ORVILLE A. TODD
MIDDLE SCHOOL

HOME OF THE SPARTANS

Student Handbook

Spackenkill Union Free School District

2026-2027

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SPACKENKILL UNION FREE SCHOOL DISTRICT

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SCHOOL CONTACTS

ORVILLE A. TODD MIDDLE SCHOOL - Principal – Mr. Daniel Doherty

11 Croft Road
Poughkeepsie, NY 12603

To reach a faculty or staff member call:

Main Office: **463-7830**
463-7831

Fax: **463-7832**

When deciding whom to call...	
Attendance	Mrs. Dawn Nedin
Discipline	Mr. Dustyn Cormier
Secretary to the Principal	Mrs. Denise Rowe
School Nurse	Mrs. Alyssa Albertson
Library	Mr. John Sarubbi Mrs. Dawn Nedin
Main Office	Mrs. Denise Rowe Mrs. Diana Petrocca Mrs. Raquel Forte

Student Services	
Guidance Counselor, **A-J**	Mrs. Kristen Gil
Guidance Counselor, **L-Z**	Mrs. Mary Camburn
Guidance Secretary	Ms. Jennifer Sample
School Psychologist	Ms. Kate Casucci
Social Worker	Ms. Amanda Odendahl

District Office	
Superintendent's Office	463-7800
Pupil Personnel Services Office	463-7808
Transportation	463-7800

TODD BLAST

One of the most useful tools we use for communication is The Todd Blast. Families receive the Todd Blast every Monday via School Messenger. The Todd Blast includes a brief informative hello from Mr. Doherty, a calendar of upcoming events, reminders of important information, information on the Positivity Project (P2), and lots of pictures and captions on everything Todd on a weekly basis.

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P2 Regular Bell Schedule

Buses arrive at school:	7:30	
Homeroom, Announcement & Classes:	7:45 – 8:00	
PERIOD 1	8:03 – 8:41	
PERIOD 2	8:44 – 9:22	
PERIOD 3	9:25 – 10:03	
P2 PERIOD	10:06 - 10:18	
PERIOD 4	10:18 – 10:56	
PERIOD 5	10:59 – 11:39	**8th GRADE LUNCH**
PERIOD 6	11:42 – 12:22	**7th GRADE LUNCH**
PERIOD 7	12:25 – 1:05	**6th GRADE LUNCH**
PERIOD 8	1:08 – 1:46	
PERIOD 9	1:49 – 2:27	
EXTRA HELP PERIOD*	2:30 – 3:00	

*Students may stay for extra help from any teacher with prior permission from that teacher. Transportation is available on the **3:45** bus.

Non P2 Regular Schedule

Buses arrive at school:	7:30	
Homeroom, Announcement & Classes:	7:45 – 8:00	
PERIOD 1	8:03 – 8:43	
PERIOD 2	8:46 – 9:26	
PERIOD 3	9:29 – 10:09	
PERIOD 4	10:12 – 10:52	
PERIOD 5	10:55 – 11:35	**8th GRADE LUNCH**
PERIOD 6	11:38 – 12:18	**7th GRADE LUNCH**
PERIOD 7	12:21 – 1:01	**6th GRADE LUNCH**
PERIOD 8	1:04 – 1:44	
PERIOD 9	1:47 – 2:27	
EXTRA HELP PERIOD*	2:30 – 3:00	

*Students may stay for extra help from any teacher with prior permission from that teacher. Transportation is available on the **3:45** bus.

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ONE-HOUR DELAY BELL SCHEDULE

(DUE TO INCLEMENT WEATHER/EMERGENCY)

Buses arrive at school: 8:30
Homeroom, Announcements & Classes: 8:45 – 9:00

PERIOD 1	9:03 – 9:33	
PERIOD 2	9:36 – 10:06	
PERIOD 3	10:09 – 10:39	
PERIOD 4	10:42 – 11:12	
PERIOD 5	11:15 – 11:55	**8th GRADE LUNCH**
PERIOD 6	11:58 – 12:38	**7th GRADE LUNCH**
PERIOD 7	12:41 – 1:21	**6th GRADE LUNCH**
PERIOD 8	1:24 – 1:54	
PERIOD 9	1:57 – 2:27	
EXTRA HELP PERIOD*	2:30 – 3:00	

*Students may stay for extra help from any teacher with prior permission from that teacher. Transportation is available on the **3:45** bus.

TWO-HOUR DELAY BELL SCHEDULE

(DUE TO INCLEMENT WEATHER/EMERGENCY)

Buses arrive at school: 9:30
Homeroom, Announcements & Classes: 9:45 – 10:00

PERIOD 1	10:00 – 10:25	
PERIOD 2	10:28 – 10:53	
PERIOD 3	10:56 – 11:21	
PERIOD 4	11:24 – 11:49	
PERIOD 5	11:52 – 12:23	**8th GRADE LUNCH**
PERIOD 6	12:26 – 12:57	**7th GRADE LUNCH**
PERIOD 7	1:00 – 1:31	**6th GRADE LUNCH**
PERIOD 8	1:34 – 1:59	
PERIOD 9	2:02 – 2:27	
EXTRA HELP PERIOD*	2:30 – 3:00	

*Students may stay for extra help from any teacher with prior permission from that teacher. Transportation is available on the **3:45** bus.

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THREE-HOUR DELAY BELL SCHEDULE

(DUE TO INCLEMENT WEATHER/EMERGENCY)

HOMEROOM	10:45 - 10:50	
PERIOD 1	10:53 – 11:10	
PERIOD 2	11:13 – 11:30	
PERIOD 3	11:33 – 11:50	
PERIOD 4	11:53 – 12:10	
PERIOD 5	12:13 – 12:43	**8th GRADE LUNCH**
PERIOD 6	12:46 – 1:16	**7th GRADE LUNCH**
PERIOD 7	1:19 – 1:49	**6th GRADE LUNCH**
PERIOD 8	1:52 – 2:09	
PERIOD 9	2:12 – 2:27	
EXTRA HELP PERIOD*	2:30 – 3:00	

CLOSINGS, DELAYS AND EARLY DISMISSALS

In the event that road conditions or other emergencies make it necessary to close school, delay openings, or dismiss early, announcements will be made on local radio stations, on the district website, and through ParentSquare.

The Positivity Project (P2)

The mission of P2 is to empower America's youth to build positive relationships and become their best selves.

P2 provides resources and strategies to teach our students Positive Psychology's 24 Character Strengths and the P2's Other People Matter Mindset.

P2 is done daily from 10:06 to 10:18 from September to April. Co-teachers teach P2 four days a week and a School-Wide P2 Meeting is done virtually once a week.

We have incorporated P2 into our Code of Conduct and our discipline approach to better support students on their social-emotional learning and development.

We provide P2 information and resources to families weekly in the Todd Blast.

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Code of Conduct

General Conduct

Orville A. Todd Middle School provides quality instruction, guidance, and experiences to enhance the academic and social development of students. Students who adhere to the rules of general conduct will develop positive behavioral habits for life. The **Positivity Project (P2**) helps support and reinforce the development of these habits.

Respect / Other People Matter

Respect for fellow students and all school employees is a core value that should permeate the entire school. Students are expected to demonstrate respect for people and property. Students will do this by:

- being honest, courteous, and polite;
- accepting others' rights to have their own opinions;
- settling differences peacefully;
- displaying good sportsmanship;
- helping to keep the school clean and well maintained.

Respect for School Personnel

Students should demonstrate respect toward school personnel at all times.

Conduct	Consequence
Rudeness, insolence, and insubordination directed toward school employees will not be tolerated	Refer to chart

Language

Orville A. Todd Middle School students are expected to communicate in a respectful manner.

Conduct	Consequence
Abusive or obscene, lewd, vulgar, indecent, or plainly offensive language or gestures are not acceptable.	Refer to chart

Dress

Orville A. Todd Middle School students should exercise sound judgment and good taste in determining what to wear to school. It should be remembered that this is a middle school (ages 10-14), which includes elementary school aged students in Grade 6.

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Conduct	Consequence
Students may not wear hats or hoods, except for medical, cultural, or religious reasons.	Hats will be confiscated. Repeat offenses will result in parental notification, detention, and possible suspension.
Students must wear age-appropriate clothing for an elementary/middle school setting. Students may not wear clothing and other attire that endangers or interferes with the physical health or safety of students or conveys a message that is vulgar, obscene, and libelous or denigrates others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.	The school will contact parents of students who wear such attire to arrange for a change of clothing. Students may be asked to wear clothing provided by the school, if available, for the school day. If the school cannot contact parents or provide a change of clothing, the student will be assigned to a separate location within the school for the remainder of the day. Repeat offenses of dress code will result in parental notification, removal from the classroom, detention, and/or suspension from school.
Specific items that are not acceptable in a school setting include: • extremely tight or form fitting clothing; • extremely brief garments such as tube tops, halter-tops, net tops, spaghetti straps, plunging necklines (front and/or back necklines), short miniskirts or shorts and bare midriffs; • see through garments; • underwear that is not completely covered by outer clothing; • jeans with inappropriate or revealing cut-outs; • flip-flops, slides, shower shoes, clogs, slippers, and very high heels; • any clothing that reveals undergarments; • chains, spikes, other dangerous ornaments or accessories; • advocates gang affiliation or identity • displays weapons such as, but not limited to, guns, knives, swords	

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The above guidelines for school dress are not exclusive. Whether or not a student's attire is appropriate or inappropriate is ultimately at the discretion of the School Principal or Assistant Principal. Students who violate the school dress code are subject to disciplinary action.

