



Mott Hall II

Today's Scholars, Tomorrow's Leaders

SCHOLAR HANDBOOK

2023-2024

Marlon Lowe
Principal

General School Contact Information

Mott Hall II, M.S. 862
Robert E. Simon Complex
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DAILY SCHEDULE

8:20-8:35am	Advisory
8:35-9:30am	Period 1
9:30-10:25am	Period 2
10:25-11:20am	Period 3
11:20-12:15pm	Period 4
12:15-1:10pm	Period 5
1:10-2:05pm	Lunch (Period 6)
2:05 – 2:40pm	Period 7

MOTT HALL II

OUR SCHOOL'S MISSION

Mott Hall II is dedicated to the academic and personal development of scholars who will become tomorrow's leaders. Scholars are challenged to question, anticipate and solve problems, assume personal responsibility, and emerge as enthusiastic life-long learners and independent thinkers motivated by the pursuit of academic excellence and social responsibility.

OUR SCHOOL'S VISION

Mott Hall II graduates will be independent and inquisitive young people on the path to being life-long learners and doers. All learning at Mott Hall II takes place in the context of the age of technology into which our scholars are born and in which they will someday lead. Scholars receive the individual attention they need in order to thrive. In an atmosphere like that of a family, both caring and firm, scholars are challenged by a rigorous scholastic program and nurtured by activities that address their developmental progress from child to adolescent. Mott Hall II teachers not only encourage creativity and critical thinking, but self-discipline and responsibility as well.

CORE ACADEMIC PROGRAM

The Mott Hall II philosophy of educating the whole child is realized through innovative courses that provide academic challenges and cultivate personal initiative. Courses and enrichment activities within and beyond the regular class schedule reach into the city, linking scholars to the world of work, the natural environment, community service, the arts and higher education. Every opportunity is sought to expose our scholars to the world of work in careers. Core courses include English, Social Studies, Mathematics, and Science. This year, our enrichment courses include The Arts, Physical Education, Technology and Foreign Language.

CODE FOR LIVING

Respect

Respect is positive regard for oneself, one's character, one's worth, and one's conduct. Respect involves treating oneself and others with dignity: accepting and celebrating our differences. Respect should be extended not only to members of the Mott Hall II community but also to the community at large.

Responsibility

Responsibility is the ability to respond to what is expected and required of us. Responsibility includes fulfilling our obligations to ourselves, each other, and to the school. Taking responsibility for our actions often requires leadership and courage.

Honesty

Honesty requires the compassionate sharing of experience, knowledge, and information related to the way one views self, others, and the world. Honesty is grounded in a sense of personal value and principles which motivate and govern behavior. Honesty requires that we be truthful both in our academic work and in other areas of our lives.

Integrity

Integrity means how we honor and uphold our agreements and activities. This means you honor the agreements you make with yourself and others and, you make every possible effort to fulfill the commitments and expectations of which you are aware. It means doing what you know is honorable whether anyone else is watching.

Compassion

Compassion relates to the ability to see yourself in the position of another, to feel what they feel, and to offer support, empathy, and understanding for what the individual may be experiencing without seeing them as weak. Compassion allows you to stand with a person, holding the vision of their humanity regardless of the situation or circumstances they may face.

Generosity

Generosity involves helping others, both at Mott II and elsewhere. It is a natural outgrowth of compassion and refers to a willingness to take action--to give—when needed.

Fairness

Fairness means to treat all people in a just and appropriate manner.

TEACHING & LEARNING

INSTRUCTIONAL CLASSES

At Mott Hall II, scholars attend core content and enrichment classes daily, which always take place before lunch. Scholars are given their schedules at the beginning of the school year, which indicate each class's periods, times, and locations. Scholars are expected to carry their schedules with them at all times, neatly stapled in their student planners. If a scholar requires a new schedule, they should contact their advisory teacher for assistance.

ADVISORY

Scholars begin with advisory from 8:20 to 8:35 AM at the start of each day. This period allows students to share their experiences, interact with peers, and get to know their teachers better. Think of it as your home away from home! Attendance is taken, and essential forms are distributed during this time. Scholars must prioritize this period and the valuable learning opportunities it provides daily.

