

**NORTH SHORE
MIDDLE SCHOOL
PARENT – STUDENT
HANDBOOK**



**505 Glen Cove Avenue
Glen Head, NY 11545
516-277-7300
northshore.k12.ny.us**

2009-2010

Dear Students and Parents,

It gives me great pleasure to welcome you to North Shore Middle School. The pages that follow will provide you with a great deal of important information about our school. I encourage students and parents to go through this booklet together and become familiar with our school policies and procedures, as well as with the many opportunities that we offer. The more you know about our school and the way it operates, the easier it will be for you to navigate the system, identify important contact people, and have an enjoyable experience.

Our goal is for North Shore Middle School to be a place where:

- **Everyone Matters:** In a healthy school environment everyone feels that they matter to the people around them. This means that all students, teachers, and parents feel that their thoughts and ideas are important, that they have a voice, and that they are fully valued as important members of our learning community.
- **Everyone Cares:** In a caring school community everyone cares as much about the success of others as they do about their own success. We encourage our students, parents, and teachers to consistently demonstrate, through their actions, that they support and care about the people within our learning community.
- **Everyone Learns:** In a place where students feel they matter and where teachers and parents demonstrate that they care, students are empowered to engage in learning. It is our goal to provide students with a rigorous school environment that pushes them towards challenging learning experiences, self reflection, and meaningful thinking about the world.

As we attempt to create this positive and productive atmosphere in our school, it is important to remember that middle school children experience tremendous physical and emotional changes. Middle school age children can be extremely intelligent, cute, sensitive, and caring and yet at the same time they can be demanding, stubborn, selfish, sarcastic, and completely irrational. Their battle for independence, “fitting in”, and self-discovery is fraught with confusion. Therefore, it is extremely important that as supporting adults we remain available, consistent and involved in their lives. Our middle school provides students with an environment that encourages exploration, independence and freedom, while at the same time providing structure, consistency and a safety net when they need it the most.

On behalf of our entire middle school staff, I offer you all of our support on your journey through middle school and I wish you the best of luck!

Sincerely,

Marc Ferris
Principal

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District Policies

North Shore District Mission

Our mission is to nurture and enrich our students' natural delight in learning and in the powers of mind and body. Each child's awakening into confident young adulthood requires guided engagement with vital ideas and events of the past to realize fresh possibilities and discoveries for the future.

We aspire to foster in our students those qualities of character consonant with the ideals of a democratic society. We are committed to reaching beyond routine expectations in a learning environment that encourages inquiry and builds its daily practice upon respect for oneself and others.

Equal Opportunity

The Board of Education, its officers and employees, shall not discriminate against any student, employee or applicant on the basis of race, color, national origin, creed, religion, marital status, gender, age, veteran status, sexual orientation or disability.

This policy of nondiscrimination includes access by students to educational programs, counseling services for students, course offerings, and student activities.

Definition of Diversity

Diversity means understanding that each individual is unique and recognizing and appreciating our individual differences. These can be along the dimension of, but not limited to, age, ethnicity, gender, ideology, physical ability, political belief, race, religious belief, sexual orientation, or socio-economic status. Diversity is the exploration of these differences in a safe, positive, and nurturing environment. The concept encompasses acceptance and respect. Furthermore, diversity in the North Shore Schools is about understanding each other and moving beyond simple tolerance to embracing the strengths of our individual and communal experiences skills, talents and perspectives in order to build a better community.

Harassment

The North Shore Central School District is committed to safeguarding the right of students to work and learn in an environment that is free of harassment of a sexual, racial, religious, ethnic, disability-related, ageist, or other unlawful nature. The District does not permit such harassment, whether it is committed by administrators, teachers, staff members, students, or third parties (school visitor, vendor, etc.). Conduct that violates this policy, whether verbal or physical, will not be tolerated.

Such harassment is prohibited on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

Harassment based upon such personal characteristics as gender, race, ethnic origin, religion, disability, age, and/or sexual orientation violates federal and state laws, and creates an unpleasant and unproductive working and learning environment. All students are reminded

that such behavior is absolutely unacceptable and will result in disciplinary action, up to and including suspension from school.

Further information regarding the district harassment policy may be found in Board Policy 0110 and 0110-R. The full policy is available on the district website: www.northshore.k12.ny.us.