Cheating - Plagiarism - Forgery

Students are expected to complete tests, quizzes, homework, class work, and projects honestly.

Conduct	**Consequence**
Students may not copy, cheat, or plagiarize when completing any test, quiz, in-class assignment, homework, book report, or project.	Refer to chart
Students may not forge parental signatures.	An offense results in disciplinary action by the teacher, parental notification, or possible suspension from school, depending on the circumstances.

Fighting - Excessively Rough Play

Fighting, violent behavior, or activities that endanger the health and safety of students or others are prohibited.

Conduct	Consequence
Students may not fight or engage in any rough behaviors that can endanger the safety of others.	Refer to chart

Electronic Devices (Cellphones, Headphones, Earbuds, Smartwatches, Others)

As you are aware, NY State instituted a "Distraction-Free Schools" policy that restricts student access and use of electronic devices during the school day. Spackenkill's adoption of the policy includes:

At the secondary school level all Internet-Capable Devices, such as smartphones, smartwatches, tablets, laptops, etc., must be powered off and stored in the student's personally assigned locker at all times during the school day. Devices must be stored in lockers by the first bell of the school day, which is 7:23 am for the High School and 7:40 am for the Middle School. These devices may not be kept on a student's person, in pockets, backpacks, or desks. Devices without internet capability, such as basic calculators, digital watches, non-smart devices, must be turned off and put away, unless specifically authorized for educational use by a staff member.

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As in the past, Todd students can access and use devices from 2:27 to 2:35 pm to contact parents/guardians. After 2:35 pm until students leave the building, all devices must be turned off and put away.

Please read the full policy here: Policy 5695: Students and Personal Electronic Devices

If a student needs to contact a parent or guardian during the school day, or if a parent or guardian needs to contact their child, they may report to / call the following locations, depending on the matter:

Main Office - General matters, absences, and tardiness

Guidance Office - Scheduling and counseling matters

Nurse's Office - Health related matters

Assistant Principal's Office - Disciplinary/Instructional matters

Staff at these locations will assist students in contacting their families as needed.

Failure to comply with this policy will result in disciplinary action. The following are the disciplinary guidelines to be used when infractions occur. All consequences are subject to administrative discretion and may, at times, differ from these guidelines based on relevant circumstances. Repeated offenses may result in more serious consequences.

First Offense: Confiscation for the Day. Parent Notification.

Second Offense: Confiscation for the Day. Parents pick up the phone. 1 Day Lunch Detention.

Third Offense: Confiscation for the Day. Parents pick up the phone. 3 Days Lunch Detention

Fourth Offense: Student turns in device to Main Office daily, for a length of time determined by administrator.

Please reach out to me or Mr. Cormier if you have any questions, concerns, or would like to discuss and/or make arrangements regarding how to contact your child while at Todd Middle School.

Over the ear headphones are not permitted. Only in ear devices are permitted with staff member's permission.

Conduct	Consequence
Any electronic device used or seen at any time without a staff member's permission and supervision or on their person	Student's device will be confiscated and will be picked up by the student's guardian. Refer to chart for additional information

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Hallways

Students must control their voices and only walk in hallways. This is essential for safe and efficient passage to and from classes, as well as before or after school.

Conduct	Consequence
Students must speak quietly and walk in hallways, keeping to the right to avoid congestion.	An offense results in verbal reprimand and/or detention, depending on severity of the incident.
Students must have a pass to walk through hallways while classes are in session. During lunchtime, students must have a pass for places other than intramural and recess areas.	Each infraction results in detention.

Theft

Conduct	Consequence
Theft of personal or school property is unacceptable behavior.	An offense results in parental notification, detention, and possible suspension and notification of law enforcement agencies.

Outside Food & Drink

Food and drink (besides water) from home can only be consumed in the Dining Hall during lunch or snack time (6th Grade only). Students cannot have food or drink delivered to the school except by guardians. Energy and caffeinated drinks should not be brought to school as they are not recommended to be consumed by children by the American Academy of Pediatricians (AAP).

Bullying - Intimidation - Harassment

Conduct	Consequence
Bullying, teasing, name calling, and intimidating others to gain personal advantage and satisfaction are unacceptable behaviors.	Refer to chart

You can report bullying, intimidation, and harassment to your teacher, counselor, or an administrator. In addition, you can report incidents under the DASA (Dignity Act). **See next page for more information.**

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BELOW IS AN EASY-TO-UNDERSTAND WAY FOR STUDENTS TO GAUGE WHETHER THEIR TEASING IS GOOD-NATURED OR HURTFUL:

Good-Natured Teasing . . .

1. Would not hurt other people's feelings
2. Involves a playful back-and-forth between both parties
3. Is accompanied by a friendly tone of voice and laughter
4. Is accompanied by affectionate gestures or expressions
5. Brings people closer and encourages friendships
6. Sometimes helps to lighten a tense or angry situation

Hurtful Teasing (May Lead To Bullying) . . .

1. Could hurt other people's feelings
2. Is sometimes accompanied by showing off in front of others
3. Continues even when the person being teased shows distress
4. Continues even when the person teasing knows the topic is upsetting to others
5. May be accompanied by an angry tone or voice
6. May be accompanied by angry body language, such as clenched fists

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Dignity for All Students (DASA): Prohibiting Discrimination and Harassment of Students

The SUFSD Board of Education is committed to providing a safe and productive learning environment within its schools. In accordance with New York State's Dignity for All Students Act (DASA) the Board is committed to promptly addressing incidents of harassment and/or discrimination of students that impede students' ability to learn. This includes bullying, taunting, or intimidation in all their myriad forms as outlined in the district's policies, which can be found on the BoardDocs link off the district website.

DASA Coordinators:

To report an incident of discrimination, harassment or bullying, contact the building's Dignity Act Coordinator, building principal or fill out the appropriate form found either in each of the school's main offices and by clicking here.

Please return the form to your school's Dignity Act Coordinator or principal.

Spackenkill High School, Tracie Phillips, tracie.phillips@sufsdny.org
Orville A. Todd Middle School, Amanda Odendahl, amanda.odendahl@sufsdny.org
Hagan Elementary School, Brittany Coladarci, Brittany.coladarci@sufsdny.org
Nassau Elementary School, Brittany Farrell, Brittany.farrell@sufsdny.org

Like teasing, making jokes is a natural part of children's social-emotional development. However, joking about DASA protected aspects of persons is always hurtful and is not allowed under any circumstances. The statements listed below are hung throughout our building so students are constantly reminded of them:

WE DON'T JOKE ABOUT RACE

WE DON'T JOKE ABOUT RELIGION

WE DON'T JOKE ABOUT GENDER

WE DON'T JOKE ABOUT SEXUAL ORIENTATION

WE DON'T JOKE ABOUT ETHNICITY

WE DON'T JOKE ABOUT PHYSICAL APPEARANCE

WE DON'T JOKE ABOUT DISABILITIES

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Illegal Substances and Dangerous Items

Conduct	Consequence
Students may not bring illegal substances, including alcohol and drugs, to school.	An offense results in confiscation, parental notification, immediate suspension, and notification of appropriate law enforcement agencies.
Students may not bring tobacco, vapes, or other electronic cigarettes to school.	An offense results in confiscation, parental noti suspension.
Students may not bring dangerous materials to school. These include weapons, fireworks, matches, lighters, or other instruments that may cause physical injury or death.	An offense results in confiscation, parental notification, suspension, and notification of appropriate law enforcement agencies.
Students may not bring nuisance materials that detract from the school environment. These include, but are not limited to, stink bombs, water pistols, disappearing ink, gag toys, laser pointers, and the like.	An offense results in confiscation, parental notification, and possible suspension

School Property

Students must respect school property. Their guardian and the community's taxes pay for our schools and all repairs of property.

Conduct	Consequence
Students must care for their own property, school property entrusted to them, and the property of others. These include, but are not limited to, textbooks, science equipment, supplies, Chromebooks, and projects.	An offense results in parental notification, detention, restitution, and possible suspension. **Not using Chromebook cover may result in lunch detention**
Students may not deface or vandalize school property.	An offense results in parental notification, restitution, and suspension.

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Students may not litter.	An offense results in verbal reprimand and possible detention.
Students must respect school furniture and not place waste paper and refuse in desks. Students may not write on, scratch, or mark desks or any other school furniture.	An offense results in verbal reprimand, possible detention, and possible restitution

Spectators and Events

Spectators are an important part of athletic competitions, extracurricular activities, and other school functions. Spectators should conform to accepted standards of good sportsmanship and conduct at all times. They should show respect and consideration toward officials, coaches, players, advisors, performers, chaperones, and fellow spectators.

