



# **Mott Hall II**

*Today's Scholars, Tomorrow's Leaders*

## **SCHOLAR HANDBOOK**

### **2017-2018**

**Marlon Lowe**  
Principal

**Marciarie Rodriguez**  
Assistant Principal (AP)

### **General School Contact Information**

Mott Hall II, M862  
Robert E. Simon Complex  
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# Scholar Handbook

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# Mott Hall II Faculty Map

420A <b>Mrs. Gorman</b> <i>Guidance</i>	424 Closet	426 Closet	428 PE Closet	430 Book Closet	<i>Stairwells A and B</i>	<i>Stairwells C and D</i>
<b>Mr. Small</b> <i>Dean</i>						
420 <b>Ms. Williard</b> <i>Science</i>  <b>Ms. Lee</b> <i>ICT</i>	418 <b>Ms. Kesten</b> <i>Math</i>	416 <b>Ms. Stampolis</b> <i>Dance</i>			417 <b>Ms. Gennaro</b> <i>ELA</i>	419 <b>Ms. Scanlon</b> <i>Social Studies</i>
		Girls' Bathroom				
		<b>Teachers' Lounge</b>				
		412 <b>Ms. Feder</b> <i>Music</i>  <b>Ms. Cervantes</b> <i>ENL</i>			415 <b>Mrs. Julien-Ndjiki</b> <i>ELA</i>	
		410 <b>Mrs. Nunez</b> <i>Self-Contained</i>  <b>Ms. Granberry</b> <i>Paraprofessional</i>			409 <b>Mrs. Stassfurth</b> <i>Math</i>  <b>Ms. Chao</b> <i>ICT</i>	
		408 <b>Ms. Herrera</b> <i>Technology</i>  <b>Mrs. Grossman</b> <i>Parent Coordinator</i>  <b>Mrs. Fellus</b> <i>Speech</i>			407 <b>Mr. Shetia</b> <i>Science</i>	
		406 <b>Main Office</b>  <i>School Secretary</i> <b>Ms. Rodriguez</b> <i>Assistant Principal</i>  <b>Mr. Lowe</b> <i>Principal</i>			405 <b>Mrs. Fletcher</b> <i>Social Studies</i>  <b>Ms. Trifu</b> <i>PE</i>	
402 <b>Mr. Redmond</b> <i>Math</i>	404 <b>Mrs. Breach</b> <i>Social Studies</i>  <b>Mr. Kahan</b> <i>ICT</i>			403 <b>Mr. Pearsall</b> <i>ELA</i>	401 <b>Ms. Acevedo</b> <i>Science</i>  <b>Mrs. Kim</b> <i>ICT</i>	
<i>Stairwell E 109<sup>th</sup> Stairwell Entrance</i>			400 <b>Ms. Robbins</b> <i>Guidance</i>	Boys' Bathroom	<i>Stairwells F &amp; G 108<sup>th</sup> Stairwell Entrance</i>	

September 2017

Dear Scholars,

Welcome to Mott Hall II – M.S. 862. As the school year begins, all of our scholars (new and old) will rapidly become aware of the warm, friendly, supportive educational environment that exists at Mott Hall II. Our students, parents, teachers and administrators have worked and planned diligently and with great enthusiasm to maintain the fine reputation our school has established. We believe that it is our duty to build on these successes, and work to make Mott Hall II even better!

This handbook has been prepared for scholars attending Mott Hall II and their families. It describes life at school, and should serve as a reference guide that will help you succeed as a member of our “family.” ***Please read through this handbook carefully.*** The procedures and regulations are intended to help you have a successful and meaningful year. Few questions will remain unanswered if this handbook is reviewed. After a thorough reading, please review it with your parent(s) or guardian(s). Most of the information given will be very important and will answer those questions that you may not wish to ask. In addition, the policies and procedures outlined within this handbook will be strictly adhered to.

Once again, we welcome you to Mott Hall II with the hope that your years with us will be both productive and fulfilling for both you and your family, and that these years will be both a stepping stone and a milestone in your young promising lives. Remember, you are today’s scholar and tomorrow’s leader!

