

Nathaniel Hawthorne Middle School 74

a National Blue Ribbon School



Climate and Culture Handbook

School Year 2025-2026

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

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

61-15 Oceania Street Bayside, New York 11364

General Office (718) 631-6800

Fax (718) 631-6899

www.ms74q.com

Climate and Culture Handbook

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

VISION

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

MISSION

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

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

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

“Together Everyone Achieves More”



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The 8 Keys of Excellence – Definitions and Descriptions

INTEGRITY – Match behavior with values + Do the Right Thing

Demonstrate your positive personal values in all you do and say. Be sincere and real.

I do what's right, even when no one is watching. My actions match my values, and I treat others with honesty and respect. Integrity means being trustworthy and true to myself.

Color: Black – No grey areas.

Affirmation: I will keep my word, be honest, and respect others' privacy and rules.

FAILURE LEADS TO SUCCESS – Learn from mistakes

View failures as feedback that provides you with the information you need to learn, grow, and succeed. Mistakes help me learn and grow. I don't give up—I keep trying until I improve. Failing doesn't mean I'm a failure; it means I'm learning and getting better.

Color: Orange – I put a positive "twist" on failure.

Affirmation: I will keep trying, stay positive, and learn from every mistake.

SPEAK WITH GOOD PURPOSE – Speak honestly and kindly

Think before you speak. Make sure your intention is positive and your words are sincere. My words matter, so I choose them carefully. I speak with kindness and respect, and I don't use words to hurt others. What I say shows who I am, so I use my voice to lift people up.

Color: Purple – Royalty and respect.

Affirmation: I will speak kindly, avoid gossip, and use my words to support others.

THIS IS IT! – Make the most of every moment

Make today count! Focus your attention on the present moment. Keep a positive attitude. I focus on today and give my best effort in the moment. I don't waste time or wait for "someday" to do what matters. Every day is a chance to grow, learn, and make a difference.

Color: Red – Fired up and ready!

Affirmation: I will use my time wisely, stay active, and make the most of each day.

COMMITMENT – Make your dreams happen

Follow through and take positive action. Follow your vision without wavering. I stick to my goals and give 100% effort. When I say I'll do something, I follow through and finish strong. Commitment means I keep my promises to myself and others.

Color: Green – Always growing.

Affirmation: I will give my best to everything I do and follow through on my promises

OWNERSHIP – Take responsibility for actions

Be responsible for your thoughts, feelings, words, and actions. "Own" the choices you make and the results that follow. I take responsibility for my choices and actions. I don't blame others or make excuses—I own up to my mistakes and learn from them. Being responsible helps me grow and earn respect.

Color: Blue – True blue.

Affirmation: I will accept the results of my actions and make better choices moving forward.

FLEXIBILITY – Be willing to do things differently

Recognize what's not working and be willing to change what you're doing to achieve your goal. I adapt when things don't go as planned and stay open to new ideas. I listen to others and respect different opinions. Flexibility helps me work better with others and find new solutions.

Color: Aqua – Fluid like water.

Affirmation: I will stay open-minded, respect others, and be willing to try new ways.

BALANCE – Live your best life + Take care of yourself

Be mindful of self and others while focusing on what's meaningful and important in your life. Inner happiness and fulfillment come when your mind, body, and emotions are nurtured by the choices you make. I take care of my body, mind, and heart. I make healthy choices and avoid things that hurt me or others. Balance means making time for what matters and living a happy, healthy life.

Color: Golden Brown – Grounded and strong.

Affirmation: I will be mindful of self and others while focusing on what's meaningful and important in my life.