2009 – 2010 MIDDLE SCHOOL CALENDAR

AUGUST	26	6 th Grade Barbecue, 11:00 a.m. – 2:00 p.m.
SEPTEMBER	08	7th Grade Parents' Athletics Assembly, 7:00 p.m., (H,S Theater)
	08	First Day of Classes
	10	Sports begin
	15	Club Fair, 3-4 p.m., Cafeteria
	22	PTA Meeting, 7:30 p.m., Cafeteria
	17	Homecoming Parade 12:00
	30	Back-To-School Night, 7:00-9:30 p.m.
OCTOBER	06	MS Picture Day
	09	E3 Day
	13	Joint PTA Meeting w/HS 8:00 p.m., HS Alumni Rm
	13-16	Spirit Week
	16	Pep Rally, 2:00 p.m., Gym
	16	6 th Grade Parent/Teacher Conferences Begin
	26	6 th Grade Greenkill Parent Meeting, 7:30 p.m. (MS Cafeteria)
	30	Halloween Costume Contest
	30	8 th grade Halloween Dance, 7:00 p.m., Cafeteria
NOVEMBER	06	Fall Activity Night, 7:00 – 9:30 p.m.
	09	Winter I Sports Begin
	13	1 st Quarter Ends
	17	PTSA Meeting @ HS Alumni Rm. 7:30 p.m.
	19	Photo Make-Up Day
	20	7 th Grade Dance 7:00 p.m., Cafeteria
	24	Breakfast Exchange, 7:00 a.m., Cafeteria
DECEMBER	04	6 th Grade Bowling Party
	08	Winter Concert I 7:30 p.m., HS Theatre
	10	Winter Concert II 7:30 p.m., HS Theatre
	14	Winter concert III 7:30 p.m., HS Theatre
	16-18	6 th Grade Greenkill Trip
	22	Holiday Faculty Breakfast
JANUARY	15-17	All County Music Festival, Tilles Center
	14	Joint PTA Meeting w/SEPTA 7:30 p.m., MS Cafeteria

- 19 MS Winter II Sports Begin
- 22 Maroon & White basketball game @ HS gym
- 29 6th Grade dance
- 29 2nd Quarter Ends

FEBRUARY

- 05-06 MS Musical 8:00 p.m. HS Theatre
- 9-12 Team Challenge Week
- 11 Athletic Bowl
- 12 PTA Candy Guess

MARCH

- 24 Joint PTA Meeting, 7:30 p.m., HS Alumni Room
- 26 Talent Show, 7:00 p.m.
- 23-25 Book Fair

APRIL

- 06 MS Spring Sports Begin
- 09 3rd Quarter Ends
- 16 7th Grade dance 7-9:00 p.m. Cafeteria
- 21 Joint PTA Meeting, 7:00 p.m., MS Cafeteria

MAY

- 04 Poetry Coffee House 3:15-4:15 p.m., Cafeteria
- 05 Spring Concert I, 7:30 p.m. HS Theatre
- 11 Spring Concert II, 7:30 p.m. HS Theatre
- 13 Staff Appreciation Luncheon
- 18 PTA Meeting, 7:30 p.m., Cafeteria
- 19 Spring Concert III, 7:30 p.m. HS Theatre
- 24 5th Grade Parent Orientation, 7:30 p.m. at HS
- 27 6th Grade Field Day/BBQ

JUNE

- 09 Grade 8 Sports Awards, 7:00 p.m., HS Theatre
- 14 Parent Athletic Orientation 6:30 HS Theatre
- 16 Last Day of Classes
- 16 4th Quarter Ends
- 23 8th Grade Moving On Rehearsal, 8:00 a.m.
- 24 8th Grade Moving On Ceremony, 8:30 a.m. at H.S.
- 25 Last Day of School

DIRECTORY
WHO'S WHO AT THE MIDDLE SCHOOL
ADMINISTRATION
2009 - 2010

Mr. Marc Ferris, Principal, (277-7301)
Mr. Gil Torossian, Assistant Principal, (277-7302)
Mr. Rob Hert, Dean of Students, (277-7083)

DIRECTORS and CURRICULUM ASSOCIATES

Mr. Don Lang, Athletics	(277-7040)
Ms. Laura Orticelle, Physical Ed. & Health	(277-7022)
Ms. Terryl Donovan, Fine and Performing Arts	(277-7045)
Ms. Toni MacDonald, Guidance	(277-7030)
Mr. Tom Korb, Special Education	(277-7901)
Mr. Chris Zublionis, Social Studies	(277-7070)
Mr. Brian Nelson, English	(277-7070)
Ms. Regina Newman, Math	(277-7070)
Dr. Ellen Shields, Foreign Language	(277-7070)
Dr. Carol Smyth, Science	(277-7070)
Mr. Paul Pelech, Technology	(277-7050)