Sincerely,

Marlon Lowe  
Principal

Marciarie Rodriguez  
Assistant Principal

# School Year Calendar 2017 - 2018

September 7	Thursday	First day of school for all scholars
September 21-22	Thurs – Fri	Rosh Hashanah
October 9	Monday	Columbus Day
November 7	Tuesday	Election Day – School Closed for Scholars
November 23 – 24	Thurs – Fri	Thanksgiving Recess
Dec. 25 – Jan. 1	Mon – Mon	Winter Recess
January 2	Tuesday	School Resumes
January 15	Monday	Dr. Martin Luther King, Jr. Day
February 16 – 23	Fri – Fri	Lunar New Year & Mid-Winter Recess
March 30 – April 6	Fri – Fri	Spring Recess
April 9	Monday	School Resumes
May 28	Monday	Memorial Day Observed
June 7	Thursday	Chancellor’s Conference Day – School Closed for Scholars
June 11	Monday	June Clerical Day – School Closed for Scholars
June 15	Friday	Eid al-Fitr
June 26	Tuesday	Last day of school for all scholars

# Daily Schedule

<b>8:20-9:15am</b>	<b>Period 1</b>
<b>9:15-10:10am</b>	<b>Period 2</b>
<b>10:10-10:20am</b>	<b>Homeroom</b>
<b>10:20-11:15am</b>	<b>Period 3</b>
<b>11:15-12:10pm</b>	<b>Period 4</b>
<b>12:10-1:05pm</b>	<b>Period 5</b>
<b>1:05-2:00pm</b>	<b>Lunch/Recess</b>
<b>2:00-2:40pm</b>	<b>Advisory Assembly Learning Explorations</b>

# **Mott Hall II Mission and Vision**

## **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 lifelong 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

All members of the Mott Hall II community should adhere to the 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 or not 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.

# The School Day

## Arrival

- The official school day begins at **8:20 AM**. Breakfast is served in the cafeteria beginning at **7:30 AM**. Eating a good breakfast is essential to starting your day off effectively. Scholars can enter the building through the main entrance of the building if they wish to eat breakfast.
- **Teachers begin supervising the school yard on 109<sup>th</sup> street at 7:45 AM. Students are encouraged to arrive early and wait there.**
- Once you have entered the building or the recess yard, we ask that you remain there. If you would like to purchase breakfast outside the school, you should do so before arriving to the recess yard.
- During times of inclement weather, the main entrance on 109<sup>th</sup> street will open at 7:45 AM and scholars should wait in the indoor yard.

## Entering the Building

- Scholars are not allowed in the building before 8:20 AM without being supervised by a teacher.
- Mott Hall II's entrance on 108<sup>th</sup> street will be opened to scholars at 8:15 AM. Scholars who did not wish to wait in the recess yard should report to that entrance.
- The main entrance to the building should only be used when scholars arrive to school after 8:30 AM.

## Lateness

- A student is considered late for school if he or she is not in class at the start of the instructional day (8:20 AM).
- Scholars who arrive late should enter through the main entrance on 109<sup>th</sup> street and sign the late book in the main office (Room 406).

## Dismissal

- All scholars will be dismissed at 2:40 PM every day.
- Scholars will be released from Mott Hall II's exit on 108<sup>th</sup> street.
- Scholars leaving after 3:00 PM should use the main stairwell and the main exit on 109<sup>th</sup> street.
- Scholars are not allowed to leave the building through the main exit on 109<sup>th</sup> street before 3:00 PM.
- Parent and/or guardians are responsible for arriving to dismissal on time – scholars are not required to check out before leaving.
- Scholars who are enrolled in an after school program should report directly to their designated area. Scholars are expected to remain in the building and should not leave the building then return.

### **Leaving Early**

- Scholars may leave early only when picked up by a parent and/or guardian listed on the emergency contact card.
- No scholar may be sent home alone or with siblings younger than 18 years old.
- Notes from parents requesting early dismissal will not be honored.
- Parents and/or guardians who wish to pick up their child early must report to the main office in Room 406.
- Parents may not report directly to the classroom, cafeteria or recess yard to pick up scholars.

### **Attendance**

- State law requires all school-age children to receive full-time instruction. Every scholar is responsible for being in school every day. Absences, late arrivals and early dismissals result in a loss of crucial instructional time. Attendance is also a critical component of the high school admissions process.
- Attendance is taken during homeroom each day. If you arrive to school after the start of instruction, you are considered late.

### **Absences**

- If a scholar is absent from school, s/he must have a written excuse signed by a parent, or a letter from a medical facility upon his/her return. The note should be written by the parent, signed in ink, and should indicate the date(s) of absence and the reason(s). These notices should be submitted to the main office (Room 406).
- In the event of an extended absence, three or more consecutive school days, or those related to a medical situation, a doctor's note is required. The student should give that note to the school secretary immediately upon return.
- Extensive absences may result in a student being denied promotion to the next grade.
- Scholars are responsible for submitting missed class and homework assignments upon returning. Scholars are urged to obtain the name and telephone numbers of at least two classmates for this purpose. Scholars can also check for assignments on their online class page. Classwork and homework must be made up within the timeframe set by the teacher.

### **Fire Drills**

- We are required to hold 12 fire drills and three shelter-in drills during the course of 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 set forth in the Safety Plan of the school.

### **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.
- The school's lost and found is located in the 7<sup>th</sup> grade hallway.