Conduct	**Consequence**
At assemblies, students must sit in assigned seats and demonstrate courteous, appropriate behavior. Whistling, shouting, and foot stomping are inappropriate. When students observe a designated signal that indicates the start of a program, they must cease talking.	An offense results in removal from assembly and parental notification. Students with repeat offenses will not be allowed to participate in future assemblies.
At athletic events, students must demonstrate courteous, appropriate conduct. They must obey posted rules and regulations.	An offense results in removal from the event and parental notification. Depending on the severity of the offense, students will not be allowed to participate in future events and face possible suspension.
At socials, students must follow the Code of Conduct drawn up by the Student Council.	An offense results in removal from the event and parental notification. Depending on the severity of the offense, students will not be allowed to participate in future events.

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Field Trips

The Orville A. Todd Middle School sponsors several worthwhile educational field trips involving entire classes throughout the school year. The school's Code of Conduct guides the behavior of students while on field trips.

Conduct
Students and parents must read and sign the behavior codes for specific trips. Students are responsible for proper conduct and behavior.

Consequence
Students who violate the Code of Conduct while on a trip may face disciplinary action, including the possibility of being sent home with a chaperone at parents' expense, as well as suspension. Students with cumulative behavior incidents may not be allowed to participate in any or all field trips.

Skateboards – Inline Skates - Bikes

Conduct
Students may not bring skateboards or inline skates (e.g., Roller Blades) to school. Students may not ride a skateboard or use inline skates on school property.

Once on school property, students must walk bike to bike rack.

Consequence
An offense results in confiscation, parental notification, and parental retrieval of items**.**

Verbal reprimand, possible detention, and loss of privilege.

Attendance – Tardiness

Regular attendance and promptness are essential for success in school.

Conduct
Students must attend school every school day. Legal absences include personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearance, or attendance at a health clinic.

Consequence
When a student has an unexplained absence, the attendance monitor will notify parents.

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Students must arrive at school on time. They should not be dropped off at school before 7:35 a.m. Students must be in their homerooms at 7:45 a.m. for the Pledge of Allegiance, attendance, and morning announcements. Classes begin promptly at 7:45 a.m. If a student arrives after that time, he/she must report to the attendance office with a note signed and dated by a parent that explains the tardiness. An admit pass will be given to the student before he/she reports to the scheduled class. Students must have a tardy pass to be admitted to class.	Unexcused tardinesses may result in detention. Persistent tardiness results in a referral to the administration and a parent conference. Students must complete all make-up class work.
Students must attend all of their classes while in school.	An offense results in parental notification and detention for each class cut. Repeat class cutting results in a parent conference, detentions to make up class work, guidance intervention, and possible suspension.
Students must be in their classes within 3 minutes after the ending bell of the previous class.	An offense results in verbal reprimand. Students serve detention for lateness without explanation. Repeat tardiness to class results in parental conference and detentions.

Code of Conduct for Specific Areas and Times at Orville A. Todd Middle School

It is necessary to have clearly defined rules and regulations because large groups of students are working together.

Appropriate conduct based upon respect and consideration results in a pleasant environment. By contrast, infraction of the rules results in verbal reprimand, parental notification, detention, or possible suspension, depending on the incident.

Lockers

Hall lockers are assigned to students at the beginning of the year. Lockers are used to store and safeguard books and personal property. The following regulations should guide student use of hall lockers. Students should:

- keep lockers clean and organized at all times;
- lock their lockers when not in use;
- not disclose their locker combinations to other students;

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- go to their lockers without permission from a teacher **only** at the beginning and the end of the school day and directly before and after lunch periods;
- not write on lockers or place stickers on or inside lockers;
- never force, kick, slam, or damage lockers in any way;
- notify the office if there are problems with lockers;
- not tamper with or open lockers other than their own;
- not leave money, jewelry, or other valuables in their lockers.

Office

Visitors receive their first impressions of Orville A. Todd Middle School in the school offices. These are places where our core values, Respect for One Another and Other People Matter should be put into practice.

Students are expected to exhibit good manners and courtesy at all times when visiting any office, whether running an errand or waiting to meet with staff.

Good office manners include the following behaviors:

- patiently waiting your turn;
- sitting quietly;
- not socializing with other students.

Bus and Walkers

Students must follow the Orville A. Todd Middle School Code of Conduct on the buses. Students may only ride their regular buses, unless granted office permission to do otherwise. Guardians must notify the office when they are requesting a different bus for their child.

The driver has a tremendous responsibility for the safety of student passengers. Students should follow bus safety rules and not distract the driver. Misbehavior on buses or at bus stops may result in suspension of bus privileges, detention, and/or suspension from school.

Only students designated as “walkers” can leave school grounds without permission after school. Students who normally take a bus, must have their guardian contact the Main Office to provide permission for their child to walk home/leave school grounds.

Health Office

- Food and drinks are not allowed in the Health Office, unless necessary for medical purposes.
- Students must have a pass to visit the Health Office, except in the case of severe injury or illness.
- Students may not visit the Health Office between classes.
- Students may not visit the Health Office toward the end of a period unless absolutely necessary. Instead, a student should wait and get a pass from the teacher for the next period, so that the teacher knows his/her whereabouts.

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Dining Hall

Rules for dining hall conduct promote a safe, orderly, and pleasant environment for students to enjoy their meals.

- Students must store all belongings brought to the dining hall at the designated area. .
- Students who are purchasing lunch should form a single file line as directed by lunch duty monitors. Students must wait quietly in line and cannot cut the line.
- Stealing from the dining hall service is grounds for suspension from school.
- Students may not take food from the dining hall.
- Students must respect and obey lunch duty monitors and servers at all times.
- Students may sit and eat at tables of their choice. This privilege carries the student responsibility of remaining seated and behaving in an appropriate manner. Students may not move chairs between tables. If there is a seating issue, students must listen to lunch duty monitors regarding how to resolve the issue.
- Students should speak at a normal conversational level. Loud talking, yelling, or shouting is not permitted.
- Throwing of food, containers, or objects of any kind is a serious disciplinary matter. Offenders may be suspended from school during lunch periods.
- Students are responsible for cleaning their own dining areas.
- Students who violate dining hall rules continually may have lunch privileges suspended.

Emergency Exit Procedures

School emergencies are handled best when students understand the serious meaning of an evacuation drill. Students will not panic when they cooperate in following the proper fire drill procedures:

1. When the alarm sounds, students must stop working immediately and move toward the assigned exit in an orderly fashion.
2. In each room there is a notice indicating which exit to use in leaving the building. Teachers will acquaint students with these directions during the first few days of school.
3. If an exit customarily used has been blocked, students must proceed to the nearest usable exit, listen for instructions from their teachers, and walk quietly in a single, orderly line to the designated location.

ABSOLUTE SILENCE IS NECESSARY

4. When outside, students proceed until the group is away from the building. A teacher will take attendance. The teacher in charge will give permission to go back into the building.
5. Students must follow the directions of their teachers AT ALL TIMES.

Responsibilities of Stakeholders

It is the ultimate goal of Orville A. Todd Middle School to provide an environment that is conducive to learning. A staff that provides guidance, creates a friendly atmosphere, and commits to a philosophy regarding the rights, procedures, and responsibilities of the students will achieve this goal. All staff have

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an obligation to set fair and reasonable standards of behavior for students, as well to maintain these standards.

The Orville A. Todd Middle School Code of Conduct consists of reasonable rules based upon respect and is designed to produce a positive learning environment. These rules will be systematically emphasized and consistently enforced. All stakeholders are responsible for good discipline.

Responsibilities of Students

To achieve academic and social success, the students of Orville A. Todd Middle School should familiarize themselves with the following responsibilities:

- Be respectful of others at all times.
- Accept full responsibility for your behavior and actions.
- Use good judgment when stating opinions or giving ideas.
- Obey the rules and regulations without expecting special consideration.
- Be honest in dealing with others.
- Be prepared for class, seek help when needed, and take responsibility for making up all work and tests missed during an absence.
- Avoid missing school for unimportant and avoidable reasons.
- Respect school property and exert influence on others to do the same. 🎬 Use the power to vote wisely.
- Make the best use of time and contribute willingly to group activities.

Responsibilities of Parents

- Become familiar with and support the implementation of the Orville A. Todd Middle School Code of Conduct enthusiastically.
- Be objective and supportive of the school's decisions when rules and consequences affect your child.
- Accept responsibility for your child's behavior and learning.
- Encourage respect for school property.
- Encourage and model respect for all school personnel.
- Schedule all medical appointments and other appointments after school hours, when possible.
- Encourage attendance at school.
- Make all arrangements for after-school activities before your child leaves for school.

Responsibilities of Administrators

- Communicate the Orville A. Todd Middle School Code of Conduct to students, staff, parents, and the community.
- Support all stakeholders in the proper implementation of the Code of Conduct.
- Enforce the consequences as determined by the Code of Conduct.
- Be a role model for all stakeholders and promote dignity and respect at all times.
- Set aside designated days for supervised administrative detention.

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Responsibilities of Staff

- Uphold our core value, Respect for One Another, and our P2 core value, Other People Matter.
- Treat each other and students with dignity.
- Act as a role model for students by practicing courtesy, promptness, and professionalism in dealing with students, colleagues, and parents.
- Accept responsibility for upholding the Code of Conduct.
- Monitor behavior in classroom, hallways, or group meeting areas.
- Apply the appropriate consequence for infractions.
- Support each other in upholding the Code of Conduct.

