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Our people making the difference.

A National *Race to the Top* District.

Member of "League of Innovative Schools"



Monhagen Middle School
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July 28, 2022

Dear Families:

As the 2022/2023 academic year nears, Monhagen Middle School would like to work with our families to create a positive experience for our students. Middle School is filled with exciting challenges and new opportunities. It is here that the secondary education experience begins. It is important that students get involved and take advantage of academic and extracurricular opportunities.

At Monhagen Middle School, everyone in our learning community is valued and has a tremendous impact on the lives of all of our scholars. The bus drivers and security aides, the greeters at the door, the SRO, the nurse, support staff, food service workers, custodial staff, teachers and administrators all help to provide a safe and orderly environment to help all children learn and succeed. With the support of families and the community, we are looking forward to a great school year.

This opening school year bulletin has been prepared to familiarize you with the school practices and procedures. If you have any questions regarding the information contained in this bulletin, please feel free to call the Monhagen Middle Middle School office.

Student Schedules

Student schedules will be available on the student portal, sometime around August 25th. If you have any questions regarding your child's class schedule, please contact your child's guidance counselor at 326-1764 or 326-1765.

Mr. Thornell – Grade 6 & Grade 7
Mrs. Stampone – Grade 6 & Grade 8

First Day of School Procedures

- The first day of school is an "A" day.
- Locks/Lockers have been assigned to each student. All incoming sixth grade students and seventh and eighth grade students new to Monhagen, should be prepared to purchase a lock on the first day of school. The cost of the lock is \$7.00. All students who purchased locks last year should bring them to school on the first day. You will be assigned a locker by your teacher. **This locker is to be used only by you. Do not share your locker with others.** It is your responsibility to keep your combination private. Lockers are school property. It is important to know that the school reserves the right to enter a locker in emergency situations or at the discretion of administration. Therefore, we require that only locks issued by the school be used. No others will be permitted. You are responsible for purchasing a gym lock as well. These can be purchased from any store and does not have to be a school lock.

Transportation and Morning Arrival

All students transported by bus will be dropped off in the bus loop at the front of the school. Students will enter the building and proceed to either the breakfast program or auditorium, where they will await the bell signaling the time to go to class. Parents/Guardians, if you are providing transportation, please use the **parking area** to drop off students so there is no interference with buses in the bus loop. **Parents are not permitted to drive in the bus loop.** We ask this in the interest of safety for all the students. **Students are not permitted to walk to school.**

No student will be permitted to leave the school property once being transported to school without being signed out by their parent/guardian who will be required to produce a photo ID. There will be no exception to this procedure.

Breakfast begins at 7:15 AM for students. Therefore, students should not arrive at school before that time.

SCHOOL HOURS:	Breakfast	7:15 A.M. - 7:30 A.M.
	Instruction	7:33 A.M. - 2:15 P.M.
	Activity Bus	3:30 P.M.

All students will be tardy to school if he/she arrives at school after **7:33 A.M.**

Student Attendance

It is the goal of the Enlarged City School District of Middletown to ensure that each student attends school the maximum number of days possible in order to afford each student the opportunity to meet his/her potential.

Definitions

Absence: The failure of a student to be physically present in school/class or at a school approved activity.

Excused Absence: An absence for any portion of the day that meets the conditions specified under "Excused Absence;" also known as "Legal Absence" or "Lawful Absence."

Unexcused Absence: An absence for any portion of the day that does not meet the conditions specified under "Excused Absence."

Early Departure: Departure from the school building before the scheduled end of the school day.

Tardiness: The failure of a student to be physically present in the building at the designated start of the school day, or the designated start of a class period at the middle and secondary levels.

Excused Absence – (1) Requires written parent notification (2) Requires pre-approval of school principal

- Illness of student (1)
- Serious illness, quarantine, or death in family (1)
- Observance of a religious holiday (1)
- Court appearance (2)
- Doctor's appointment (1)
- School approved activity (2)
- Out of School Suspension [OSS]
- In School Suspension [ISS]

Unexcused Absence

Absence for any reason other than listed above will be deemed illegal.

Attendance Requirements

All registered students are expected to attend all classes as scheduled. Students who miss school or class often (as determined by the school), may be referred to the District Attorney's Office.

At the secondary level, any student who exceeds the maximum number of unexcused absences (20 days for a full-year course, and 10 days for a one-semester course) AND does not make up assigned class work (see make-up policy) will not be eligible to receive credit for that course.

At the secondary level, lateness or early departure in excess of fifteen minutes to any class will be deemed an absence (determination of legal/illegal to be based on conditions listed above).

Students who have been absent from either a class or from school must present written documentation from either the parent or a school official that provides reasons for the absence. Failure to provide such documentation within 24 hours of the student's return to class or school may be deemed by the school principal as an unexcused absence. Students who are attending school-sponsored field trips, assemblies, rotating music lessons, or who are involved in mandatory testing or counseling will not be considered absent as part of this attendance policy since they are participating in activities that are an extension of the district's academic program. This paragraph is not intended to preclude the need for timely communication between and among the student and the staff members consistent with the parameters of the previous paragraph of this policy.

