the Title IX Officer, or with the proposed resolution of the grievance, the grievant or respondent may, with fifteen (15) days after he/she has received the report of the Title IX Officer file a written request for review by the Superintendent of Schools.

2. Stage II – Superintendent of Schools

- a. The Superintendent of Schools may request that the grievant, the Title IX Officer, or any member of the School District staff or student body present a written statement to him/her setting forth any information any information that such person has relative to the grievance and the facts surrounding it.
- b. The Superintendent shall notify all parties involved in this case of the time and place when an informal hearing will be held where such parties may appear and present oral and written statements supplementing their position in the case. Additional parties may be required to appear for the purpose of giving oral information relevant to the evaluation of the grievance. Such hearing shall be held within (15) days of the receipt of the appeal by the Superintendent.
- c. Within fifteen (15) days of the hearing, the Superintendent shall render his/her determination in writing. Such determination shall include a finding that there has or has not been a violation of Title IX. If a violation is determined to have  
  
occurred, a proposal for resolving the grievance must be included in such written determination.
- d. If the grievant or the respondent is not satisfied with the determination of the Superintendent, the grievant or respondent may, within fifteen (15) days after its receipt, file with the Clerk of the Board of Education, a written request for review by the Board.

3. Stage III – Board of Education

- a. When a request for review by the Board has been made, the Superintendent shall submit all written statements and other materials concerning the case to the President of the Board.
- b. The Board shall notify all parties concerned of the time and place when an informal hearing will be held. Such hearing will be held within fifteen (15) days for the receipt of the request for

review. All parties concerned shall have the right to present further statements and information at such hearing.

- c. Within fifteen (15) days of the hearing, the Board shall render a determination in writing. Such determination shall include a finding that there has or has not been a violation of Title IX. If a violation is determined to have occurred, a proposal for resolving the grievance must be included in such written determination.

4. Investigation in the Absence of a Grievance or Grievant

In the absence of a claimed grievance, upon learning of or having reason to believe any Title IX violation has occurred, the Superintendent may direct that an investigation be commenced by the Title IX Officer and a written report of such investigation be made by the Title IX Officer.

III. Protections

1. The New Paltz Central School District shall, to the extent possible, maintain the confidentiality of any information related to the grievance and/or grievance procedures.
2. The New Paltz Central School District shall, to the extent possible, protect from harassment, reprisals, and/or retaliation all persons who file a grievance or participate in the grievance proceedings.