DEFINITIONS

Suspension

Students who are suspended from school are in the custody of their parents and are prohibited from school grounds, all sports, and after-school activities on the day(s) of the suspension. Students who are suspended from school are responsible for all the academic work missed. The work should be completed during the day(s) of suspension and submitted to the appropriate teachers upon return. When returning to school from a suspension, a student will meet with parents and an administrator. At this time, the infraction and strategy for remediation will be discussed. Students will also have additional meetings/sessions with guidance counselors upon his/her return to school. Students will have an opportunity to attend suspension tutoring from 3 pm to 5 pm at the High School.

Cumulative Behavior Incidents

Students exhibiting consistently poor behavior, which has resulted in multiple documented infractions of the Orville A. Todd Middle School Code of Conduct, may be prohibited from participation in sports, extracurricular activities, and school trips.

Detention

The following are reasons that students must serve detention during lunch or after school:

1. Student has broken rules for which detention is listed as a consequence in the Code of Conduct handbook.
2. Student has continually not upheld academic responsibilities: i.e., homework, assignments, etc.
3. Student has committed an infraction that does not support our core value and interferes with the safety and learning of other students.

Parents and students will be given a 24-hour notice prior to detention so that they can make arrangements.

Lunch time detention begins at the start of the student's lunch.

Code of Conduct Progression of Discipline Chart 2026-2027

Orville A. Todd Middle School is committed to maintaining high expectations regarding respectful behaviors for students in the school. While in school, on district property, or at any venue off school

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grounds when engaged in a school related activity (e.g., field trips, concerts, competitions, etc.), all students are expected to abide by the guidelines established in the Code of Conduct. In general, we are very proud of the behavior of our students. We believe, however, that there is value in clearly providing the consequences of misbehavior. The following chart constitutes ranges of appropriate disciplinary measures that may be assigned for common infractions. The actual discipline and consequence will be chosen from the ranges given after consideration of the seriousness of the infraction, any extenuating circumstances, and the disciplinary history of the student involved. Consequences for all infractions may include some aspect of counseling by guidance or administration, student reflection packets, and administrative directives. All infractions, both listed in the chart and those not listed, will be handled with administrative discretion and in accordance with Board of Education Policy No. 5119, the District Code of Conduct.

All consequences are subject to administrative discretion and may, at times, differ from chart based on circumstances					
	Infraction	**First offense**	**Second Offense**	**Third Offense**	**Fourth Offense**
1	Cheating/Plagiarism/Forgery	Parent Notification/Zero on Assignment/Lunch Detention	Parent Notification/Zero on Assignment/1 - 3 Lunch Detentions	Parent Notification/Zero on Assignment/3 - 5 Lunch Detentions	Zero on Assignment/ISS
2	Cyber-bullying or Posting Inappropriately on Social Media (Harassment)	Warning/Reflection Packet/Parent Notification/ 1 - 3 Lunch Detentions	5 Lunch Detentions/ Reflection Packet/Parent Notification/Referral to SRO	ISS/Referral to SRO	OSS/Referral to SRO
3	Damaging/Destroying/Theft of School/Personal Property	Reimbursement for Damage/ Lunch Detentions/ISS/OSS	Reimbursement for Damage/ Referral to SRO/ISS/OSS	Reimbursement for Damage/ Referral to SRO/ISS/OSS	Administrative discretion
4	Disruptive Behavior in Classroom, Leaving Class Without Permission	Warning/ Parent Notification/ Removal from Classroom by Teacher	1 - 3 Lunch Detentions	3 - 5 Lunch Detentions	ISS/OSS
5	Disruptive Behavior Outside of Classroom, Hallways, Dining Hall	Warning/1 - 3 Lunch Detentions	3 - 5 Lunch Detentions	3 - 5 Days ISS	ISS/OSS
6	Dress Code Violation, Hats, Hoods, Bandanas, or other Headwear	Change of Clothes/Parent Notification/Removal or Confiscation	Change of Clothes/Parent Notification/Confiscation	Change of Clothes/Parent Meeting/1 - 3 Lunch Detentions	Change of Clothes/3 - 5 Lunch Detentions/ISS
7	Inappropriate language or behavior in school or on a bus	1 - 3 Lunch Detentions/ Possible 1 - 3 Days Suspension from Bus	5 Lunch Detentions/5 Days Suspension from bus	ISS/Bus Suspension/ Referral to SRO	OSS/Referral to SRO
8	Instigation/Intimidation/Coercion (Bullying/Harassment)	Warning/1 - 3 Lunch Detentions/Reflection Packet	3 - 5 Lunch Detentions	3 - 5 Days ISS	ISS/OSS
9	Insubordination (Failure to comply with a reasonable direction of a Staff Member)	Warning/1 - 3 Lunch Detentions	3 - 5 Lunch Detentions/ Parent Notification	3 - 5 Lunch Detentions/ISS	ISS/OSS
10	Intimidation/Threats/Hurtful Teasing (Bullying/Harassment)	Warning/Reflection Packet	5 Lunch Detentions/ Reflection Packet	ISS	OSS
11	Unsafe Dangerous Behavior Towards Self and/or Others	Parent Notification/Lunch Detentions	Parent Notification/Lunch Detentions/ISR	Lunch Detentions/ISS	OSS
12	Physical Altercation/Fight	1 - 3 Days ISS/OSS	1 - 3 Days OSS	3 - 5 Days OSS	Superintendent's Hearing
13	Possession of Weapon or Dangerous Device (Or Facsimile)	Confiscation/Possible Suspension/Superintendent's Hearing & SRO referral	1 - 3 Days OSS/ Superintendent's Hearing and referral to SRO	Administrative Discretion	Administrative Discretion

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14	Pushing/Shoving/Making physical contact in a reckless manner	Warning/Lunch Detention	2 Lunch Detentions	ISS	OSS
15	Unauthorized Possession of a Personal Electronic Device - including cellphones, earbuds, headphones	Confiscation for the Day. Parent Notification.	Confiscation for the Day. Parents pick up the phone. 1 Day Lunch Detention.	Confiscation for the Day. Parents pick up the phone. 3 Day Lunch Detention	Students turn in devices to the Main Office daily. Length: administrative discretion
16	Unauthorized Photographing, Audio/Video Recording	Administrative Discretion/Possible Suspension	Administrative Discretion/1-3 Days OSS	Administrative Discretion/Possible Superintendent's Hearing	Administrative Discretion/Possible Superintendent's Hearing
17	Use of Abusive, Obscene, Lewd, Vulgar Language or Gestures Directed at Staff	1 Day ISS/OSS/Reflection Packet	1 Day OSS/Administrative Discretion	1 - 3 Days OSS/ Administrative Discretion	3 - 5 Days OSS/ Administrative Discretion
18	Use of Abusive, Biased, Lewd, Obscene, Vulgar Language, Gestures, Actions, or Materials	Warning/Parent/Notification/ Lunch Detention(s)/ ISS/Reflection Packet	Parent Notification/Lunch Detention(s)/ISS/ Reflection Packet	ISS/OSS	OSS
19	Possession or Consumption of Tobacco/Nicotine/Vaping/Juul/ E-Cigarette Products/Devices	1 Day OSS followed by 1 Day ISS with Counseling	3 – 5 Days OSS	5 Days OSS with Possible Superintendent's Hearing	5 Days OSS with Superintendent's Hearing
20	Violation of Technology/ Chrome-Book Use Agreement	Warning/Loss of Device and/or Privileges	Warning/Loss of Device and/or Privileges	ISS/Loss of Device and/or Privileges	OSS/Loss of Device and/or Privileges

SPORTS AND SEASONS

A comprehensive athletic handbook is available through the Office of Athletics:

Director of Athletics: Mr. Marco Lanzoni, 463-7824

Athletic Secretary: Mrs. Marcy Ruscillo, 463-7824

SIGN-UPS

The coaches or the athletics director will come to the middle school during lunch periods to provide information on sports. Guardians can register students online at https://www.familyid.com/organizations/spackenkill-ufsd-athletics. This can be found on the Spackenkill website.

Fall Sports (sign-ups mid May)

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Girls' Soccer – Modified
Boys' Soccer – Modified
Boys' and Girls' Cross Country – Modified
Cheerleading – Modified
Field Hockey – Modified
Football – Modified
Girls' Volleyball – Modified

Winter Sports (sign-ups mid October)

Boys' Basketball – Modified
Girls' Basketball – Modified
Cheerleading – Modified

Spring Sports (sign-ups early February)

Baseball – Modified
Softball – Modified
Boys' and Girls' Track – Modified
Boys' and Girls' Crew – Novice

ELIGIBILITY

- Students who wish to join a sports team are required to be in good academic standing and have no disciplinary infractions.
- Students in grades 7 and 8 are eligible to join Spackenkill's organized sports teams.
- By state law, students in grade 6 are eligible only for intramurals, which run during lunch times and after school.

SPORTS PHYSICALS

In order to join a school sports team, students must have a current physical on file with the school nurse. All physicals will be reviewed by our school physician.

- For **fall** sports, physicals are scheduled in **May/June**.
- For **winter** sports, physicals are scheduled in **November**.
- For **spring** sports, physicals are scheduled in **February**.