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MS74 ADMINISTRATION & STAFF

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

Principal - Mr. Brandon Contarsy	extension 0
Assistant Principals	
Mr. Brown - 6th Grade AP	extension 6815
Ms. Smar - 7th Grade AP	extension 6825
Ms. Perlstein - 8th Grade AP	extension 6830
Mr. Bishop	extension 6965
Dean of Students - Mr. Gallagher	extension 6835
Family Worker - Ms. Mavridis	extension 2102
Guidance Counselors	
Ms. Kaufman (last names A-L)	extension 6821
Mr. Bean (last names M-Z)	extension 6817
Nurse - Ms. Foster-Ford	extension 1051
Parent Coordinator - Ms. DiCicco	extension 1291
Psychologist - Ms. Guella	extension 6890
SAPIS/ Youth Counselor - Ms. Keenan	extension 2152
School Attendance Office - Ms. E. Sacramone	extension 1262
School Librarian - Ms. Delendick	extension 2232
School Secretaries	
Ms. LeBlanc – Payroll Secretary	extension 6838
Ms. Bacarella – Purchasing Secretary	extension 6840
Ms. Suljovic – Pupil Accounting Secretary	extension 6839
Social Worker - Ms. Wiener	extension 6214
Supervising School Aide - Ms. D. Sacramone	extension 6867
Transportation/Bus Service Coordinator - Ms. Lee-Chang	extension 1153

THE PARENT-TEACHERS' ASSOCIATION of MS74

Every parent/ guardian of a current student is a member of the PTA. Executive PTA Board members are elected each year. Our current 2025-26 Executive Board members are:

- President** - Sandy Chiang and Susan Fung
- Vice-President** - Jill Harper
- Treasurer** - Liliana Hung
- Recording Secretary** - Su Cheung

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

PARENT COORDINATOR

Our Parent Coordinator, Ms. DiCicco, is here to support you, your child, and your family in every way possible. The best way to contact Ms. DiCicco is via email at jdicicco@schools.nyc.gov. You may also call her office at 718.631.6800 x1291.

NYCSA: NEW YORK CITY STUDENT ACCOUNT

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

ADDRESS/ EMAIL/ PHONE CHANGES

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

MOVING?

Please contact Ms. Suljovic, in the main office at 718.631.6800 or via email: ksuljovic@schools.nyc.gov.

SCHOOL COMMUNICATION CHANNELS

It's vital to stay connected. Here's the best way to know what's happening at MS74:

- The [MS74 Newsletter](#) has the most up-to-date information.
- **Email Correspondence** - teachers, administration, and our parent coordinator will email families regularly. Please update your email address in NYCSA & complete the Emergency Blue Cards. **If you change your email, please alert** Ms. Suljovic at ksuljovic@schools.nyc.gov
- **Written notices** may be backpacked. Check your child's folder at least 1x a week.
- **School Website:** www.ms74q.com

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

EMERGENCY PROCEDURES

MS74 Staff and Faculty are trained to respond to a variety of emergencies, should they arise. We regularly practice drills with the students. These are our procedures, so you are also aware of what students do in the case of:

EVACUATION

When the Evacuation Alarm is sounded:

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

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

LOCKDOWNS

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

HOLD

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

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

SHELTER IN

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

AUTOMATIC EXTERNAL DEFIBRILLATOR

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

VISITORS TO OUR SCHOOL

All visitors of MS74 are required to ring our door buzzer and then proceed to our Security Desk to show our School Safety Officer Photo Identification.

PICK UP AND DROP OFF

The Department of Traffic is in the middle of a road construction project at the corner of Oceania Street and Horace Harding Expressway. We will do our best to mitigate the disruption this will cause.

Our main concern is keeping ALL our students safe.

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

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

EARLY PICK-UP

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

This person will need to:

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

Please try to pick up a student BEFORE or AFTER their lunch period, not during lunch. Thank you.

ILLNESS

PRIOR TO ARRIVAL AT SCHOOL

If your child is sick, please keep them home until they get better and contact our Attendance person, Ms. E. Sacramone by calling the Main Office at 718.631.6800 or email esacramone@schools.nyc.gov. You will need to send in a note with your child the day they return; they should give this note to Ms. Sacramone in room 126 or give it to their Homeroom teacher.

DURING THE SCHOOL DAY

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

ABSENCES

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

If your child is absent, please send a note with your child when they return to school. Your child should give this note to Ms. Sacramone in room 126. The note should include the following information:

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

If your child has been out **4 or more consecutive days**, a doctor's note must accompany the parent's note. Students absent for an excessive number of days will receive an "NC" (no credit) in their subject classes. Excessive absences will be investigated by the attendance officer, and may result in academic failure.