MIDDLE SCHOOL PTA OFFICERS 2009 – 2010

Co-Presidents	Tobi Kupferman and Robyn Cartagine
6th Grade Representative	Angela Michal
7th Grade Representative	Rosie Foley
8th Grade Representative	Pam Osman
Treasurer	Amisha Gandhi
Recording Secretary	Christine McGinley & Cathy O'Brien
Corresponding Secretary	Eileen Goettelmann

PTA MEETING SCHEDULE

September 22	7:30 p.m. MS
October 13	8:00 p.m. HS
November 17	8:00 p.m. HS
January 14	7:30 p.m. MS
March 24	7:30 p.m. HS
April 21	7:30 p.m. MS
May 18	7:30 p.m. MS

DIRECTORY
WHO'S WHO AT THE MIDDLE SCHOOL
FACULTY AND STAFF
2009 – 2010

ART

Barbara Brennan
Sara Black
Pam Shea

COMPUTERS

Sue Ring

FOREIGN LANGUAGE

Alessandra Torti
Richard Hance
Liliane Rubin
Madel Soriano
Karl Tretter
Christopher Whalley

ENGLISH

Jessica Donovan
Rosea Filone
Jaclyn Kepke
Neelima Reddy
Rob Willgoos
Katelyn Nichols
Ryan O'Hara
Megan Corrao
Keri Crocco

ESL

Susan Krugman

GRADE 6

Kelly Rakeman – Math/Science
Jessica McKinney –Math/Science
Damien Chillemi-Math/Science
Dan Chemnitz – Math/Science
Michelle Patane –Math/Science
Tiffany Falcone –Math/Science
Debra Novick – Humanities
Debra Henneberger-Humanities
Tracy Godek - Humanities
Maria Perdios – Humanities
Craig Roslund – Humanities
Joseph Melillo - Humanities

GUIDANCE

Flavia Finning
Aimee Canzoniero
John Jackson

HEALTH

Andrew Richter
Neal Levy

FAMILY & CONSUMER SCI

Jeanne Incantalupo

MATHEMATICS

David Keenan
Kristin Frayler
John Pace
Cathy Weber
Ilona Kusz
Tiffany Falcone
Laura Wilson

MATHEMATICS AIS

Joanne Rossiter
Cathy Weber

MUSIC

Jason Hill
Eric Mordhorst
Dean Miller
Steven Uh
Brian Messemer

PHYSICAL EDUCATION

Jeff Butt
Jaclyn Muscarella
Jean Hodermarsky
Joe Bonaventura

PSYCHOLOGIST

Robert McKee

**READING/ACADEMIC
INTERVENTION**

Sue McLaughlin
Debra Henneberger

SCIENCE

Peter Wass
Anna DeNatale
Melissa Frank
Brian Lang
Christina March
Mary Alice Kelly
Laura Napoli
Krista Hoffman
Samara Weitz

SOCIAL STUDIES

Thomas Curtin
Jaclyn Etter
Keith Freund
Seth Gordon
Nicole Larkin
Saul Schachter

SOCIAL WORKER

Ms. Rachel McAree

SPEECH and LANGUAGE

Christine Punch

**SPECIAL EDUCATION
TEACHERS**

Marla Behar
Gail Kirchenberg
Michelle Lever
Gaietrie Parag
Mary Anne Soare
Joanne Stein
John Christ
Michelle Stiffler

TECHNOLOGY

Bruce Fichtman
Keith Slack

Enrichment Specialists

Michelle Berger
Jennifer Horton
Mary Alice Kelly

LIBRARY

Derek Leif

SECRETARIAL STAFF

Diane Bunce	Principal's Secretary
Jane D'Agate	Library
Jean McNamara	Senior Account Clerk
Diane Pasi Knox	Main Office
Fay Vricella	Main Office

AIDES

Roselle Barbour	Jillian Regolini
Sari Siltanen	Jackie Trotta
Marci Mainzer	Debbie Wiehn
Patti Tesoriero	Rosemary Pombar
Susan Hallquest	

MONITORS

Rose Drwal	Playground
Sue MacPhearson	Playground
Lorraine Porto	Attendance, Cafeteria
Marilyn Ricciardi	Library, Cafeteria
Elaina Polidori	Cafeteria
Jesse Uanino	Cafeteria

COPY MACHINE TECHNICIAN

Anna Burgess

REGISTERED NURSE

Mary Jo Chaputian
Jean Buckel Betzios

SECURITY

Robert Papa
Mary Ann Trubish

FOOD SERVICES

Iris Borges	Lina Cipriano	Frances Cocca	Patricia Dubois
Debbie Dugan	Janet Pierce	Alfreda Pokora	