There is no cost to parents for a physical given in school, which is valid for a period of 12 continuous months.

INTRAMURALS

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Intramurals run during lunch times and after school from 2:30 to 3 pm for students in grades 6 through 8. Students play flag football, basketball, wiffle ball, volleyball, bowling, ultimate Frisbee, as well as other games/sports, depending on the season and the weather. To be involved in intramurals, see your physical education teacher.

Advisors: grade 6: Ms. Abrams rachel.abrams@sufsdny.org
grade 7: Mr. Kirschenheiter tom.kirschenheiter@sufsdny.org
grade 8: Mrs. Papo lisa.papo@sufsdny.org

AFTER-SCHOOL CLUBS AND ACTIVITIES

In addition to sports, there are other ways to be involved after school through intramurals and clubs. **Please note:** Participating in an after-school activity/club does **not** interfere with being on a sports team. Students who wish to participate in after-school clubs and activities sign up at meetings with the club advisor. Listen for meeting times during morning and afternoon announcements.

- **Art Club-** Advisor Mrs. Romani marybeth.romani@sufsdny.org
  The Todd Art Club meets every week after school from 2:30 to 3 pm in the art room. The Art Club is open to students of all artistic abilities in grades 6 through 8. A variety of art mediums will be used during the school year. Members have the opportunity to participate in the annual Memory Project art exchange. Sign-ups are the second week of school. Art club uses google classroom for upcoming projects and news.

- **ASL Club-** Advisor Ms. Casucci kate.casucci@sufsdny.org and Mrs. Rubin jen.rubin@sufsdny.org
  American Sign Language (ASL) Club meets every week on Tuesday from 2:30-3 in Room 14. Any student interested in learning sign language and about the deaf community is encouraged to join. Learning begins with the alphabet and numbers, after which topics include such things as feelings, colors, animals, holidays and beginning conversational skills. In addition, topics related to deaf awareness are reviewed. Students learn through videos, games, models and paired practice. Students have a lot of fun learning and practicing in a supportive environment. ASL Club uses google classroom for notifications and access to practice materials.

- **Book Club-** Advisor Mrs. Hutchinson jasmine.hutchinson@sufsdny.org

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Book Club meets weekly from 2:30 to 3pm on Mondays in room 24. The club is open to all students in grades 6 through 8. Our objective is to simply enjoy the social aspects of reading through passionate discussions that help open our minds to new ideas, help us view the world through the eyes of others, and enable us to cross boundaries of all kinds. Students will contribute in every way to these fun, food-centered gatherings with suggestions that lend themselves to diverse reading selections as well as culturally intriguing book related menu items with each.

- **Chess Club-** Advisor Mr. Hannigan ryan.hannigan@sufsdny.org

  The Todd Chess Club meets every Wednesday after school from 2:30 to 3 pm in Room 7. The Chess Club is open to all students at Todd from beginners to advanced players. Come by and learn how to play or to engage in some friendly competition. New members are always welcome!

- **Club Alliance-** Advisor Mrs. Gil kristen.gil@sufsdny.org and Ms. Odendahl amanda.odendahl@sufsdny.org

  The Club Alliance Club meets every week from 2:30 to 3 pm. Students plan ways to accept differences in each other and ideas to combat bullying.

- **Computer Club-** Advisor Mr. Houtman alexander.houtman@sufsdny.org

  The Computer Club meets weekly normally on Wednesdays from 2:30 to 3pm. The Computer Club is open to all students and this year will hopefully take field trips to IBM and Marist College.

- **Continental Math League (CML)-** Advisor Mr. Hannigan ryan.hannigan@sufsdny.org

  The middle school offers all students the opportunity to participate in the Continental Math League. Students share and learn new ways of solving problems and participate in organized competitions. CML meets every week from 2:30 to 3 pm. Members take part in two different types of competitions: solo and team. There are five solo competitions during the year, given monthly from November through March. During the solo competitions, students take a 6 problem test in which their results are used to compete against other members of their grade. There are 7 team competitions given monthly from October through April. Teams for group competitions are created at the beginning of the year and must be grade-mixed. The AMC 8 competition is also offered through this club as a separate event.

- **Crochet Club**- Advisor Mrs. Ackert kristin.ackert@sufsdny.org & Mrs. Vila elizabeth.vila@sufsdny.org

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This is a fun and creative space where middle school students can learn how to crochet, make cool projects, and relax with friends. Whether you've never picked up a hook before or already know some basics, everyone is welcome! In Crochet Club, you'll learn simple stitches, create things like bracelets, plushies, and scarves, and express your own style through handmade designs. It's a great way to be creative, build patience, and have fun together. Come join us and start stitching!

- **Drama Club-** Advisors James Laudano james.laudano@sufsny.org Mr. Kirschenheiter tom.kirschenheiter@sufsdny.org & Ms. Fluma kara.fluman@sufsdny.org

  The Drama Club is open to all students in grades 6 through 8. All students who try out are part of the production in some capacity. Two public performances are held at Todd. The purpose and aim of the Drama Club is to advance and improve the theater arts program at Todd and the surrounding community.

- **Environmental Club** - Advisor Ms. Rogers kim.rogers@sufsdny.org

  Join us in working on Environmental Issues**.** The club will empower students to participate and take up meaningful environmental activities and projects. We will be working on our Pollinator Meadow on School Property AND joining local schools, colleges, and Town of Poughkeepsie agencies to create awareness of environmental issues in our local community. We will also collaborate on ways to establish pollinator friendly habitats and food sources.

- **Esports-**Advisor Mrs. Joy elyse.joy@sufsdny.org

  Students in the Technology Club will be participating in Middle School Esports this year. The Middle School Esports League aims to harness middle school students' passion for video games through organized competition in a safe and secure format. MSEL is an integral part of teaching important skills that students will be able to take with them into high school, college, and beyond. Team members will be selected in the fall and participants are expected to attend practice once a week in Wappingers Falls and competitions every Saturday. Students must have their own transportation.

- **French Club -** Advisor Madame Daunt paula.daunt@sufsdny.org

  This club is open to all middle school students who have an interest in French speaking food, art, style, culture, language. The meeting is in French with some use of French. We will be crafting, cooking, designing the French way as well as hosting events to share the French speaking world with the Todd community.

- **Homework Helpers -** Advisor Mrs. Winnis deb.winnis@sufsdny.org
  Looking for a dedicated space to crush your schoolwork? Homework Helpers offers a

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supportive environment where students can work independently or collaborate in small groups.

- **Peer Tutoring:** Capable 8th-grade mentors are on hand to provide extra subject support and guidance.

- **Teacher Support:** Mrs. Winnis is available to assist with assignments or help build effective organizational and study skills.

- **When:** Monday and Wednesday from 2:30 PM – 3:30 PM

- **Where:** Library

- **Honor Key -** Advisors Mrs. Camburn mary.camburn@sufsdny.org & Mrs. Gil kristen.gil@sufsdny.org

  For eligible 8th grade students to provide a platform to better our school community. To be eligible for the Todd Honor Key, a student must have a cumulative average of 93 or above for grades 6, 7, and the first quarter of 8th grade. Students who qualify academically and are eligible will receive an application during the second marking period of their 8th grade year.
  As members of the Todd Honor Key, students are expected to participate in building-based and community service activities as well as continue to excel academically and demonstrate outstanding citizenship.

- **Library Club-** Advisor Mr. Sarubbi john.sarubbi@sufsdny.org

  The Library Club meets weekly where you will use your time for readers' advisory for recommendations, ordering, creating displays and updating what you would like to see in the library.

- **Dungeons & Dragons-** Advisor Mr. Sarubbi john.sarubbi@sufsdny.org

  The Dungeons & Dragons club meets weekly to play this interactive and exciting game.

- **Newspaper Club (Todd Times) -** Advisors Mr. Scanlonalbert.scanlon@sufsdny.org & Mrs. Romani marybeth.romani@sufsdny.org

  The Todd Times Newspaper is a student-run digital newspaper which brings the latest news, stories, interviews, and creative features every month to the Todd Student Body and staff. From school events to student spotlights, students in the newspaper club keep

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our school community informed and connected while giving our writers, editors, and designers a voice.

- **Odyssey of the Mind-** Advisor Mr. Colon anthony.colon@sufsdny.org

  Odyssey of the Mind is designed to create problem-solving opportunities for all students in grades 6 through 8. This program promotes creativity by challenging members to solve divergent problems by working in teams. Students learn the important skills of teamwork, self-respect, and respect for others through such activities as brainstorming and role-playing. Every October, Odyssey of the Mind publishes five problems that students may sign up to solve. Based on the number of students who choose to participate, the school creates teams to solve particular problems. These teams meet after school from 2:30 to 3 pm starting in late October to prepare for the regional competition in late February. Winners of the regional competition go on to State Finals in March.

- **Peer Mediation -**Advisors Mrs. Camburn mary.camburn@sufsdny.org & Ms. Casucci kate.casucci@sufsdny.org

  Project Peace/Peer Mediation, is a club where students learn mediation skills as well as complete community service projects. Club members will participate in activities where they learn about such things as conflict, listening skills, body language, underlying feelings, reflective questioning and how to support others in resolving conflict as well as work on student selected projects promoting kindness within Todd Middle School and the surrounding community.