ATTENDANCE AND PUNCTUALITY

MORNING ARRIVAL

The cafeteria is open for breakfast from 7:30 AM onwards. Enter through the front courtyard, down the steps, and into the Cafeteria.

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

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

Breakfast is available for all from 7:30 to 8:00 in the cafeteria.

Students are not allowed to bring fast food beverages in an unsealed container into school. These beverages, including drinks from Dunkin Donuts and Starbucks should be transferred to a spill proof container or disposed of prior to entering the building.

MORNING HOMEROOM

Homeroom begins at 8AM. **If a student is NOT in their homeroom by 8:06 AM, they will be marked LATE. If they are not in their homeroom by 8:08, they will be marked ABSENT for the day.**

Attendance, Morning Meeting slides, the Pledge of Allegiance, collection of internet-enabled devices, distribution of items/documents that need to go home will be done during morning homeroom. If your child needs to hand in a note, it should be done during morning homeroom.

LATENESS

The school day begins at 8 AM and all students are expected to arrive on time. Students who arrive after 8:06 AM will be marked LATE for the school day.

Students with excessive lateness (more than 4 per marking period) will not be eligible for Honor Roll/Principals honor roll, will have a parent/guardian meeting and may be removed from SP classes/extra curricular activities.

AFTERNOON HOMEROOM

Attendance is taken in PM homeroom, as well as the return of all internet enabled devices. Students are then dismissed from PM homeroom at 2:20PM. All students are directed to leave the building unless they are in a club, sport, or after school program.

LUNCH

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

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

We cannot accept food deliveries (DoorDash, Uber eats, etc.) on behalf of your child. If you have to drop something off for your child, a relative (preferably someone on the blue card) must drop it off.

TRANSPORTATION

The Office of Pupil Transportation determines who is eligible for Yellow Bus Service. **There is NO APPLICATION for Yellow Bus Service.** Students that are not eligible for Yellow Bus Service may be eligible for [OMNY](#) cards. Parents can check their child's transportation status in their [NYCSA](#) account.

If your child is eligible for the OMNY card, Ms. D'Angelo, our Transportation Specialist, will distribute it to your child at the beginning of the school year. If you have questions regarding transportation, please contact Ms. Lee-Chang at sleechang@schools.nyc.gov

TRIPS

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

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

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

LOST AND FOUND

Articles found in and around the school should be returned to the Main Office. The owners may claim their property by identifying it. **Students are cautioned not to bring any expensive items to school.** If you wear glasses, a retainer, or a watch, please keep track of your belongings. Items of value will be held in the Main Office. Clothing, Lunchboxes, Water Bottles, etc. will be in the Lost & Found area between the gymnasium and the cafeteria.

WORKING PAPERS

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

- student's birth certificate or passport
- medical form
- completed paperwork, with parent signature

ACADEMIC PROGRAM

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

As a school with first, second, and multi-generational immigrant households, we take every opportunity to celebrate cultural diversity through in-school activities, as well as community engagement. We view diversity as our greatest strength. In our endeavor to support our students academically, socially and emotionally, we recognize the role our teachers play at the center of our work-- if our teachers are supported, then they will feel safe in taking the same intellectual risks that we are asking of our students. In support of such ambition are our systems in place for teacher teams and professional development. TEAM 74 celebrates professional growth and takes the numerous opportunities afforded us through the New York City Department of Education to study strong school leadership, school culture, and student achievement.

REQUIREMENTS FOR PROMOTION AND GRADUATION

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

REPORT CARDS/ GRADING

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

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

MS 74 GRADING POLICY

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

Late Submission of Projects/Essays/Performance Tasks

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

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

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

iREADY TUESDAYS

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

HONOR ROLL, PRINCIPAL'S HONOR ROLL

Honor Roll and Principal's Honor Roll are calculated using a weighted average. Core classes

HONOR ROLL CRITERIA

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

PRINCIPAL HONOR ROLL CRITERIA

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

SP REQUIREMENTS

Students in SP classes must:

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

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

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

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

ACADEMIC DISHONESTY

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

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

- Cheating (e.g., copying from another's test paper; using material during a test which is not authorized by the person giving the test; collaborating with another student during the test without authorization; knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an un-administered test; substituting for another student or permitting another student to substitute for one's self to take a test; bribing another person to obtain a test that is to be administered; or securing copies of the test or answers to the test in advance of the test)
- Plagiarizing (appropriating another's work and using it as one's own for credit without the required citation and attribution, e.g., copying written work from the Internet, or any other source.
- Colluding (engaging in fraudulent collaboration with another person in preparing written work for credit)
- Misuse of Artificial Intelligence Tools such as submitting AI-generated content as original work without proper attribution; using AI tools to complete assignments, essays, or projects in a way that violates the teacher's instructions or the spirit of independent learning; using AI to bypass academic requirements such as reading, analysis, or problem-solving; or presenting AI-assisted work as entirely one's own without disclosure.

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

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

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

THE NATIONAL JUNIOR HONOR SOCIETY

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

Requirements:

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

SERVICE CREDIT

Who is eligible to earn Service and Community Credits?

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

What are Service Credits used for?

Service Credits will be used in applying for membership in the National Junior Honor Society. 7th graders applying for NJHS will need 2 credits for their application to be considered.

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

It is our hope that our students view service as part of a well-rounded middle school experience, and participate in these organizations and events to elevate the quality of the Hawthorne Experience for all. As a show of appreciation for their dedication across their time at MS 74, students who go BEYOND in service of our school community will be recognized as part of our senior events. If ANY student in the building chooses to track their service credits throughout their 3 years, they may submit them for special recognition at the end of their 8th grade year. Recognition is explained below. Students must meet the deadlines outlined in the morning meeting and the directions in the "service credit google classroom" in order to be considered for these recognitions.

Number of Credits Earned by End of 8th Grade	Level of Recognition
10	"Hawthorne Ambassador" Service Certificate
13+	"Hawthorne Ambassador" Service Certificate "Hawthorne Ambassador" Stamp on Diploma Service Pin to wear at Graduation

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

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

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

All students who want to keep track of their Service Credits can **obtain a Credit Tracking Sheet from their guidance counselor** or by joining TEAM 74's Service Google Classroom. **You can obtain a tracking sheet at any point during your 3 years at MS74.** All students are responsible for keeping track of their hours on their own sheets. Each June, students will be reminded to upload an updated tracking sheet. In May of their 8th grade year, all students will be asked to submit a google form IF they want their cumulative service credits considered for graduation honors AND for submission in their permanent records. Students must submit by the deadline in order to be considered. Students will receive a comment on their google form submission telling them how many credits were approved.

AFTER SCHOOL CLUBS, SPORTS, AND ACTIVITIES

MS74 offers a wide range of after school activities. From academic enrichment programs such as Science Olympiad and Math Team to Debate Team and Financial Wizards, your child is bound to find a program that interests them. We also offer athletic teams that compete intramurally and competitively. Clubs and sports programs typically run from October - May/ early June.

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

REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES

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

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

STUDENT ORGANIZATION

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

RUNNING FOR STUDENT OFFICE

Each Homeroom Class has one (1) S.O. Representative. There are also eight (8) Executive positions within the Student Organization. To become a candidate:

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

TEAM 74 SUPPLY LIST

MS74 is a 1:1 Device school, meaning that all students have their own Chromebook assigned to them that follows them while they are part of our TEAM. The introduction of Chromebooks has reduced the number of notebooks and binders that were previously required.

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

- General Supplies (Pens, pencils, highlighters, erasers, etc.)

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

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

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

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

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

MS 74 DEVICE LOAN PROGRAM

Students are required to use a school-issued device for use in class. **Families must complete a "Device Loan Agreement"** that states the specific guidelines for device care and usage. It is expected that students will charge this device every night and bring it back and forth to school each day. These devices can be used at home over all breaks (Including summer!) until the student graduates from MS74 or leaves MS74, whichever comes first.

PERSONAL DEVICE POLICY

In alignment with New York State Education Law §2803 and Chancellor's Regulation A-413, personal internet-enabled electronic devices are not allowed to be used during the school day or on school grounds. Students will not have access to their personal devices "bell to bell". School provided electronic devices and non-internet enabled devices are permitted for educational purposes.