CUSTODIAL STAFF

John Mahoney	Head Custodian
Bobby Brown	Custodian
Alan Dakin	Cleaner
Michael Fink	Cleaner
Rafael Hernandez	Custodian
Gary Petschauer	Custodian

RIGHTS AND RESPONSIBILITIES OF PARENTS

Rights

As a district parent you have the right to:

- Know what is expected of your child in regards to the educational programs, attendance and behavior.
- Know what and how your child is being taught.
- Be apprised, on a timely basis, about your child's progress.
- Be informed if your child experiences academic, health or social difficulty.
- See your child's school records.
- Visit your child's school and talk to teachers and other staff.
- Be encouraged and assisted to participate effectively in educational decision making.
- Be consulted on important matters concerning your child's education.
- Be treated with courtesy and respect by school personnel.

Responsibilities

As a district parent you have the responsibility to:

- Send your child to school rested, clean, fed and ready to learn.
- Ensure that your child attends school regularly.
- Be aware of your child's work, progress and problems by talking to your child about school, by looking at your child's work and progress reports and by attending school functions when possible.
- Maintain contact with your child's teachers and support team about your child's educational progress.
- Reinforce the importance of acquiring the knowledge, skills, and values necessary to function effectively in our society.
- Volunteer time, skill or resources when needed and possible.
- Take part in school and community programs that empower parents to participate in making educational decisions.
- Respond to communications from the school.
- Hold your child responsible for the work, attendance and behaviors expected for his/her learning.
- Model the behavior you wish to see in your child.
- Treat school personnel with courtesy and respect.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

The district is committed to safeguarding the rights given to all students under state and federal laws as well as promoting a safe, healthy, orderly and civil school environment.

Rights

As a district student you have the right to:

- Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation or disability.
- Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with a violation or school regulations and/or procedures.
- Access school rules and, when necessary, receive an explanation of those rules from school personnel.
- Report a concern or violation of their civil rights and their right to learn.

Responsibilities

As a district student you have the responsibility to:

- Contribute to maintaining a safe and orderly school environment that is conducive to learning.
- Show self-respect as well as show respect to, others and their property.
- Be familiar with and abide by all district policies, rules and regulations concerning student conduct.
- Attend school every day unless legally excused.
- Arrive to class on time and prepared to learn.
- Work to the best of your ability in all academic and extracurricular pursuits and strive toward the highest possible level of achievement.
- React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
- Work to develop mechanisms to control anger.
- Ask questions when there is a lack of understanding.
- Seek help in solving problems that might lead to disciplinary action.
- Dress appropriately for school and school functions.
- Accept responsibility for your actions.
- Conduct yourself as a representative of the district when participating in or attending school-sponsored events holding themselves to the highest standards of conduct, demeanor and sportsmanship.

TEACHER RESPONSIBILITIES

All teachers approach their responsibilities with the following general commitments:

- To develop teacher-to-student relationships as well as fundamental skills for students.
- To care for the entire child by providing a student-centered curriculum.
- To have a firm understanding of the middle school child.
- To be a pleasant “pest” in caring about student performance.
- To attempt to uncover what is special about each child and to exhibit pervasive caring in that process.

All teachers have an obligation to execute the following specific responsibilities:

- Provide a clear statement of general classroom rules and procedures to parents and students.
- Detail the grading criteria and the course work particulars that form the basis for student evaluation.
- Provide timely progress updates on student performance.
- Keep accurate records of student performance, thereby making students aware of their overall class work.
- Return assignments and work to students within a reasonable time frame.
- Assist students who were absent in catching up with their school work.
- Keep students, parents and counselors involved and engaged in the learning process.

ACADEMICS

EFFECTIVE COMMUNICATION

At the Middle School, we are committed to maintaining a strong communication link between families/parents and our middle school staff. Parents should always call or e-mail their child's teacher as a first step towards communication. After that, you should contact your child's guidance counselor, the Dean of Students, the Assistant Principal or the building Principal.

Please refer to the Middle School Communication Guide, enclosed in your opening day packet, as it outlines the proper lines of communication that should be followed.

GRADING, PROGRESS REPORTS, AND REPORT CARDS

We place letter grade emphasis on class work performance, homework (normally a daily occurrence), reports, projects, quizzes, and tests. All work should be completed in a timely manner and teachers will hold students accountable for their learning.