- **Ping-Pong Club-** Advisor Mrs. Joy elyse.joy@sufsdny.org

  The Ping-Pong Club is open to all students in grades 6 through 8 and is run by Mrs. Joy. She teaches serves, spins, forehand, backhand, loops, blocking, pushing, footwork, and tournament strategies. The club meets once a week from 2:30 to 3pm.
  Come and see how much fun Ping-Pong can be!

- **School Store/The Bookbag-** Advisor Mrs. Pink michelle.pink@sufsdny.org

  The Bookbag originally began in 1997 as a used bookstore made possible through a school-to-work grant funded by BOCES. Over the years The Bookbag has evolved into a school supply center. Students learn not only the math and language skills important in running a business but they also learn vital workplace skills that will last them a lifetime. Students have the opportunity to work as accountants, salespeople, publicists, and stock and ordering personnel. Students even go through an application process to fill these positions.

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The Bookbag provides the students at Todd with reasonably priced school supplies at a convenient location. The profits help the store continue its growth, as well as fund school activities. Each year the students select a charity to which to donate a portion of the funds. Organizations that students have chosen in the past include Dutchess Outreach, Dutchess County SPCA, Roberto Morelli Medical Trust, American Cancer Society, and The Alzheimer's Foundation. Hours of operation are Monday through Friday, 2:30-2:55 pm.

- **Science Club:** Advisors Mrs. Walsh melissa.walsh@sufsdny.org & Ms. Rogers kim.rogers@sufsdny.org

  Do you like to explore, build, and create? Science Club is a place where students can dive into hands-on STEAM activities (Science, Technology, Engineering, Art, and Math). We'll do experiments, tackle building challenges, try out coding, and work on creative projects. This is a fun, low-pressure club where you can explore your curiosity, work with friends, and discover how science connects to the world around you. No experience needed—just bring your imagination and excitement to learn!

- **Student Government-** Advisor Mr. Scanlon albert.scanlon@sufsdny.org

  Student Government is a club for students interested in bettering the school community through action and event planning. In Student Government, students will plan and organize various activities such as assemblies, dances, and other special events. Student Government members also provide input to help solve school-wide problems and make school events as fun as possible for everybody. Each homeroom elects one student representative to serve on the student council. Students elect officers such as president, vice president, treasurer, secretary, and committee chief in school-wide elections. Students elect homeroom representatives in September and other officers in October/November. Meetings take place once a week. All students are welcome to join and are encouraged to run for homeroom representative or other positions.

- **Yearbook Club-** Advisor Mrs. Walsh melissa.walsh@sufsdny.org

  If you enjoy taking pictures, digital design, sales, business, art, and/or working in teams of people, the Yearbook Club is the place for you! We meet weekly 2:30-3:00 to plan out, design, edit, and finalize the Todd Middle School yearbook. We also work on publicity to increase sales of the book. There are many different job opportunities for club members so be sure to stop by a meeting!

COURSE LISTINGS BY GRADE

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6th Grade	*7th Grade*	*8th Grade*
Math	Math	Math
	Accelerated Math	Integrated Algebra
Science	Science	Science
		Earth and Space Sciences
Social Studies	Social Studies	Social Studies
Reading/Language Arts	English	English
Spanish	Spanish	Spanish
French	French	French
Art	Art	Art
	AVID	Studio-in-Art
Computer	Computer	Computer
Technology	Technology	Technology
Family and Consumer Science	Family and Consumer Science	Family and Consumer Science
Physical Education	Physical Education	Physical Education
Music Appreciation	Music Appreciation	Music Appreciation
Chorus	Chorus	Chorus
Band	Band	Band
Strings	Strings	Strings
	Health Education	AVID
Resource Room	Resource Room	Resource Room
AIS	AIS	AIS

AVID

In the AVID Elective Class, students learn organizational and study skills, work on critical thinking and asking probing questions, get academic help from peers and tutors, and participate in enrichment and motivational activities that make them college-ready. The AVID class runs every other day of the school year. Students apply to the AVID program and class in the spring of 6th grade. The expectation is for students to stay in the AVID program and class through 12th grade. You can learn more about AVID and the application process **here.**

ACCELERATED CLASSES

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Todd Middle School offers an opportunity to 7th and 8th graders to qualify for acceleration in math (grades 7 and 8), science (grade 8), and studio art (grade 8).

7TH GRADE PLACEMENT FOR ACCELERATED MATH (MATH 7A)

It is our goal to offer the opportunity for students with demonstrated readiness in math to begin acceleration. The process of selecting students for accelerated math in the 7th grade (7A), is as follows:

- All 6th grade students with an overall average of 93 and above for the first three quarters of Math 6 are automatically placed into Math 7A.
- Students with an average under a 93 for the first three quarters of Math 6 mayl be placed into Math 7A with a teacher recommendation based on academic achievement, ability and work ethic.

We recognize certain students will meet the criteria and others may not. We will continue to challenge all of our students through the continual efforts of our staff and program development. Placement letters will be sent out quarter 4. If you need any further information about this program, please contact the guidance office at (845) 463-7825.

8TH GRADE PLACEMENT FOR ALGEBRA

The process of selecting students for Algebra in the 8th grade is as follows:

- All students with an overall average of 85 or above for the first three quarters of **Math 7A** will be placed into Algebra.
- Students in **Math 7A** with an average below 85 for the first three quarters may be considered for Algebra with a teacher recommendation based on the student's academic achievement, ability and work ethic.
- Students in **Math 7** showing outstanding performance who would undoubtedly benefit from the challenge of taking Algebra may also be recommended by his/her math teacher.

Letters with your child's placement will be sent home AFTER quarter 3. If you or your child feel the placement is not appropriate, please contact your child's School Counselor.

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8TH GRADE PLACEMENT FOR EARTH and SPACE SCIENCES

Admission into Regents Earth and Space Sciences is based on academic performance along with teacher input. Our experience shows that students with an average below 90% in Science 7 find Earth and Space Sciences too challenging in 8th grade and are much more successful taking it in high school.

Students will be placed with the following criteria:

- All students with an overall average of 90 or above for the first three quarters of Science 7, 85 or above in the first three quarters of Math 7A or 90 or above in the first three quarters of Math 7 will be placed into Earth and Space Sciences.
- Students with averages that fall below those listed above may be placed into Earth and Space Sciences with teacher recommendation based on the student's academic achievement, ability, and work ethic.

Letters with your child's placement will be sent home AFTER quarter 3. If you or your child feel the placement is not appropriate, please contact your child's School Counselor.

Please note the expectation is that all students will maintain a minimum of an 80% average while enrolled in the Earth and Space Sciences class. Students with an average of 80% or below will be placed on probation and must attend mandatory extra help.

STUDIO-IN-ART PLACEMENT

The process of selecting students to sit for the Studio-In-Art entrance exam is based on the following:

1. 7th grade final average in art of 87% or above. **Must meet this requirement to be considered.** All students in quarter 4 will be invited to sit for the exam.
2. Student is responsible – projects are turned in completed and on time
3. Student works well independently
4. Student shows an interest in the subject
5. Student shows a willingness to do extra work independently and with fellow students
6. Student has a mature attitude toward work

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7. Student's projects are neatly presented, showing pride in work
8. Student shows some creativity
9. Student participates in an art performance test which is scheduled for May

Studio-In-Art meets daily from 7:00am - 7:40am. Since this class runs outside of the normal school day, transportation will NOT be provided by the district. Students are expected to arrive by 6:50 am. A wait list will be established if the number of qualifying students exceeds the seat capacity.

ACADEMIC INTERVENTION SERVICES (AIS)

The New York State Education Department has mandated schools to provide Academic Intervention Services to students believed to be in jeopardy of not succeeding on the 8th Grade Assessments. Students are placed in the AIS program based on State Assessments. Students are scheduled for one period every other day of AIS in the area(s) of math, English, or both. We will send home a letter if a student needs AIS.

ASSESSMENTS

During the school year students are tested to check that they are on target with New York State's requirements. All Todd MS State Tests are done as Computer Based Tests (CBT). Some of the assessments that will be given are as follows:

Grade 6:	ELA in April
	Math in May
Grade 7:	ELA in April
	Math in May
Grade 8:	ELA in April
	Math in May
	Science Performance in May
	Foreign Language Proficiency in June

Grades 6, 7, and 8 ELL students will take the NYS English as a Second Language Achievement Test (NYSESLAT) in May. Results of the testing will help to determine if a student is in need of Academic Intervention Services (see AIS section).

TODD TIME

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Todd Time is provided when students don't have scheduled classes. All students in a Todd Time should be engaged in studying or reading. Students are expected to bring books and/or reading materials with them. All students are assigned a seat. Students with passes out of Todd Time from teachers must first go to Todd Time to be counted for attendance and then sign out. Procedures for students using the library during Todd Time are as follows:

- After a study environment has been established, each Todd Time teacher will initiate a library sign-out sheet on a daily basis.

- All students who request to go to the library will be dismissed as a group with a pass to the library.