- Items not collected within two weeks will be donated to charity.
- Scholars should give found items to the school secretary in room 406.

### **Use of Telephones**

- Cell phone usage, except with authorized by an adult, is prohibited at all times – this includes after school.
- Should a scholar need to use the phone in school, they should request an office pass to use the phone in the main office.
- All scholars should review the school’s cell phone usage policy.

### **Visitors To The Building**

- Visitors are required to identify themselves, show identification, and sign a logbook indicating their destination with the School Safety Officer at the front desk on the first floor. Visitors may then proceed to room 406, our main office.
- Parents are strongly encouraged to make an appointment before coming to school.
- Parents will not be permitted to proceed to classrooms during instructional time.
- Alumni are not allowed to visit the school during the school day, but are welcome after 2:40 PM.

# Conduct Code

At Mott Hall II we expect our students to make the appropriate choices that will ensure success in all areas. Individuals are responsible for their own success and failure, which is determined by your daily choices. Please observe the following behavior and adhere to the more specific rules in the Student's Behavior Contract given to you at the beginning of each school year.

- Be polite to everyone and observe good manners.
- Be alert and attentive to learning opportunities.
- Be prepared for class by bringing all necessary books and materials with you.
- Wear the school dress code proudly.
- 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) The following items are not permitted on school grounds:
  - iPods, MP3 Players, Portable games
  - Headphones or earphones
  - Visible/audible cell phones
  - Illegal substances
- 2) Soda, candy and gum are not allowed outside of the lunchroom. Other food may only be consumed in classrooms with teacher permission.
- 3) Students are not allowed out of the building without being signed out by a parent/guardian or his/her designee.
- 4) Students are expected to follow the basic rules of behavior which prohibit all forms of stealing, vandalism, dishonesty, cheating, plagiarism, cursing, littering, graffiti, bullying or destruction of school property on the way to school, while in school and on the way home.

# Dress Code

Mott Hall II is committed to creating an atmosphere focused on academic achievement and personal development. We want our students to understand that school is a special place, where we are held to high standards and expectations. We want our students to stand out as serious scholars who have high expectations for themselves.

All scholars are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. The following standards of attire must be maintained for all male and female scholars:

- Undergarments must not be visible when standing or sitting down.
- No bare midriffs or clothing that exposes the mid-section of the body.
- No low-cut tops that reveal cleavage.
- No strapless tops.
- No sleeveless undershirts worn as shirts or tank tops.
- Pants should not fall below the waistline.
- Shorts and skirts should be at mid-thigh or longer, preferably slightly above the knee.
- Shoes, such as flip flops, which may cause a tripping hazard, should not be worn.
- Hats or head coverings of any type may not be worn inside the building except those dictated by acceptable documentation of medical need or religious observance.
- Any items that are vulgar, obscene, and libelous, or denigrate others on account of race, religion, national origin, gender, sexual orientation, or disability are not permissible.
- Any items which promote or endorse the use of alcohol, tobacco, or illegal drugs, and/or encourage other illegal or violent activities are not permissible.

Scholars who arrive at school out of dress code will be asked to change into appropriate clothing or call home for a change of clothing. Students will also be subject to official school reprimand including, but not limited to, loss of privileges and/or detentions.

# **Important Information**

## **Respect For School Space And Property**

It is important for students to know their rights and responsibilities, which include respecting all school property and respecting all school personnel. Scholars are expected to honor their responsibilities, behave in a way that respects the rights of all and aligns with the school's Code for Living.

Your cooperation is essential to helping keep the school beautiful. Be especially careful not to mark or in anyway, 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.

Please note – defacing school property is a serious offense that can lead to suspension or other serious consequences.

## **Suspension**

Mott Hall II adheres to the Citywide Standards of Discipline where Principal or Superintendent Suspensions are required. Copies of this policy are distributed at the start of each school year.

## **Textbooks & Library Books**

It is the students' responsibility to assure that all books used in classes and those that are borrowed from the school library are kept in good condition. Textbooks that are issued in class should be kept in good condition. In the event that 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, of any kind, remain on a student's account. If scholars would like to know the balance on their accounts, they should contact the parent coordinator, Ms. Whitted in room 408.

## **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 that show you are ready to do work. It is policy that student notebooks and classwork will be checked by teachers. Parents are encouraged to check their children's notebook frequently.

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

## **Passes**

Student passes will permit a student to go to any designated area within the school building. Typical destinations include the restrooms, main office or water fountains.

Students should request an office pass if they need to access the main office for any reason. Scholars will not be permitted to enter the main office without an office pass.



# **Student Services**

## **Library**

The library at Mott Hall II is a resource for all scholars to utilize. Scholars may visit the library to check out books. Classes may meet in the library for instruction each week. Books, except reference books, may be checked out during the allowable times. Scholars will only be able to check out one book at a time.