LEARNING EXPLORATIONS

At Mott Hall II, scholars participate in Learning Explorations after lunch. These sessions provide a mix of elective and academic support classes to accommodate different learning styles. To ensure scholars have a say in their Learning Explorations classes, they fill out interest forms prior to being assigned. The course is graded on a pass/fail basis, and classes rotate every marking period.

GETTING ASSISTANCE

All teachers can be contacted via email. Scholars can find their teacher's contact information on Google Classroom or the Staff Directory on the school's website.

PARTICIPATION AND CONDUCT

As a Mott Hall II scholar, it is important to participate to achieve maximum learning fully. This includes actively engaging in activities and discussions, completing all assigned tasks, and fulfilling all learning obligations. Participation will be graded, so it is crucial for scholars always to apply themselves fully.

While learning, it is important to adhere to Mott Hall II's standard of conduct. This means refraining from side conversations or behavior that may distract others during the lesson. Furthermore, scholars are expected to be eager and attentive learners in all classes and lessons without impeding the learning of others.

COMPLETING AND SUBMITTING WORK

At Mott Hall II, your teachers will assess the majority of the assigned work to gauge your learning progress. Your final grade for each marking period will depend on this evaluation. Consistently submitting assigned work, including homework, classwork, projects, quizzes, and tests, is essential to achieve high grades.

Homework is assigned regularly at Mott Hall II, as we believe practice is crucial for scholars to enhance their learning abilities. Meeting the scheduled due date for assignments is expected of all scholars. Moreover, assignments assigned on school software such as iXL, MyPath, and Accelerated Reader should also be completed by scholars.

To keep track of their performance, scholars can access Jupiter Grades.

GETTING ASSISTANCE

All teachers are available by email. Scholars can access their teacher's contact information on Google Classroom or the Staff Directory on the motthall2.org website.

TECHNOLOGY USAGE

STUDENT USAGE

In the modern era, technology such as computers, networks, the Internet, and email are essential tools for communication. At Mott Hall II, we teach our scholars to use technology in an ethical and responsible manner. It is crucial that each user utilizes every device and system appropriately to ensure the quality of our teaching.

To protect our network from malware, we prohibit scholars from downloading apps or software onto school-issued devices. Furthermore, scholars are required to sign out laptops or Chromebooks whenever they use them. Any damage to technology resulting from inappropriate usage will be the responsibility of the families to repair or replace the device at their expense. In addition, scholars who intentionally damage the school's technology or fail to adhere to our technology policy will face disciplinary action.

EMAIL ACCOUNTS

Every scholar in New York City public schools has a DOE account automatically created upon enrollment and remains the same throughout their academic journey. Scholars must check their email accounts daily as important messages and updates from teachers, guidance counselors, and school leaders will be emailed.

Effective communication with teachers is facilitated through this account. At Mott Hall II, teachers must respond to messages within 48 hours. It is important for scholars to use their email accounts respectfully and thoughtfully.

If you require assistance logging into your nycstudent.net account, kindly contact our Technology teacher, Ms. Herrera, at jherrera13@schools.nyc.gov. Requests for login information can be made to your advisor. Please note that students are unable to change their account passwords. If you need to update your password, kindly contact Ms. Herrera or our parent coordinator, Ms. Matos.

COMMUNICATION FROM THE SCHOOL

Every Sunday (or Monday during holidays), Mr. Lowe will send video messages to all scholars at Mott Hall II. These videos contain crucial details such as new opportunities and deadlines that students should keep up with. Scholars must watch every video to stay updated with the latest news about the school.

Parents/guardians will also receive a weekly newsletter from Mr. Lowe with important information. Town halls with parents/guardians will also be held.

Teachers send regular texts, emails, and automated phone calls to scholars and their families. Scholars and parents/guardians must confirm that they receive these messages and act on the information shared.

ONLINE GRADE BOOKS

At Mott Hall II, we use the Jupiter Grades online grading platform to inform scholars and parents/guardians about their grades during the marking period. Login information will be provided to parents/guardians and scholars at the beginning of the year. We suggest that scholars and families review the system once a week.

It's important to note that graded assignments may take up to two weeks to be entered into the system. You will have access to our online grade book, which provides the most current information about your progress.