Students who are absent from class due to in-school suspension, or out-of school suspension, will not be penalized by the attendance parameters of this policy. Eligible students whose absences are due to illness or accident may be placed on home tutoring. Students who are on home tutoring are credited with attendance for their participation. Normally, eligibility is established in writing by a physician for students who must be absent twenty or more consecutive days from school. Cases involving unusual or extraordinary circumstances may be referred to the building principal or director of pupil personnel services for consideration.

Make-up Policy

When absent from school or class, it is the responsibility of the student to access the Google Classroom page of the class missed. The teacher shall provide the student sufficient time in which to make up missed assignments or examinations. **Students are not entitled to make up work if they have been absent illegally. This does not preclude such an accommodation by either the principal or teacher.**

Disciplinary Consequences

Unexcused absences, tardiness and early departures may result in disciplinary sanctions as described in the District's Code of Conduct. Please refer to the enclosed District Code of Conduct for further information.

Parent Notification

Where required, written notification of a potential attendance policy violation, will include the number of days school has been in session and the number of absences the student has had to date. Additional information may include incidents of tardiness and early departure, request for a parent conference and contact person, and prior attempts to notify the parent by phone.

Leaving School Early

When it becomes necessary for your child to leave school earlier than the scheduled dismissal time, the parent/guardian must notify the office and sign out the child in person. The child will not be permitted to leave school unless accompanied by the parent, guardian or someone from the emergency contact list at or above the age of 18. **NO CHILD WILL BE RELEASED TO ANYONE OTHER THAN THE CHILD'S PARENT/GUARDIAN OR PERSON LISTED ON THE CHILD'S EMERGENCY RELEASE FORM, UNLESS THE PASSCODE CAN BE GIVEN.**

Parents, we would appreciate it if you do not take your child out of school early unless it is an emergency. Please try to arrange appointments after school.

Dress Code

Students must dress appropriately. Provocative clothing cannot be worn at school. Clothes that are too tight (the outline of a person's undergarments are visible), too short (shorter than mid thigh), too sheer (a person can see what is underneath the clothing), are not acceptable. Students are not permitted to wear pajamas or evening wear to school. No hats, "outside coats", bandanas, or other headgear are to be worn in the building, unless approved by administration. Please ensure that when your child leaves home to attend school, he or she understands the expectations and is dressed appropriately. If a child is not in compliance with the dress code, parents will be contacted and requested to bring a change of clothes before he/she will be permitted to return to class.

Telephone Cell Phone use is not permitted in school. Please refer to the letter issued by Superintendent Creeden in July of 2022. The letter states that student cell phones must be turned off and put away at all times during the school day. Unauthorized use of a cell phone will result in the phone being taken away and returned only to the parent/guardian. The scholar will also be subject to disciplinary action. If you need to reach your child with an important message, please utilize our main office and we will contact your child with the information. Please do not contact your child via cell phone or text message as it is disruptive to our school environment. Students will be permitted to use the courtesy phone located in the main office with office staff permission.

Health Services

By school district policy, our nurse and/or health clerk are able to do only minor first aid. Therefore, in the event of serious illness or injury, the parent or alternate names on the emergency information sheet will be contacted. It is essential that you complete and return all emergency information forms during the **first three days of school**.

Medication

In the event that your child needs to take medication at school, the **parent/guardian** must bring the medication to the nurse's office and complete the appropriate parental consent form giving permission to administer the medication. The medication must be accompanied by the doctor's written orders giving the child's name, time the medication is to be given and the exact dosage to be given. No child is permitted to bring medication to school. **Students are also not permitted to carry aspirin or any other kind of over the counter medication on his/her person.**

Promotion/Retention

The Monhagen Middle School Learning Community

- There is an increasing level of responsibility upon students, from early grades through high school, to maintain a standard benchmark of performance, production, and attendance.
- There is a shared responsibility to support the students of Monhagen Middle School in their efforts to achieve certain standards of performance, production, and attendance. This shared responsibility falls to all the stakeholders in a child's education: teachers, parents, community members, and other professionals.
- Social, emotional, and academic immaturity can hinder a child's ability to meet standard benchmarks of performance, production, and attendance. Decisions about promotion and retention should be individualized and should be seen as a positive option that will generate future success.
- Retention, when it is the most appropriate option for a student, should also be coupled with a meaningful change in the student's instructional program and interventions which may include support from the Student Support Counselor and include other academic opportunities to ensure that retention is not merely a repetition of, or punishment for, the student's previous failure.
- Decisions related to grade level promotion and retention should be based upon multiple criteria, rather than any one single factor. Most experts agree that retention in the earlier grades results in greater chance of future success.
- There are numerous types of support that can accompany either a retention or promotion decision. For example, a school may decide to promote a student on the condition of a successful summer school experience, or to promote with the condition of participation in special academic intervention programs in the next grade.
- Under no circumstances should a child be retained in grade without a plan of support and interventions prepared for the child in advance of the repeated year.
- Consideration must be made for students who are enrolled in special education classes, those who may be eligible for special education classes, those who may qualify for Section 504 accommodations, and those who are in ESL or Bilingual programs.

