

Bronxville Middle School Handbook



We are the Broncos!!!

As Broncos we value.....

Safety

Responsibility

Respect

Empathy

Kindness

Community

WELCOME YOU TO BRONXVILLE MIDDLE SCHOOL!

What is Middle School ?

- **It is a time of growth, change and wonder for children.**
- **Children are exposed to different classes with different teachers in hopes of them finding a passion for something that they will continue to pursue as they move to high school.**
- **We can answer any questions you have or get back to you with the answer. We are your best source of information.**
- **PLEASE DIRECT ANY SCHOOL RELATED QUESTIONS TO OUR OFFICES. THE GUIDE BELOW WILL ASSIST YOU IN WHO TO CALL BUT WHEN IN DOUBT, PLEASE CALL THE MAIN OFFICE.**

Quick Facts

Address	Telephone	Fax
177 Pondfield Road, Bronxville New York 10708	914-395-0500 ext 3800	914-771-6223

Key People and Extensions

All emails in Bronxville begin with the first letter of the person's first name and their last name followed by @bronxvilleschool.org

Name	Title	Extension	Email
Mr. Joseph Mercora	Principal	3779	jmercora@bronxvilleschool.org
Ms. Kathleen Matthews	Main Office/Principal's Secretary	3800	kmatthews@bronxvilleschool.org
Mr. Marcellus Lessane III	Assistant Principal of Middle and High School	2404	mlessanne@bronxvilleschool.org
Mr. Jim Agnello	Guidance Counselor and Dean	2236	jagnello@bronxvilleschool.org
Mrs. Lisa DeSanto	Guidance Counselor	3801	lidesanto@bronxvilleschool.org
Ms. Jillian Tomlin	School Psychologist	2226	jtomlin@bronxvilleschool.org
Mr. Brad Ashley	Director of Technology	2256	bashley@bronxvilleschool.org
Joe Haven	Athletic Director	3234	jhaven@bronxvilleschool.org
Ms. Roseann Silves	Registrar	3305	rsilves@bronxvilleschool.org

Health Office:

- Ms. Jean Marie Herrschaft
- Ms. Kelly Donohue
- Ms. Nora Nikolla
- Health Office Secretary - Ms. Elizabeth Chiaverini ext. 1212

Frequently Asked Questions

School Hours

- School begins each day at 8:20 a.m. and ends at 3:00 p.m.
- Each class is 56 minutes long and there is 4 minutes to get from class to class.
- On Advisory days, classes are 46 minutes long.
- Early Morning Music begins at 7:45 a.m. Each grade comes in on a different day. Those days are:
 - Tuesday - 8th Grade
 - Wednesday - 7th Grade
 - Thursday - 6th Grade

Entrance and Exit To School:

- All students should use the Main Entrance on Pondfield Road.

Attendance:

- Taken at the beginning of EVERY class.
- Lateness to class is marked and recorded.
- If you are late, you MUST report to the Main Office for a pass.
- Five latenesses will equal one detention. (Excused latenesses are never counted towards a detention)

Absences:

- Please call Mrs. Matthews at extension 3800 or email msattendance@bronxvilleschool.org
- Extended absences of 3 days or more require a medical note.

Extra Help:

- Offered each day at 7:45 a.m. No appointment needed. If a teacher is unavailable that day every effort will be made to email your parents letting them know by 6:30 a.m.
- ALL STUDENTS SHOULD TAKE ADVANTAGE OF EXTRA HELP!

Early Morning Music:

- Begins at 7:45 a.m. one day a week for each grade. This is required.
- **Tuesday: Eighth Grade**
- **Wednesday: Seventh Grade**
- **Thursday: Sixth Grade**

Lunch:

- **7th and 8th graders are allowed off campus for lunch if the Open Campus Consent Form has been completed by a parent. This form will be sent out before the start of the school**

year. 6th graders eat in the cafeteria and will have certain special days they will be allowed off campus to eat lunch with parent permission.

Common Rules:

- All students will respect one another and the staff regardless of anything. Failure to do so will result in disciplinary consequences per the district Code of Conduct.
- Cell Phones - Are to be turned off and placed in lockers.
- Food and Drinks - No food is allowed and ONLY a bottle of water will be allowed in class.
- All students are given an I.D. card. For safety reasons I.D. cards must be worn at all times.
- All book bags are to be placed in lockers.
- No hats are to be worn unless there is a documented medical condition.
- All dress is to be appropriate for school.
- Five unexcused latenesses will result in a lunch detention.
- **DIGNITY FOR ALL STUDENTS ACT** - This is a state and school regulation. No student shall be discriminated against based on race, weight, national origin, ethnic group, religion, religious practice, mental or physical ability, sexual orientation, gender identity, and sexes. This includes any type of cyber-bullying that can affect a student's ability to learn.
- **Consequences can range from warnings to detentions to out of school suspensions based on the severity of the act. We are very PROUD of the fact that this is rare in Bronxville Middle School.**
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Homeroom/Advisory:

- Each student will be assigned to a homeroom/advisory (same place,same teacher) which meets every day. Homeroom is only four minutes but Advisory is a half hour.
- Each student will be given a lock and locker. Students should NEVER give anyone their locker combination. A record of all combinations is left in the Main Office.