DAILY PROCEDURES

ARRIVAL

- Scholars should arrive at school by 8:10 AM.
- At 8:10 AM, scholars will be let into the building using the main entrance on 109th Street.
- Upon arrival at the front entrance, scholars should place their electronics in their Yondr pouch and allow the appropriate adult to screen their entrance.
- Scholars will be sent upstairs to access their lockers before classes begin at 8:20 AM.
- Scholars will only be considered “on time” if they are seated and in class by 8:20 AM.
- Starting at 7:45 AM, scholars may report to the recess yard, where an adult will be present to supervise.
- They are not allowed to leave once scholars have entered the building or the recess yard.

Lateness

- Scholars will be considered late if they are not seated by 8:20 AM.
- Scholars arriving after 8:40 AM should enter through the main entrance on 109th Street, where the school safety agent will screen them and ensure their cell phones are stored in the pouch.
- Perpetual lateness can become a disciplinary concern in some cases. This is especially true in instances where scholars arrive to school late without parents/guardians being aware.

DISMISSAL

- Mott Hall II scholars will be dismissed at 2:40 PM each day.
- The last-period teacher will walk scholars to their stairwell to exit the building.
- Scholars will exit through the doors on 108th Street.
- The school staff monitoring the exit will open pouches as scholars exit the building.
- Scholars who travel alone should leave immediately. Scholars may not wait on the 108th Street sidewalk for friends.
- Scholars who get picked up or have to wait for siblings should report to the indoor yard.
- Scholars will wait in the indoor yard while a Mott Hall II dismissal team member confirms their parent/guardian is outside.
- You will be dismissed once we confirm the presence of a parent/guardian or your sibling.
- Parents and/or guardians are responsible for arriving at dismissal on time.
- The entrance on 108th Street will close at 3 PM. Parents and guardians picking up scholars from after-school activities should go to the entrance on 109th Street.

Leaving Early

- Our school day ends at 2:40 PM. Leaving early should be kept to a minimum so scholars can be present for every instructional lesson.
- Scholars may leave early only when picked up by a parent and/or guardian listed on the emergency contact card.
- Parents and/or guardians who wish to pick up their child early must report to the Mott Hall II entrance on 109th Street.
- Parents/guardians must show identification to verify the relationship and status on the emergency contact card.
- Parents/guardians will report to the main office, Room 406, to sign out their scholar with the school secretary.

TRANSITIONING TO CLASSES

- Scholars at Mott Hall II follow individualized schedules.
- Scholars are expected to transition to their classes based on their individualized learning program.
- Teachers dismiss scholars at least two minutes before the end of the period. Scholars also receive a two-minute grace period after the official start of the next period.
- The school bell will ring when the two-minute grace period expires, and all teachers will close their doors.
- Scholars who arrive to class without a pass or valid excuse will automatically receive a lunch detention.
- Timely arrival to class is an important requirement of responsibility for all scholars!

USING THE RESTROOM

- Bathroom procedures have been designed to ensure safety and efficiency.
- Scholars may not use the restroom while transitioning from class to class.

- Scholars should make every effort to stay in their classrooms throughout the day.
- When scholars need to use restrooms, they should raise their hands and ask their teacher for permission.
- Teachers will sign planners and record the time the scholar left to use the restroom.
- Scholars should report directly to the restroom. Traveling to all other locations is prohibited.
- Scholars must have a hallway pass as they transition to the restroom. Scholars without a pass will be sent back to their destination.
- Upon reentering the classroom, scholars should apply hand sanitizer and resume working.
- Scholars are prohibited from using the bathroom during advisory and the last period of the school day.

ATTENDANCE

- State law requires all school-age children to receive full-time instruction. Every scholar is responsible for attending school on the assigned days (health permitting). Absences, late arrivals, and early dismissals result in a loss of crucial instructional time. Attendance has also been a critical component of the high school admissions process.

Absences

- Scholars should stay home when they are presenting symptoms related to COVID19. This is true even if you feel good enough to report to school.
- If a scholar is unable to attend school, parents/guardians can fill out a Google Form on the school's website to provide details about the absence.
- Scholars are responsible for submitting missed class and homework assignments upon returning.

SAFETY DRILLS

- We are required to hold fire drills and lockdown drills during the school year. Scholars should carefully follow their teacher's instructions for these drills. SILENCE is required during all phases of these drills. Students should remain in an orderly line, paying close attention to the rules outlined in the school's Safety Plan.