Criteria for formulating grades are shaped by each teacher and/or team and are shared with students and parent early in the school year. Report cards measure a student's school performance for a given period of time. Report cards are provided quarterly. Student's progress can be monitored via our electronic grading portal. Below is a schedule of our quarters and portal opening:

<u>Quarter</u>	<u>Parent Portal Opens</u>
September 8 – November 13	Friday, September 25
November 16 – January 29	Friday, December 11
February 1 – April 9	Friday, February 26
April 12 – June 25	Friday, April 30

Parents can access the portal via the Middle School's homepage or at:

<https://powerschool.northshoreschools.org/public/> Please contact Mrs. Fran Christ at (277 -7252) if you are having difficulty logging onto the portal

*Report cards will be mailed home after the completion of each marking period.

*A June final exam schedule will be mailed in mid May.

While final exams are an important part of the assessment of students, we feel that the work that students do during the year should hold more weight than one final exam. Consequently, final exam grades do not have as much weight in a student's average as each one of the quarter grades. To calculate a student's overall grade for the year, each quarter's numerical grade counts as 2/9 (or 22.2%) of the overall grade. The final exam grade counts as 1/9 (or 11.1%) of the overall grade.

HONOR ROLL

There are two types of honor roll distinction at the Middle School. All students are eligible for this recognition by meeting the following criteria:

High Honors

1. Subject marks in all subjects contain no grade less than C, with a cumulative grade point average (GPA) of 6.0 (A).
2. All effort and attitude marks must be outstanding or satisfactory.

Honors

1. Subject marks in all subjects contain no grade less than C, with a cumulative grade point average (G.P.A.) of 5.0 (B+).
2. All effort and attitude marks must be outstanding or satisfactory.

A list of names will be posted at the end of each quarter in each category. Any student who receives High Honors or Honors for each consecutive quarter will be eligible for special recognition on Awards Day.

G.P.A. Equivalent

A+ = 7	A = 6	B+ = 5
B = 4	C+ = 3	C = 2

MIDDLE SCHOOL ELIGIBILITY

A student who is currently failing two or more courses on a progress report or report card may not participate in extracurricular activities unless a review of his or her performance demonstrates that he or she is making a responsible effort to improve. The main office will produce a multiple failure list to determine which students are affected by this policy. Coaches, advisors, and team facilitators will be informed of students who are affected this policy.

The review process is as follows:

1. The student appears on the **Multiple Failure List**. A letter will be sent home informing the parents of the student that he/ she will become ineligible for participation in all extracurricular activities unless a review process is completed.
2. The student will get an *Extra-Curricular Participation Report* from his/her guidance counselor. This report must be completed by all of the student's teachers for an update on progress and effort.
3. If the report indicates improvement of effort, attitude and work quality, the Assistant Principal and/or Dean of Students may convene a review panel on a designated date. The panel will consider such factors as:
 - An attendance record free of unapproved absences or cuts.
 - Homework, reports, papers, etc. submitted on a specified schedule.
 - Reasonable effort to take advantage of extra-help as well as to be cooperative in class.
 - An emergency of sudden or drastic nature caused a failure (e.g. death in immediate family, parent separation). Only very recent emergencies are considered in this category.
4. The review will be conducted **ONLY** after the student returns *the Extra-Curricular Participation Report*. A student who is acting in good faith to improve or is no longer failing will be reinstated. A student, whose report does not reflect improvement, will continue to be suspended from activities for another weekend must have a second report

filled in by teachers. At the discretion of the Assistant principal or Dean of Students, a second review panel will convene.

See also Extracurricular Participation Guidelines (pp. 29-30)

HOMEWORK

A rigorous curriculum requires that students engage in extended learning at home reviewing class concepts and skills through extended class work. Therefore, homework is an important and necessary component of a sound middle school education (like eating your veggies).

In helping our students develop sound minds, bodies, and souls, our teachers understand and realize the importance of limiting the homework to only those tasks that will improve student understanding, support classroom instruction, and lead to increased student engagement during classroom instruction.

Therefore, homework can be:

- *finding out information that will be used for an upcoming class*
- *reading from a novel or other relevant text*
- *practicing a variety of problems that will reinforce understanding*
- *studying with specific study strategies to prepare for assessments*
- *writing reflections, analyses, or evaluations about things learned in the classroom*
- *an extension of work not completed during class time*

Homework at the middle school will not be:

- *work for the sake of having homework*
- *excessive busywork*
- *given for the purpose of teaching responsibility*
- *given as a punishment*

Furthermore, our teachers understand that students lead a busy lifestyle filled with numerous after school activities, sports, religious obligations, etc. At the same time, we understand that more than ever, families need to spend quality time together. We honor these “life choices” and do our best to limit the quantity of homework as much as possible without compromising the goal of supporting student learning.