Schedule:

- We have a six day rotation. We are on either a Day 1,2,3,4,5 or 6.
- We have 6 academic periods and one lunch period. Periods are letters A-F.
- There are 3 types of schedules followed:

<u>Advisory - Day 1</u>	<u>Regular Days - 2,3,4,5 and 6</u>	<u>Advisory - Day 4</u>
No Morning Homeroom	8:20 a.m. - Homeroom	8:20 a.m. - Homeroom
Period A - 8:20 a.m.	Period A - 8:28 a.m.	Period A - 8:28 a.m.
Period B - 9:10 a.m.	Period B - 9:28 a.m.	Period B - 9:28 a.m.
Period C - 10:00 a.m.	Period C - 10:28 a.m.	Period C - 10:28 a.m.
ADVISORY - 10:50 a.m.	LUNCH - 11:24 a.m.	Lunch - 11:24 a.m.
LUNCH - 11:24 a.m.		Advisory - 12:04 p.m.
Period D - 12:04 p.m.	Period D - 12:04 p.m.	Period D - 12:34 p.m.
Period E - 1:04 p.m.	Period E - 1:04 p.m.	Period E - 1:24 p.m.
Period F - 2:04 p.m.	Period F - 2:04 p.m.	Period F - 2:14 p.m.
DISMISSAL 3:00 p.m.		

Who Do I Contact?

<u>Issue</u>	<u>Contact Person</u>
<u>General Questions</u>	Ms. Matthews
<u>Student Discipline</u>	Mr. Lessanne
<u>Student Issues/Concerns</u>	Mr. Agnello Ms. DeSanto
<u>Scheduling Concerns</u>	Mr. Mercora Mr. Agnello
<u>Special Education/504 Concerns</u>	Ms. Tomlin
<u>Infinite Campus</u>	Email portalsupport@bronxvilleschool.org
<u>Subject/Teacher/Classroom Concerns</u>	All concerns surrounding a class must begin first by contacting the teacher . PLEASE do not contact anyone else until you have spoken to the teacher. Please know that if you do, you will be referred to the teacher.

Emails:

- A weekly newsletter will go home on Friday to parents through constant contact. Please click [HERE](#) to sign up.
- The school uses Infinite Campus for almost all other emails.
- Parents will receive emails from teachers and are encouraged to email teachers with questions.
- Students will also periodically receive emails so all students should check their emails on a daily basis.

Some Advice From Our Technology Director:

- All year long, important emails are being sent by all three schools and the district through Infinite Campus as our official student information system. Unfortunately with the growth of Phishing attempts and general SPAM to email addresses, many SPAM filters have become more aggressive in blocking any mass email communications (like school wide emailings) and some businesses have blocked outside emails altogether. A few tips to combat this would be to check SPAM folder often and "help" your SPAM filter algorithm by clicking on things that aren't SPAM and you add the schools email address ("fromBronxvilleUFSD@bronxvilleny.mg.infinitecampus.org") you your contacts so these communications are from a trusted contact. In addition, all communications should be emailed and posted on Infinite Campus in the "Inbox" section.
- All students are issued a chromebook. All chromebooks are to be charged every evening.

Academics

- Academic integrity is the cornerstone for all Bronxville schools.
- Students are expected to give their best effort in all of their work.
- Extra help is provided each day from 7:45 a.m. - 8:15 a.m. with the exception of the day the student has early morning music.
- Plagiarism of any kind will not be tolerated and will result in academic consequences. Repeated plagiarism will also result in disciplinary action.
- Grading scale used. (see below)

A+ A A-	97.5-100 92.5 to 97.4 89.5 to 92.4
B+ B B-	87.5 to 89.4 82.5 to 87.4 79.5 to 82.4
C+ C C-	77.5 to 79.4 72.5 to 77.4 69.5 to 72.4
D+ D D-	67.5 to 69.4 65.5 to 67.4 64.5 to 65.4
F	64.4 and below

Homework:

- Students can receive homework almost every night.
- All assignments are posted on the Homework Roster.
- Homework is to be attempted. It is a way for us to know how you are doing.
- Students should READ every night and as much as possible.

Extracurricular:

- Yearbook Club
- Student Government
- Art Club
- Middle School Musical
- Sign Language Club
- Jazz Band
- Chamber Music
- Choristers
- Science Olympiad
- Newspaper
- French Club
- Green Club
- Middle School Musical
- Modified Sports - 7th and 8th Grades only
 - Cross Country
 - Field Hockey
 - Football
 - Soccer
 - Basketball
 - Indoor Track
 - Squash
 - Baseball
 - Lacrosse
 - Track
- J.V. and Varsity Sports only upon qualification per the New York State Guidelines - Contact Mr. Haven - Athletic Director.

Trips:

- Students will take part in many day trips throughout their middle school journey.
- Overnight trips are offered in the seventh and eighth grades.

Elements of a successful Middle School Student:

- Just do your best!
- Take care of yourself. This means getting enough SLEEP!
- Have a time hours before they go to sleep where the technology is turned off.
- Hydrate and eat right.
- Pack your belongings the night before.
- Do your HOMEWORK.
- Ask for help when you need it.



- We have the best P.T.A. in the world! Please get involved. The link below will provide you with additional information. www.bronxvillepta.org
- Our monthly meetings are on ZOOM and usually last no longer than an hour.
- Please attend whenever possible.