LOST AND FOUND

- Families should make the best effort to label all items with the scholar's name; items often get left behind in classrooms and the recess yard.
- At the end of each school day, all unclaimed items will be moved to Room 420A.
- Items not collected within two weeks will be donated to charity.
- Scholars should give found items to their advisory teachers.

USE OF TELEPHONES

- Mott Hall II is a cell phone-free environment for scholars.
- All electronic devices, including cell phones, will be secured in pouches daily.
- Unsecured cell phones and electronics on the premises will be confiscated and require parent pickup.

- Scholars are prohibited from filming or taking photos of anyone or any school building location without the school administration's consent and the parties involved.
- Scholars may use the telephone in the main office to call parents/guardians during the school day. An Office Pass is required.

VISITORS TO THE BUILDING

- Visitors should call the school in advance for all business, including picking up their child early and collecting forms and other documentation.
- Visitors must identify themselves, show identification, and sign a logbook indicating the purpose of their visit with the School Safety Officer at the front desk on the first floor.
- When a parent/guardian must enter the building, they must be screened by the school safety agent. Picture ID is required!

CONDUCT CODE

At Mott Hall II we expect our students to make the appropriate choices to ensure success in all areas. Individuals are responsible for their success and failure, which is determined by their daily decisions. Please observe the following behavior and adhere to the following rules:

- Be polite to everyone and observe good manners.
- Be alert and attentive to learning opportunities.
- Adhere to all health and safety procedures
- Be prepared for class by bringing all materials with you.
- Arrive on time and ready to learn.
- Move around the school in an orderly and respectful manner.
- Be considerate of the school, its classrooms, and the school community by keeping our space clean, organized and quiet.
- Welcome visitors and show them why our school is a special place for learning.

Please be aware:

- 1) Scholars must adhere to all health, conduct and safety rules.
- 2) The following items are not permitted on school grounds:
 - Portable games
 - Illegal substances
 - Laser pointers
 - “Stink bombs” or other disruptive items
- 3) Soda, candy, and gum are not allowed. Other food may only be consumed in classrooms during the designated breakfast and lunch periods.
- 4) Students are not allowed out of the building without being signed out by a parent/guardian or designee.
- 5) Students are expected to follow the basic rules of behavior that prohibit all forms of stealing, vandalism, dishonesty, cheating, plagiarism, cursing, littering, graffiti, bullying, or destruction of school property on the way to school, in school, or on the way home.

Detention will be assigned to those scholars who fail to abide by school rules and procedures. Excessive detentions will result in additional penalties and revocation privileges, including lunch out.

LUNCH DETENTION

At Mott Hall II, we prioritize cultivating a safe and respectful learning atmosphere where all scholars can flourish. We have implemented a lunch detention system as part of our dedication to maintaining discipline and promoting a positive educational environment.

Lunch detention is a consequence that teachers can assign for a range of infractions that violate our school's discipline code. These infractions may include disruptive behavior, disrespectful conduct, repeated tardiness, failure to follow instructions or any actions that negatively impact the learning process for oneself or others.

Lunch detention provides a space for reflection, accountability, and growth. It allows scholars to comprehend and learn from their actions' consequences. By participating in lunch detention, scholars can reflect on their behavior and make better choices in the future.

Lunch detention is held in the auditorium during lunchtime. Scholars are expected to arrive promptly and comply with the rules and expectations outlined by the supervising staff. Scholars must take this responsibility seriously and use it as a time for self-reflection and improvement.

It is important to note that failing to attend lunch detention or repeatedly committing infractions may result in escalating consequences. These consequences may include additional detentions, parent conferences, or other disciplinary measures outlined in our discipline policy. Our ultimate goal is to create a supportive and respectful environment where everyone can learn and grow.

We understand that mistakes can happen and believe in allowing scholars to learn from their actions. We encourage open communication between students, teachers, and parents or guardians to address concerns and work together to foster a positive school community.

We appreciate your cooperation and understanding in upholding our school's discipline code. By respecting the rules and expectations, you create a conducive learning environment for yourself and your fellow students.

AFTER SCHOOL DETENTION

After School Detention is a disciplinary measure for scholars who have received lunch detentions in the past, it is meant to address more severe or repeated violations of our school's code of conduct. During this detention, scholars are expected to reflect on their behavior and take ownership of their actions. This gives them a chance to learn from their mistakes and make positive changes going forward. Scholars need to attend After School Detention to comprehend the impact of their actions and maintain a positive and respectful learning atmosphere for all. Certain infractions like playfighting will result in automatic after-school detention.