Before assigning homework, our teachers ask themselves, “*How is this work going to enhance student learning?*” Our teachers believe that the amount of homework is not as important as the quality of the homework that is assigned.

Also, our teachers believe that homework assignments are more meaningful to students when they are completed successfully and either used in the course of the lesson or returned with constructive feedback.

Our teachers take the following steps to ensure that homework remains an instructional tool and not an insurmountable burden for children:

1. Team teachers work together, sharing with each other homework assignments, projects and tests in an attempt to avoid overwhelming students with too much homework on any given evening.
2. Teachers work together to limit the number of tests that are given (one exam or one project due on any given day is the goal) on a team. Major projects are discussed among team teachers and are spaced out accordingly.

3. Vacations and weekends are not viewed by teachers as a chance to give more work. Normal homework (if any) will be given over a vacation or weekend, as if that vacation or weekend were one night long. This is done to honor the importance of families spending quality time together during weekends and holidays. The only exception to this is independent reading for English classes.
4. No homework, project or exams will be given or due on the first day back from a vacation.
5. Study guides for tests are provided by teachers or created by students in class at least five days before a test is given to students.
6. Extra help is offered by teachers two times per week and can be a place where students can work with teachers on homework that they do not understand as well as prepare for class tests and assessments.

The average time a student should spend on homework on a given night is based upon the grade level. Please note that some students will take more time than others to complete the same assignment. If you feel that your child is regularly taking too long on an assignment, please contact your child's teacher so that you can discuss possible solutions.

- 6th Graders should spend an average of one hour each night doing homework.
- 7th Graders should spend an average of one and a half hours each night doing homework.
- 8th Graders should spend between one and a half hours to two hours doing homework.

This does not include time spent completing independent reading, enrichment work, or time spent studying for upcoming tests/quizzes, etc.

Any student who is absent from school for more than three days due to illness should request homework assignments by contacting the guidance office. The parent should call before 10:00 a.m. and request homework for the duration of the absence. Assignments will be collected and available for a parent to pick up in the main office. Students absent less than three days are encouraged to find out what work was missed by contacting a fellow classmate. Upon returning to school, students must pursue their teachers for any follow up on missed assignments and class time.

CONFERCING

Conferences with teachers and counselors may be held anytime during the school year. The parents, student, teachers, counselors or the administration may initiate these conferences. A conference may be arranged if at anytime there is a concern about a student's performance, behavior or well being,. The conference can be arranged with an individual member of the school staff or a group conference with any number of school staff members who work with the child directly or indirectly. The parent should contact the team leader or counselor in order to coordinate a mutually agreeable time to confer. It is preferable that you arrange these conferences during the school day.

Each sixth grade parent will be invited to attend two different parent/teacher conferences. These conferences occur in the fall and spring. The spring conference is an optional and is should occur if the parent and/or teacher has a concern regarding the student's performance. Please note that a school is in session during sixth grade parent/teacher conferences.

Trust is a by-product of effective conferencing. You and your child's teacher share the same purpose in having a conference which is to help your child prosper in school. Please come prepared to join together with the teacher in an open dialogue. Both parents and teachers have important perceptions of the

student's abilities, difficulties and needs. Sharing these perceptions can lead to better understanding and ways of assisting the student so that they can grow and develop.

It helps to come to the meeting with a list of specific questions for the teachers, such as:

- *How do you see his/her abilities, difficulties, attitudes and behavior?*
- *What have you tried in the classroom? What worked? What didn't work?*
- *May I make some suggestions that I think will help?*
- *How can I help my child at home with his work and behavior?*
- *Can you suggest additional resources that may help child? What do you recommend?*

It is also important to bring vital information regarding your child to the teacher's attention – it may be a significant factor in understanding what occurring with him/her is. Health issues, peer relationships and family events are examples of helpful information.

Try to keep the meeting on a positive level. Try not to dwell on negative feelings; rather focus in on specific ways that each member of the team can help your child.

SCHOOL SUPPLIES AND TEXTBOOKS

Numbered textbooks are loaned to students. Students sign for their books and it is expected they will be returned at the end of the year in reasonable condition. If not, or if a book is lost, students must pay for the book. All books are to be covered at all times. The school reserves the right to charge students for any damage to school property and texts.

In addition, each student will be issued a student assignment book for the year. All students are required to keep and maintain this book. Should they lose their assignment book, additional copies can be obtained for \$5.00.