## **Snack Time & Lunch**

During the first week of school, scholars will be given a School Meal Application. This form must be brought home to be completed by a parent or guardian. The purpose of this form is to determine which scholars are eligible for free lunch. The school may also be eligible for additional funding based on lunch forms submitted.

Scholars may enjoy a light snack during homeroom each day (10:10 AM – 10:20 AM). Light snacks include healthy snacks such as fruits, vegetables, etc. Scholars may not eat full meals during this time.

All scholars will be dismissed for lunch at 1:05 PM. Scholars will use stairwell A to access the lunchroom. Upon arrival to the lunchroom, scholars should do one of three things:

- Line up in the middle aisle for school lunch.
- Sit down immediately if they came to school with a prepared lunch.
- Line up in front the microwave to heat up your food.

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 that is cleaned up.
- Absolutely no running, shouting or throwing food while in the cafeteria.

At 1:30 PM, scholars will dump their garbage and head to the recess yard on 109<sup>th</sup> street. In cases of inclement weather, scholars have recess in the indoor yard or the school auditorium.

## **Lunch Out**

All 7<sup>th</sup> and 8<sup>th</sup> grade scholars who finished the previous quarter on honor roll are eligible for lunch out at the start of the school year. The rules for lunch out are as follows:

- All school rules apply to scholars while outside the building.
- Scholars may not go beyond the limits of Amsterdam (East), Riverside (West), 113th Street (North) and 103th Street (South).

- Scholars may not remain in the school unless they are in the cafeteria, playground, or being supervised by a teacher/staff member.
- Scholars may not go to private homes without parent supervision.
- Scholars may not go to Riverside Park or to other schools in the neighborhood.
- Scholars may leave at 1:05pm and must return to the building at 1:55 PM in order to have time to go to their lockers.
- Parents or guardians must provide written approval before scholars will be permitted to go outside for lunch. Eligible scholars will be notified at the start of the school year.

### **School Verification/Face To Face Letters**

Face to Face letters will be prepared in advance 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. Robbins.

### **Parent Conferences**

Scholars and parents are encouraged to check Engrade Pro regularly in order to have the most up-to-date information. Teachers are easily accessible via email and will respond to all messages within 48 hours. Families are encouraged to use e-mail to communicate with teachers.

# Technology Usage

## Student Usage

Computers, networks and online tele-communications such as the internet and email are a critical component of the modern society. Mott Hall II provides instruction in the use of technology, but the success of this instruction is contingent on the ethical and appropriate use of every device and system.

Scholars are responsible for signing out laptops or Chromebooks whenever they are in use. Families will be responsible for repairing any technology that has been damaged because of inappropriate usage, or cover the cost of any technology that cannot be repaired.

## E-Mail Accounts

All parents and scholars are provided with a motthall2.org email account. You can logon to our site by visiting [www.motthall2.org](http://www.motthall2.org). Scholars should check their e-mail accounts daily. Teachers, Ms. Robbins and Mrs. Gorman will send important messages and updates via e-mail. Scholars can also look up assignments and handouts on their class pages.

This is an important tool for communicating with teachers. Mott Hall II's policy states that teachers have up to 48 hours to respond to all messages. Scholars should communicate thoughtfully and respectfully when utilizing their email accounts.

Students and parents will receive their user names and password at the start of their 6<sup>th</sup> grade year. If you need assistance logging on to your motthall2.org account, you should contact our Parent Coordinator.

## Online Gradebook

In an effort to keep you as up to date as possible for all classes, we will provide access to our online grade book – Engrade Pro. You will be able to see your grades on this site. Your parents already received instructions on how to login to Engrade Pro, but we are also providing you with direct access. Go to the website below and enter the relevant information to logon to your Engrade Pro account:

- **Website:** [www.engagepro.com](http://www.engagepro.com)
- Your Username: «Username»
- Password: «Password»

If you cannot access your Engrade Pro account for any reason, you should contact Ms. Herrera at [jherrera@motthall2.org](mailto:jherrera@motthall2.org). When used correctly, Engrade Pro is an extremely valuable tool. If you have any questions or concerns about the information on Engrade Pro, you should reach out to your teachers directly. *As a reminder, it may take up to two weeks for graded assignments to be entered*

*into Engrade Pro.* By giving you access to our online grade book, we hope to give you the most up to date information on your progress.

## **Internet Safety**

Internet access and e-mail provided by Mott Hall II are intended for educational use, instruction, research and the facilitation of communication and collaboration among scholars and staff. While using the internet and e-mail, scholars are expected to behave in the same manner as in the classroom. Scholars who do not uphold these standards will be subject to regulation as outlined in our school's Code of Conduct. Scholars are encouraged to safeguard their username and password information and not share it with others.