PROHIBITED LANGUAGE

Mott Hall II is dedicated to ensuring a safe, warm, and welcoming atmosphere for all scholars. To provide this, we have prohibited the use of specific terms standard in everyday language:

- Ethnic or racial jokes or commentary of any kind.
- Jokes or commentary directed at someone’s sexual preferences or gender identity.
 - This includes inappropriate use of the term “gay.”
- Use of the words “snitch” or “opp.”
- Any terms or slurs designed to demean or disrespect another group.

SOCIAL MEDIA & RESPONSIBLE USAGE

At Mott Hall II, scholars are advised against using social media due to its potential harm to young people. However, if they choose to use it, responsible usage is expected and required. Any social media-related behavior that negatively impacts the school’s learning environment will be held accountable, including making fun of other scholars, posting unauthorized photos, or engaging in any conduct that is harmful or offensive to others.

SUSPENSIONS

Mott Hall II adheres to the Citywide Behavioral Expectations where Principal or Superintendent Suspensions are required. A copy of this policy is available on the NYC Department of Education website. Mott Hall II does not permit or tolerate physicality of any sort. Fighting of any nature will result in a suspension. Additionally, scholars may be subject to suspension for filming or being present during the filming of school violence.

DRESS CODE

In order to uphold a focused and productive educational environment, it is expected that scholars at Mott Hall II present themselves in a professional manner. We anticipate our scholars to adhere to an attire that ensures safety and maintains an environment conducive to teaching and learning. We request all parents and guardians to reiterate the importance of appropriate dress standards Mott Hall II to their scholars.

Prohibited attire at Mott Hall II includes, but is not limited to:

1. Hats or caps (except for headwear worn for religious reasons).
2. Attire that displays references to drugs, alcohol, explicit content, violence, racism, or any form of gang affiliation.
3. Garments that expose the torso, undergarments, or any private areas, which also include transparent clothing of any type.
4. Flip-flops.
5. Sunglasses when indoors.

Should a scholar arrive at school in attire that doesn't align with the Dress Code, the scholar’s parents or guardians will be informed. The scholar may also face the interventions and disciplinary actions as

outlined in our Discipline Code. In such instances, we expect scholars to adjust their attire to be in compliance with the Dress Code (for example, turning a shirt inside out or borrowing appropriate clothing for the day).

IMPORTANT INFORMATION

RESPECT FOR SCHOOL SPACE AND PROPERTY

Students must know their rights and responsibilities, including respecting all school property and personnel. Scholars are expected to honor their obligations and behave in a way that respects the rights of all and aligns with the school's Code for Living.

Your cooperation is essential to help keep the school beautiful. Be especially careful not to mark or, in any way, damage any walls, desks, or chairs. Please respect the work that is on display in the hallways. Do not litter in your classrooms, corridors, hallways, stairways, and cafeteria. A clean and beautiful school depends on your support and cooperation.

Scholars are expected to properly maintain school devices, including calculators and Chromebooks.

Defacing school property is a severe offense that can lead to suspension or serious consequences.

TEXTBOOKS & LIBRARY BOOKS

The students are responsible for ensuring that all books used in classes and borrowed from the school library are kept in good condition. Textbooks that are issued in class should be kept in good condition. If a textbook is destroyed or defaced, the student will be responsible for repaying the cost of the book. Student records will not be released while texts remain on a student's account. If scholars want to know the balance on their accounts, they should contact the parent coordinator, Ms. Matos.

SCHOOL SUPPLIES

Coming to school ready to work is the first step in reaching your academic goals. You are expected to arrive daily with supplies showing you are prepared to perform. It is the policy that teachers will check student classwork.

Teachers and guidance counselors may request a conference with the parents of students who often come to class unprepared to work.

FOOD & LUNCH POLICY

BREAKFAST

"Grab and Go" breakfasts are available to scholars each morning when they arrive at school. Reminder – scholars are responsible for discarding their trash each day.