It is the student's responsibility to come prepared for class with all of the assigned class supplies such as pens/pencils, paper and notebook etc.

ATTENDANCE

The North Shore District recognizes that regular school attendance is a major component of academic success. As such, the following policies have been put into place:

Absence

If a student is absent from class, he or she should do one of the following within two days of returning to school:

1. Bring a note to the attendance office from a parent or guardian stating the date(s) of the absence and the reason(s) for the absence.
2. Have his or her parent or guardian call the attendance office at (277-7311) and give the dates of the absence and the reason(s) for the absence.

Lateness

School commences at 8:00 a.m. Students are tardy if they do not report to advisory by the first bell. The first lateness will result in a warning. A second lateness, and subsequent lateness, will result in an after school detention.

Students arriving late to school must bring a written excuse from home and must sign in at the security desk. Acceptable excuses include a doctor's note or an emergency situation. A note does not necessarily excuse a student from detention. A pass will be issued admitting the tardy student to their class. If a student arrives after 11:00 a.m., they must report to the Attendance Office.

Vacation Periods should not impact instructional time. Your children cannot learn if they are not in school or class. As a result, a parent's most basic school responsibility is to see that his/her child is in school. Students who miss school because they are away on vacation are marked with an unexcused absence and are responsible for all missed work upon their return from school. Students who are absent from school for extended periods of time because they are on vacation not only miss out on important learning opportunities but also are given mixed messages about the importance of school.

Attendance/Grade Policy

The North Shore District values the learning that occurs as students and teachers interact in a classroom setting. **It is impossible to recapture that experience.** Nonetheless, students are expected to make up all work missed due to absence. Classroom participation as well as a student's performance on homework, tests, papers, and projects are all considered when establishing grades. Students are expected to attend all regularly scheduled days of instruction in order to receive credit for the course. To ensure that parents and students are aware of the implications of this minimum attendance requirement, the teacher or other designated staff member(s) will advise the student and contact the parent(s) by telephone and mail at appropriate intervals prior to the student reaching the maximum number of permitted absences.

Strategies for Intervention

At grade levels 6 through 8, a meeting will be held at the 14th and 21st day of absence with the Principal and Instructional Support Team to discuss the student's lateness and nonattendance. (Ramifications may include implementing a PINS Petition). Parents are expected to call the school the morning of each absence or lateness. A written explanation of the absence should be sent to the school with the child on the day following the absence. Chronic lateness will be addressed in the same manner as excessive absences. Our goal is to support all of our families in getting their children to school each day. If you are having difficulty getting your child to school, please contact your child's guidance counselor, the Dean of Students, Assistant Principal, or Principal immediately.

MIDDLE SCHOOL BELL SCHEDULE

Advisory	8:00 – 8:06
Period 1	8:09 – 8:50
Period 2	8:54 – 9:35
Period 3	9:39 – 10:20
Period 4	10:24 – 11:05
Period 5	11:09 – 11:50
Period 6	11:54 – 12:35
Period 7	12:39 – 1:20
Period 8	1:24 – 2:05
Period 9	2:09 – 2:50

EARLY ARRIVAL TO SCHOOL

The first bus arrives at approximately 7:30 a.m. Students sometimes arrive by private transportation as early as 7:00 a.m. This is acceptable when the student has a practice, extra-help or some other organized activity. However, it is **not** acceptable for students to arrive early and wander or hang out in the school. This is disruptive to teachers who are preparing for the day and interferes with meetings that are often held before school. If it is necessary for students to arrive prior to 7:45 a.m. they will be confined to the lobby area. The school cannot be responsible for students until 7:45 a.m.; arrivals should be timed accordingly.

LEAVING SCHOOL EARLY

A student wishing to leave school prior to normal dismissal may do so only with written parental approval. This should be presented in the main office prior to the start of the school day, when a blue pass for leaving the building will be issued. Students are instructed to sign out if they leave before normal dismissal time. Parents must enter the building and pick up the child at the main office, not in the parking lot.

SCHOOL CLOSING FOR INCLEMENT WEATHER

When schools are closed due to inclement weather, the district requests that announcements be made between 6:30 and 8:00 a.m. over the following radio stations: WGBB, WINS, and WHLI. The announcement is for: “North Shore Schools, Glen Head, New York.”

A no-school signal, a series of blasts of the siren at 7:00 a.m. and 7:30 a.m., is also given. A taped message with information on school closings can be heard by calling 277-7000 on mornings when weather conditions are poor.