Definitions:

- **Personal Internet-Enabled Electronic Device:** Any personal electronic device capable of connecting to the internet and enabling the user to access online content. This includes, but is not limited to, cell phones, smartphones, smartwatches, earbuds, laptops, tablets, iPads, and portable music and entertainment systems. School-issued laptops, Chromebooks, and/or iPads can be utilized during classroom instructional time if permitted by the classroom teacher.
- **School Day:** The entire instructional day, from the moment students enter the school building until the last class of the day ends (8:00 AM to 2:20 PM). This is a "bell-to-bell" policy, meaning personal devices are not permitted during lunch periods or any other time within the school day.
- **Outside of the School Day:** Students attending or participating in school events, clubs, teams, or activities before school, after school, or on weekends are not permitted to use personal internet-enabled devices. This includes but is not limited to field trips, events, games, competitions, etc. that take place before, during, or after the school day on or off school grounds.

Device Storage:

To ensure a consistent and secure system, all personal internet-enabled electronic devices must be stored in school-purchased pouches that will be provided to all students. **Pouches must be kept in a student's backpack or bookbag at all times.**

Exceptions

Limited exceptions to this policy can be made under specific circumstances:

- **Educational Purpose:** If authorized by the school principal or designee for a specific educational purpose. Such exceptions will be limited and granted on an individual basis, especially if a school/NYCPS-issued device is not available for schoolwork.
- **Healthcare Needs:** Where necessary for the management of a student's healthcare, as determined by the student's medical provider and reviewed by the Office of School Health.
- **Student Caregivers:** On a case-by-case basis, after review and determination by a school psychologist, school social worker, or school counselor, for a student caregiver.

To request an exception, families should contact school via the Parent Coordinator who will direct your request to the appropriate personnel. Exceptions will be processed and approved within a reasonable timeframe.

Communication in Emergencies

We understand that families need to reach their children in emergencies. Our school has established clear procedures for this:

- **Student-Initiated Calls:** Students can access a phone line in our Main Office to make emergency calls to parents/guardians.
- **School-Initiated Contact:** For student-specific emergencies, the school will contact parents through the information on the emergency contact card.
- **Parent-Initiated Contact:** Parents can call the Main Office at 718.631.6800 x0 or our Parent Coordinator 718.631.6800 x1291 at any time to make contact with your child.
- **Staying Connected:** We encourage all parents to create and keep their contact information updated in their New York City Schools Account (NYCSA).
- **Automated Communication System:** The school will continue to use Jupiter and School Messenger for emergency notifications. Returning families already have access to these systems. New 7th and 8th grade families and all incoming 6th grade families will receive their login information as part of their welcome packets.

Discipline for Violations

Students who use electronic devices in violation of this policy will be subject to progressive discipline, in accordance with the NYC Public Schools Behavioral Expectations guidelines, the school's policy, Chancellor's Regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy ("IAUSP"). Disciplinary responses will escalate based on the nature and frequency of the violation.

First violation: For the first violation of this policy, the device will be taken away from the student, and the student will be able to retrieve the device at the end of the school day at the Dean's Office (Room 120). The parent/guardian will be contacted regarding the first violation.

Second violation: Will result in the device being taken away from the student. The parent/guardian will be contacted, and the device will be returned to the parent/guardian when they come to school to pick it up. Students will receive 3 dean's points for the second and each subsequent violation.

Please note that a student may not be suspended solely for accessing a personal internet-enabled device in violation of school policy. However, repeated incidents of insubordination (e.g., refusal to surrender or store a device) may result in suspension if approved by the Office of Safety and Youth Development.

Lost, Stolen, or Damaged Devices

In the unlikely event that a personal internet-enabled electronic device is stolen, lost or damaged at school, parents can submit a claim to the NYC Comptroller's Office. More information on submitting a claim is available on the Comptroller's webpage.