STUDY TIPS

Learning how to study is an essential skill. Following are some tips to help you learn how to study:

1. Study in a quiet place with few distractions (no television, radio, or people).
2. Study for stretches of 30 to 45 minutes and then take a quick break.
3. Study the most difficult subject first.
4. Study each subject daily (this helps with retention and comprehension of material).
5. Don't wait until the last minute to study for tests/quizzes.
6. Study with a partner and re-teach the material to each other.
7. Don't study too late. Being tired will make it difficult for you to concentrate.

CHROMEBOOK ETIQUETTE

Chromebook care is an essential part of your daily responsibility. Following are some tips to help you keep your Chromebook clean and functional:

1. You should come to school with a fully charged chromebook with the charger and stylus in the case.
2. Chromebooks are the property of SUFSD.
3. You are not to deface or remove the name label on either the case or the bottom of the chromebook.
4. Cases must be used at all times. They are to protect the chromebook from possible screen cracks and damage.
5. If a chromebook becomes damaged, the replacement cost will be billed to the family. Replacement cost for Chromebooks are $300.
6. Loaners are only available for students that have their device in for repair.

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7. Students that forget their chromebooks must call home and have the chromebook delivered to the school. Loaners are not designed for students that forget theirs.
8. Students are not to write, color, carve, draw or use stickers on the cases or the chromebooks.
9. You are required to follow the Acceptable Usage Policy
10. Chromebooks and all Spackenkill applications, including Gmail and all Google apps, are only to be used for school purposes. **You cannot use the Chromebook or its applications for personal use, such as emailing or messaging others for non-school reasons.** You also cannot use any account on your Chromebook but your Spackenkill account.

ATTENDANCE - TARDINESS

Regular attendance and promptness are essential for success in school. Students are expected to arrive at school on time and should not be dropped off at school before 7:35 am. Students must be in the homeroom at 7:45 am for the Pledge of Allegiance, attendance, morning announcements, and sustained silent reading (SSR). Classes begin promptly at 7:45 am. If a student arrives after 7:45 am, he/she should report to the main office with a note signed and dated by a parent explaining the tardiness. Students will receive an admit pass before reporting to the scheduled class. The student must have a pass to be admitted to class. Records are kept regarding absences and tardiness and letters will be sent home periodically when absences and tardiness are in excess.
All students must exit the building and leave school grounds at the end of the school day **unless** they have made arrangements to stay with a teacher or are participating on a school sports team.

Early Dismissal

Students who will be leaving school prior to normal dismissal must submit a written request signed by his/her parent/guardian to the main office before homeroom. A list of those students with early dismissal is included on the daily attendance sheet. When a student is leaving early, a parent/guardian must sign that student out in the main office at time of departure.

Homework

Each student is responsible for completing all missed homework assignments. If a child is ill, parents/guardians can make homework requests for that day's work through the main office prior to 9:30 am. Teachers need time to gather extra items for absent students. A student who will be out for an extended period of time with a "scheduled absence" (surgery, family emergency, etc.) must request the work from teachers for the days missed.

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Moving

A student who is moving out of the school district must notify his/her guidance counselor. Before a student leaves, a parent/guardian needs to sign a release, which will permit school personnel to mail records to the new school district. A student also needs to have each of his/her teachers initial a sign-out form on the last day in school. This form signifies that all school material has been returned.

LOST AND FOUND

If a student has misplaced or lost an item (book, clothing, notebook, handbag, musical instrument, glasses, etc.) he/she should check the lost and found table, located in the lobby. The student should also notify the main office about the lost item and periodically check back to see if it has been found.

HEALTH OFFICE

The health office is located next to the guidance office and is staffed by one full-time registered nurse. Among the services provided by the health office are:

- providing first-aid care to students who are injured or ill while under school supervision;
- conducting New York State mandated yearly screenings for vision, hearing, and scoliosis;
- maintaining health records for each student;
- assisting doctors in the administration of health examinations.

Medication in School

If it is necessary for students to have medication during the school day, the nurse will cooperate with the physicians and parents. However, certain procedures must be followed:

The nurse cannot administer medication unless there is a **written order** from a doctor and a written request from a parent. The written order, signed by the doctor, should contain the following information:

- name of student/patient;
- name of medicine;
- reason for giving the medicine;
- dosage/time of day to administer;
- number of days to administer;
- doctor contact information.

The medication must be in the original pharmacy container and brought to the health office by an adult.

Additional Health Information

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1. A medical examination is required upon entrance to school and routinely in grades Pre-K,K, 1, 3, 5, 7, 9, and 11. Parents are encouraged to have their child examined by their family physicians. Results of the examinations must be noted on health forms furnished by either the district or physician, signed by a doctor, and returned to the health office. Students who do not present the form signed by the family physician will have medical examinations by the school physician. Any health conditions that seem to require more complete diagnosis or treatment will be referred to the parents.
2. Students who attend school in New York State must be immunized against polio, mumps, diphtheria, whooping cough, measles, rubella, hepatitis B, meningitis, and varicella. No student will be admitted to school without appropriate certification of immunization. Exemption to the immunization law is allowed only for medical reasons. A physician must certify a medical exemption yearly in writing.
3. Students who arrive at school on crutches, with canes, in casts, or with other serious injuries must report to the health office before going to homeroom.
4. Either the school physician or family physician may do physical examinations for working papers. Examinations must be completed no longer than 12 months before the date of employment. Forms are available in the guidance office for this purpose.
5. Students who wish to participate in interscholastic sports must have a current physical from their own physician or the student will be referred to the school physician for a sports physical. (See the sports physical section.)
6. If a student is unable to participate in physical education classes, he/she must bring a note from home to the health office before homeroom. Any extended period of time out of physical education class requires a physician's note.

Data Verification Forms
Emergencies such as illness, injuries, etc., arise during the course of the school year. The school must be able to contact someone who is responsible for a particular student at all times. Please complete, sign, and return the Data Verification Forms to the health office as soon as possible. You may also update this form through our Parent Portal: https://www.spackenkillschools.org/parents/parent_portal.

Note: Please submit in writing all changes in telephone number, address, and employment to the nurse's office as soon as the change occurs so that we may update records.

If a student has an accident, he/she must inform the supervising teacher immediately. The nurse will then be contacted to assist the student and notify parents/guardians.

Illness in School
If a student feels ill during class, he/she should get a pass from the classroom teacher and report to the health office. In the event that the student is so ill that he/she must go home, the nurse will contact parents/guardians.

LOCKERS

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Hall lockers are assigned to students at the beginning of the year. Lockers are used to store and safeguard books and personal property.

One of the first steps of using a locker is opening the lock. To open the lock, follow these steps:

1. Spin the dial to the right 3 times. On the third time stop.
2. Turn the dial to the left one full circle passing the first number and stop on the second number.
3. Turn the dial to the right directly to the third number and stop.
4. Pull the lock open.

Helpful Hints

- If it doesn't work, try again.
- Remember to turn the dial right, left, right for your combination.
- Ask for help! That is why we're here.
- Put the locker combination in a safe place and don't share it with anyone.
- If you lose or forget the combination, go to the main office.
- Practice makes perfect!

Note: For Studio-in-Art students, locks are yours to use free of charge for the year. A replacement for a lost lock costs $5.00.

PLANNERS

Every student will be issued a planner the first day of school with their Chromebooks. This planner can hold the key to success. The planner is set up as a date book with the months, dates, and days of the week. Use the planner to keep track of your daily homework assignments, tests, and projects. Planners are also a tool for communication between school and home, so be sure to share the planners with your parents/guardians. Some key elements in the planner this year are hallway passes (so make sure to bring your planner with you to **every** class!), a vinyl "Home-School" pouch for safeguarding items/correspondence between home and school, a today page finder that also serves as a ruler, and an informative insert on character education and conflict resolution.

MOVING-UP CEREMONY

The moving up ceremony is a Todd tradition that recognizes the successful completion of 8th grade and the transition to high school. The ceremony typically takes place on the last day of school. Family and friends are encouraged to attend.

At the moving up ceremony, several awards are given.

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The President's Award has two categories, Educational Excellence and Educational Achievement. To be eligible for *Educational Excellence* a student must have been on the honor roll for quarters 1 through 3 in grades 6 through 8 **and** obtained a level 4 on either the NYS Math or ELA exam. To be eligible for *Educational Achievement* a student must show tremendous growth but not meet the criteria for the Excellence Award. This student demonstrates unusual commitment to learning in academics despite various obstacles; maintains a school record that would have met the school's selection criteria for the Excellence Award but was prevented due to illness, personal crisis, or special needs from maintaining such high standards despite hard work; or demonstrates achievement in the arts, such as music or theater.

The Triple "C" Award from the Attorney General's Office stands for Character, Courage, and Commitment. A student who receives this award shows outstanding Commitment to education and to the future; has strong Character, which has helped him/her to achieve goals; and displays the Courage to face any future challenges.

The New York State Comptroller Achievement Award is awarded to a student who has shown academic excellence and the potential for leadership through involvement in activities that improve the community. This student has devoted a significant amount of time to helping his/ her school and/or community.

OAG (Office of Attorney General) Civic Ambassador Award is awarded to one student who has demonstrated a passion and knowledge for civics and government. Through their accomplishments and passion, these students provide us with hope for a brighter future.