Breakfasts may only be consumed in the classroom during 1st period (8:35 – 9:20 AM). ***Scholars may not eat breakfast during advisory.*** After eating their meals, scholars may be required to sanitize their workspaces. Scholars should consult with their first-period teachers for more guidance on how to sanitize their spaces after eating.

THE LUNCH PERIOD

All scholars at Mott Hall II have lunch daily from 1:10 – 2:05 PM. During the lunch period, scholars have multiple options for where to report:

- Cafeteria – main location for eating meals. All scholars, who want a school-made hot lunch, must report to the cafeteria to retrieve their meals.
- Library – Room 408 – a quiet space for scholars to read or complete work while eating.
- Technology Lab – Room 507B – The technology lab will be open and available to scholars during lunch. Scholars may begin accessing the space at 1:10 PM; Light talking is permitted; however, scholars are required to work productively. The maximum capacity for the Technology Lab is 20.
- 5th Floor Gym – This space is available daily. Scholars who want an indoor recess space can report to the 5th-floor gym until it reaches capacity.
- Scholar Lounge – The lounge is designed to be a space for scholars to sit down and interact with friends in a calmer and more relaxing space than the recess yard. This space will open at 1:10 PM. Scholars may begin accessing this space immediately. Please eat in the cafeteria and then transition to the lounge. After securing a meal from the cafeteria, scholars can ask permission to report to the scholar lounge if space allows. Scholars may not leave the lounge once they report to this space.

To transition successfully after 5th period, please adhere to the following guidelines. After being dismissed in the 5th period, scholars should use their lockers and report to one of the available lunch locations (cafeteria, lounge; technology lab; 5th-floor gym, or library). If you are reporting to the lunchroom, scholars should do one of two things:

- Line up single file to retrieve a hot lunch.
- Sit down immediately in the cafeteria if they come to school with a prepared lunch.

Scholars should remain seated while eating lunch. Scholars may use the restroom, but they should ask the teachers on duty before doing so. Some additional rules to remember are:

- Throw away your tray when you are finished eating.
- Notify the lunch teachers of any spills and ensure they are cleaned up.
- No running, shouting, or throwing food while in the cafeteria.

After eating, scholars dump their garbage and head to the recess yards on 109th Street. In inclement weather, scholars have recess in the indoor yard or the school auditorium.

If you want to transition to one of the other available locations at any time, please raise your hand and seek assistance from a teacher in the cafeteria. If they approve your request, you will be given a pass to transition to the appropriate space. Please be sure to present that pass if asked while transitioning.

LUNCH OUT

Most 7th and 8th-grade scholars are eligible for lunch out at the start of the school year. The rules for lunch out are as follows:

1. Scholars who fail to qualify for two or more invitation-only events will not be eligible for lunch out to start the year.
2. Scholars must have parental permission to enjoy lunch-out privileges.
3. Scholars must present a lunch-out pass to school staff when exiting the building. Lunch-out passes will be distributed to scholars on the first day of school.
4. All school rules apply to students while outside the building.
5. Scholars may not go beyond the limits of Amsterdam (East), Riverside (West), 116th Street (North), and 103th Street (South).
6. Scholars may not purchase food for classmates who do not have lunch-out privileges.
7. Scholars may not remain in the school unless they are in the cafeteria, playground, or supervised by a teacher/staff member.
8. Scholars may not go to private homes without parental supervision.
9. Scholars may not go to Riverside Park or other schools in the neighborhood.
10. Scholars may leave at 1:10 PM and return to the building at 1:50 PM.
11. Scholars who arrive late and/or purchase food for peers will face immediate revocation of lunch-out privileges for at least a week, potentially longer.
12. Scholars who share their pass or access outside the building without authorization will lose lunch privileges for the remainder of the marking period or the entire next marking period.
13. Scholars who earn 2 or more detentions in a single week face an immediate loss of lunch out privileges until they return to good behavioral standing.

STUDENT SERVICES

LIBRARY

The library at Mott Hall II is a resource for all scholars. Scholars may visit the library to check out books. Classes may meet in the library for instruction each week. Except for reference books, books may be checked out during the allowable times.

SCHOOL VERIFICATION/FACE-TO-FACE LETTERS

School verification or Face to Face letters will be prepared when requested. Please call 212-678-2960 to contact our school secretary a day before the letter is needed. If the school secretary is unavailable, please contact Ms. Matos at wmatos4@schools.nyc.gov