Replacement Pouches

If a student has lost their pouch, they will need to replace it in order to bring their internet-connected device into school. The cost of a replacement pouch is \$10. Payment can be issued via check or money order to "MS 74 School Fund." Please write your child's name and homeroom class on the memo line along with the words "Replacement Pouch." Checks or money orders should be brought directly to the main office. If a family needs to discuss payment options, please contact the main office or parent coordinator.

CLIMATE & CULTURE

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

THE DIGNITY ACT

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

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

COMMON SPACES

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

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

CAFETERIA

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

BATHROOMS

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

HALLWAYS/STAIRS

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

LATENESS to Class

Be at the right place at the right time.

- *1st Lateness to Class:* Parent/guardian will receive notification via phone call and/or letter sent by the teacher.
- *Continued Lateness:* Continued lateness beyond this point may result in:
 1. parent/guardian meeting
 2. extended detention
 3. probation from school activities
 4. dean's points

DRESS CODE GUIDELINES

- All clothing must provide adequate coverage of undergarments/undershirts and the surrounding areas (including skirts, shorts, and shirts)
- **No hats or hoods are to be worn inside** the school building unless given approval by the classroom teacher
- No sunglasses are to be worn within the school building
- Clothing with inappropriate language and/or graphics is prohibited.
- **If your child is found to be wearing inappropriate items, a PARENT/GUARDIAN WILL BE CALLED TO COME INTO THE SCHOOL TO BRING IN MORE SUITABLE CLOTHING.**

STUDENT REFERRALS FOR DISCIPLINARY PURPOSES

I. Reasons for Referral

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

II. Ladder of Referral

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

GUIDANCE SERVICES

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

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

DEAN'S POINTS

Being a good TEAMmate brings with it a commitment by all students to live up to a code of conduct that promotes our shared values and state of emotional well-being. To support this, our school employs the "Dean's Points" system that assigns values to various infractions of the *Citywide Standards of Discipline and Intervention Measures* (The Discipline Code) and other school policies. The following chart indicates **some** of the most frequent infractions:

Being in the hallways without proper pass	1 point
3 rd Unexcused lateness to class	1 point
Violation of the Dress Code Policy	2 points
"N" in conduct on report card (per class)	2 points
Confiscated cell phone or other electronic devices (2 nd and following offenses)	3 points

Engaging in verbally rude, disrespectful, or vulgar language and/or behavior	3 points
Loitering or "fooling around" in hallways	3 points
Touching another person and/or belongings without their permission.	4 points
"U" in conduct on report card (per class)	4 points
Cutting a Class	5 points
Cutting School	7 points
Official removal from a class	7 points
Inappropriate use of social media	7 points
Potentially dangerous behavior (e.g. pushing, shoving, touching, horseplay, threat of violence, etc.)	7 points
Damage to school property	7 points
Academic dishonesty (cheating, copying, plagiarism, etc.)	7 points

*****Any use of a cell phone or other personal internet enabled device will result in the device being confiscated. 1st infraction will result in a warning and the device will be returned to the student at the end of the day. 2nd and all other infractions will result in 3 dean's points and the phone will only be returned to a parent/guardian listed on the blue card.***

*****Note: Infractions of the Discipline Code or violations of school policy not listed above will result in immediate action at the discretion of the school administration.***

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

Removal from participation in or attendance at minor school activities (sporting events, clubs/teams, etc). If a student is not a member of any club, that will result in lunch detention.	5 points
Parent conference to review student's disciplinary record.	7 points
After school Detention and or SATURDAY detention	8 points
Removal from participation in one major school activity, such as: <ul style="list-style-type: none"> ● School Wide Celebrations ● Grade Level Field Trips ● S.O. Events 	10 points

When a student reaches 7 dean points, a parent conference held by the Dean, Restorative Discipline Lead or Grade AP. During this conference, a collaborative action plan will be developed to promote continued participation in the school community. The action plan can include, but is not limited to, the following activities:

- Daily Progress Report
- At-Risk intervention
- Educational opportunity geared towards targeted behavior
- School Service project

Students who complete their action plan will see a reduction in total dean's points. The reduction in dean's points will allow students to restore their status/role in the school community and open opportunities for them to participate in school activities.

Additional Notes

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

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