The Richard Jones Memorial Award is awarded in memory of Richard Jones, who was a teacher for approximately 30 years in the Spackenkill School District. Mr. Jones taught Health Education in grades 6 through 12 before his untimely death in 1997. The criteria for this award are respect for others; thoughtfulness and consideration; loyalty in friendship; honesty; caring and helping others; and volunteerism in school and/or the community.

The Scott A. Sanford Award is presented to the 8th grader who embraces the qualities that Scott Sanford demonstrated throughout his life. That student respects academic effort and success, values family and community, possesses exemplary character and integrity, appreciates fitness and sports, expresses understanding and compassion, and shares a wonderful sense of humor.

The Stuart Glazer Memorial Award This Award goes to the 8th grade student who excelled in social studies while at Todd. This student has shown qualities of citizenship and responsibility, revealed their good character to teachers through his/her actions, and demonstrated a capacity for leadership amongst peers.

Student Government Recognition Award is given to a student who for the past three years has been involved in all activities of student government despite the fact he/she has not held an

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official office. He/she has given his/her time to prepare, decorate, and organize all activities that student government runs for the school and the community.

World Language Award (3 components):
Attitude – Independent learner, grasps the language fast and with enthusiasm, uses language consistently.
Character – Helpful to others, engages and starts conversations in the language with peers.
Enthusiasm – Has an appetite to learn the language, displays a genuine interest in the language.

Unified Arts Award (Art, Technology, FACS, Computer) Based on citizenship, productivity, attitude.

New York State Family and Consumer Sciences Education Award is given to a student who demonstrates academic excellence and an outstanding performance in Family and Consumer Sciences Education.

The New York State Art Teachers Association Award is given to two students for their outstanding achievement in the Visual Arts for the school year.

Physical Education Award This award recognizes those students who appreciated physical activity, display sportsmanship and who put 100% effort in 100% of the time.

The Triple Threat Reader Award recognizes the student who held the 'Top Reader' title for three consecutive years (6th to 8th grade). It celebrates their mastery of diverse genres, from classic horror to modern manga, showcasing their curiosity and passion for literature.

The Milestone Award recognizes the student who held the 'Top Reader' title for three consecutive years (6th to 8th grade). It celebrates their mastery of diverse genres, from classic horror to modern manga, showcasing their curiosity and passion for literature.

The All-Star Reader Award recognizes a student who ranked among our top readers for three consecutive years (6th, 7th, and 8th). The student embraced reading as an elite sport, exploring teamwork and perseverance in the works of Mike Lupica, Tim Green, and Jason Reynolds. Their dedication shows that excellence can be found in both literature and athletics

The All-Around Reader Award recognizes a student who excelled in literacy from 6th to 8th grade, skillfully bridging humor and history. Through engaging with works like Jeff Kinney's stories and topics like the New York Knicks and international conflict, this student shows a commitment to understanding the world. We celebrate his diverse and consistent approach to learning.

The Heart & Soul Award recognizes a student who views the library not just as a place for checkouts, but as a home for storytelling. From supernatural adventures to contemporary tales, the student’s passion for reading shows a deep commitment to empathy, connection, and

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personal growth. We are thrilled to celebrate her love for literature.

SPECIAL EVENTS

8th Grade Trip to Washington, D.C.

The faculty and students look forward to experiencing all of the historic and cultural sites of Washington, D.C. The trip is three days long, from Wednesday to Friday in March, and culminates with a wreath laying ceremony at Arlington National Cemetery.

8th Grade Dinner Dance

A formal dinner dance takes place at the end of the school year for the 8th grade students. This dance incorporates a sit-down dinner, music, dancing, and ambiance. The Student Government runs the event. The dress code is semi-formal. The Dinner Dance is for Todd MS 8th Graders only. Students look forward to this event and enjoy it tremendously.

7th Grade Esopus Trip

Seventh grade students, parents, and teachers head to Esopus Meadows Environmental Center to learn about biodiversity in the Hudson. They fish, learn to use dichotomous keys, perform water chemistry, and explore macroinvertebrates. The trip was free for students as part of a local field trip grant. We hope this trip encourages students to spend more time enjoying the river and to do their best to protect it.

Music in the Park

HONOR/MERIT ROLLS & HONOR KEY

Students in grades 6 through 8 are eligible for the honor roll and merit roll.

The requirements for the **honor roll** are a 90.0 minimum overall average with no class quarter average below a 75 and no incompletes. If a student has been on the honor roll for the first three quarters, they are recognized at a special ceremony and presented with a certificate. Following the ceremony, the honored students enjoy a hearty breakfast provided by the PTA. This event is a special way to acknowledge students' hard work, dedication, and commitment to academics.

The requirements for the **merit roll** are an 85.0 minimum overall average with no class quarter average below a 70 and no incompletes. Students on the merit roll receive certificates.

Honor Key - Advisors Mrs. Camburn & Mrs. Gil

For eligible 8th grade students to provide a platform to better our school community. To

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be eligible for the Todd Honor Key, a student must have a cumulative average of 93 or above for grades 6, 7, and the first quarter of 8th grade. Students who qualify academically and are eligible will receive an application during the second marking period of their 8th grade year. The cumulative average of 93 is a weighted average.

As members of the Todd Honor Key, students are expected to participate in building-based and community service activities as well as continue to excel academically and demonstrate outstanding citizenship.

STUDENT SERVICES

School counselors, a school psychologist, and social workers work as a team with students, parents, and teachers. The primary function of this team is to counsel students on any matter that they feel is important. Many students expect a counselor to solve problems. This is not always possible. A counselor can help students (and their families) select possible solutions to problems and continue to provide support.

Students are referred to the counselors through self-referrals, teachers/staff, other students, parents, administrators, and the nurse. All issues discussed with a student and/or parents are kept in strict confidence. Some of the subjects that have been discussed with counselors include peer relationships, divorce, loss of a loved one, peer pressure, self-esteem, personal difficulties, choices, drugs and their dangers, personal/family difficulties, expressing and managing feelings (anger, sadness, jealousy, anxiety, etc.), effective communication, homework, grades, student/parent relationships, student/teacher relationships, courses required for graduation, career exploration, job descriptions, goal setting, and other concerns.

In addition to the services mentioned above, counselors work with students in group settings, such as group counseling and mediation, to effectively reach those with common concerns and issues. Group counseling provides a safe haven for students to share feelings and receive support when facing certain issues, such as divorce. Mediation between peers, teachers, etc., is sometimes necessary as a solution for issues or concerns.

Counselors provide information and resources to parents, teachers, and community members on a variety of issues and assist in facilitating referrals to outside agencies, including, but not limited to, outside therapists/psychiatrists, hospital programs, out of district school programs, and the Persons In Need of Supervision (PINS) process. Placement reviews and planning occurs with information gathering that includes teachers, administration, parents, psychologists, and school counselors.

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GUIDANCE

In addition, the guidance office offers the following services:

- **Facilitation of parent/teacher conferences.** The guidance secretary schedules requests by either teachers or parents for team meetings. These usually take place during a team-meeting period (when a team of teachers share the same free period) or at 2:30 pm.

- **Academic planning.** Scheduling 8th graders into the 9th grade occurs in January/February. An important part of this process is the involvement of the parents/guardians. The middle school counselors work in conjunction with the high school counselors to make this process a smooth one.

- **Orientation.** This event for incoming 6th graders helps ease the tensions for both students and parents.

- **Schedule changes.** These are done only on an as needed basis.

- **Home tutoring.** If a student has a health problem or physical impairment, which in the opinion of a licensed medical examiner will cause him/her to be absent from school for an extended period of time, home tutoring is available. Contact your child's guidance counselor to set up this program.

PSYCHOLOGICAL/SOCIAL WORK

In addition, the psychologist and social workers offer the following services:

- **Identification of students in need of special education and 504 Accommodation Plans.** They also facilitate the implementation of these services.

- **Assessment of student's levels and abilities in academic, cognitive, and social/emotional realms.** The information gathered by the psychologist helps to identify if the student is in need of services in school and at what level these services should take place.

- **Referral of eligible students to the Committee on Special Education (CSE).** The CSE will meet and determine if the student is qualified to obtain services provided through the school and will work to develop an Individual Education Plan (IEP) for the student.

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- **Development of Functional Behavioral Assessment (FBA) and a Behavior Intervention Plan (BIP).** These plans help in understanding what function the student's behavior serves and in turn helps the teachers with strategies aimed at addressing student needs, thus helping the student achieve his/her goals.

- **Counseling.** They provide services akin to the guidance staff and oftentimes counsel students on a more frequent or long-term basis.

Meeting with Counselors

Guidance
Each student should make an effort to meet and get to know his/her school counselor. To meet with a counselor, a student makes an appointment with the guidance secretary, who will make every effort to schedule an appointment on that day. The best times to see a counselor are during lunch, homeroom, Todd Time, or after school. If an emergency arises, the student is required to get a pass from a teacher to see the counselor.

Psychologist/Social Workers
Students can be referred to the psychologist or social worker by parents, teachers, the principal, other counselors, or themselves. Long-term counseling services only take place with parental consent. The psychologist and social worker will work with the students to determine the most appropriate counseling times.

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