At the Middle and Secondary Level: Going into grades 6-9:

Decisions about promotion and retention at the middle and secondary level will be made by the school principal and in consultation with other appropriate professionals. Written appeals may be

addressed to the Superintendent of Schools and will be included in the student's file, regardless of the outcome of the appeal. Decisions about students going into grades 10-12 are determined solely upon the number of credits earned at the high school.

Following is a partial list of profile data that may be utilized in determining whether or not to

Promote a student to the next grade:

- Attendance
- Testing results
- Grades
- Personal attributes: age, size, health, etc.
- Current placement and previous retentions if any
- Transience in and out of the district
- Developmental delays – affective, skills, language, etc.
- Current interventions: AIS, Compensatory Ed., related services, etc.
- Prior school experience
- Observed behaviors: gross/fine motor skills, social behavior, cognitive ability, knowledge of English, speech, maturity, motivation, etc.
- Parent involvement, participation, support

Rules and Regulations for Bus Students

- In accordance with New York State, student safety to and from the bus stop, as well as at the bus stop itself, is the responsibility of the student and his or her parents or guardians. It is not District's responsibility.
- The bus driver has authority over all pupils and the power to enforce all rules and regulations on the bus.
- School buses will arrive at the same time each school day. Students should be ready when the bus arrives and wait a safe distance from where the bus stops. If you must cross a street before entering the school bus, wait for the bus driver's signal before crossing.
- Enter the bus in a single file and hold onto the handrail.
- Students will not board or leave the bus while it is moving.
- There should be no unusual loudness such as loud talking or laughing which will interfere with the effectiveness of the bus driver.
- Shoving, pushing, and use of profane language are not permitted.
- Students should keep heads, arms and hands inside the bus at all times.
- There should be no smoking or eating on the bus.
- Students should keep the bus clean.
- Students should treat the bus equipment with care.
- Students should pass through the aisle to and from the seat without disturbing or crowding other pupils.
- Students should remain seated and face forward while the bus is in motion.
- Students should obey school bus driver's instructions promptly and safely.
- **Students wishing to ride a bus other than their regular bus, or to get off at a stop other than their regular stop, must have written permission from their parent/guardian. This written permission needs to be turned in to the school front office at the beginning of the day in order to receive a bus pass.**
- If you drop something in front of or next to the bus, tell the bus driver before going to pick it up.
- Upon leaving the bus, students should cross the street or road at least 10 feet from the front of the bus in view of the bus driver, and wait for the bus driver's signal that it is safe to cross. The bus driver will keep traffic halted and students should cross promptly.
- A student may be suspended from bus riding privileges if his/her conduct interferes with bus safety or violates bus riding rules and regulations. Disciplinary action or suspension of a student from bus riding privileges will be documented by using the School Bus Incident Report Form.

Possible consequences for inappropriate behavior on the bus:

Although each School Bus Incident Report is reviewed on an individual basis, consequences for inappropriate behavior within the school year will be as follows:

- First Report The principal or his designee will speak with the student.
- Second Report The principal or his designee will call the parent/guardian.
- Third Report Bus privileges may be denied for up to five school days.

Serious infractions, at the discretion of the principal, may be cause for recommending suspension after only one or two reports.

If there is persistent inappropriate behavior after a child has lost bus privileges for one week, he or she may lose bus privileges for a period of up to twenty days.

If there is concern regarding student behavior on your child’s bus, it may be necessary for the school district and its bus contractor, Mid-City Transit, to videotape the children.

Parent Conferences

Parents wishing to arrange a conference with a teacher(s) or cluster should contact the guidance office at 326-1764 or 326-1765 where the conference will be arranged and confirmed

Important Telephone Numbers

Monhagen Middle School	326-1700
Office of the Principal	326-1679
Dean of Students	326-1680 and 326-1694
Attendance Office	326-1681
Cafeteria	326-1696
Guidance Office	326-1764/1765
Health Office	326-1677

Parent’s Club

Building upon another successful year, we hope to develop an active Parent’s Club by your membership, attendance at meetings and participation in its activities. Last year, our meetings were virtual which improved attendance.

Important Dates

Open House is scheduled for Wednesday, September 21, 2022 from 6:00 to 8:00 p.m. Please join us. Please see some of our additional important dates below:

Friday August 26, 2022	6th Grade and New Student Orientation	11am-1pm
Wednesday September 21, 2022	Open House	6pm-8pm
Wednesday October 12, 2022	Parent Teacher Conferences Monhagen	Day & Evening

Again, your cooperation, interest and involvement in our school program will enhance the successful attainment of the goals and objectives we have set for your child. As educators, we look forward to a *good* year with the support of parents and the community. This school year will be a **great** year!

Sincerely,

Dominick Radogna

Principal - Monhagen Middle School