School closings may occur because of conditions that make it hazardous to operate the bus fleet. The decision to close school must occur prior to 6:30 a.m.

If school does open, conditions may worsen after that time and parents may feel that it is unsafe to transport their children to school or to ask them to walk. If that is the case, the parent is asked to notify the school. If the weather does worsen during the day, the school normally attempts to remain open. Early closings often leave many children at home alone while parents are at work. Also, in the case of severe weather conditions, it may be safer for students to remain in school than to be dismissed. A parent may, however, elect to pick a child up early.

STUDENT STANDARDS AND PROCEDURES

STUDENT CONDUCT/CONSEQUENCES

All students are expected to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment. The secretarial staff, cafeteria workers, playground monitors and custodial personnel are important members of our school staff. These people are to be respected and obeyed in the same fashion as a classroom teacher. The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. Students need to know that school conduct violations (including those listed below) may result in one or more of the following: a warning, contact of parents, removal from class, denial of privileges, after-school detention, in-school lunch detention, in school suspension, suspension from school and notification of police in the most serious cases.

- A. *Engage in conduct that is disorderly*
- B. *Engage in conduct that is insubordinate or disruptive*
- C. *Engage or threaten to engage in conduct that is violent*
- D. *Engage in any conduct that endangers the safety, morals, health or welfare of others*
- E. *Engage in misconduct while on a school bus*
- F. *Engage in any form of academic misconduct*

MORE SPECIFIC DETAILS MAY BE FOUND IN THE DISTRICT CODE OF CONDUCT

It is our goal to teach students the actions which are appropriate and inappropriate in public environments so that they conduct themselves as civil citizens. It would be impossible to list the various behaviors that are acceptable and unacceptable. In human relations, the golden rule is a very good standard to apply.

In a democratic school, students should obey rules not because they must, but because they realize that rules are for the welfare and best interest of the majority. Parents will be notified when students are sent to the office for major acts of misconduct.

The school environment, program and guidelines are designed for all students to achieve their personal best. There are some general rules we note for special attention for you and your student to consider.

Disciplinary Procedures

Each student is expected to use good judgment and should understand that when basic standards of common sense, taste, or respect are breached, the school, after providing him/her an opportunity for explanation, will respond with appropriate disciplinary action.

Most infractions are initially addressed by the Assistant Principal and/or the Dean of Students, who may consult with other appropriate professional staff. Where serious or major issues exist, the Assistant Principal and/or the Dean of Students may make recommendations to the Principal for further action. The Principal may, in turn, consult with a faculty committee for advice on appropriate action. Typically, the school considers minor those problems which cause annoyance and which have no victim. Usually, the consequence for such difficulties are less severe – a reprimand, a request to correct the behavior, etc.

More serious problems typically involve willful defiance, harm to others or property, and illegal activity. Such difficulties are treated with utmost seriousness. A student who chooses to become involved in such activities may be suspended from school for up to 5 days at the discretion of the Principal. A suspended student is expected to make up all required academic work. Failure to do so is at the risk of academic penalty.

While suspended out of school, a student may NOT be on school grounds at any time without specific permission from the Principal. A suspended student who comes on school grounds without permission will be prosecuted for disorderly conduct under Section 722B of the Penal Code, which prohibits loitering on school property.

Major problems or problems leading to repeated suspension may result in a hearing conducted by the Superintendent of Schools and a longer period of suspension. In the most serious instances, a student may be expelled – permanently excluded from school. If a student demonstrates behavior that is considered out of control: Refusing to follow the directions of school personnel to the point where they are placing themselves or others at risk, the police or other emergency services may be contacted for additional support.

In no way do any school rules or regulations limit or detract from the capacity of school officials to exercise the full power and authority permitted to them by law, statute or regulation. Students should also be aware that to the extent legally permissible, a record of disciplinary action becomes a part of their permanent record. Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel shall keep in mind,

- The student's age.
- The nature of the offense and the circumstance which led to the offense.
- The student's prior disciplinary record.
- The effectiveness of other forms of discipline.
- Information from parents, teachers and/or others, as appropriate.
- Other extenuating circumstances.

ACCOUNTABILITY

During the course of each day, we realize that some parents may need to come to school to drop of the following types of items for their children:

- Lunches
- Instruments
- Sports Equipment
- Homework, Projects, Notebooks, etc.

In an effort ensure that children receive their items with as little distraction to the educational process as possible, the following procedures must be followed:

1. All items being dropped off for students must be left at the security desk with Mr. Papa.
2. Students **will not** be called out of class to retrieve these items.
3. Instead, they will be notified during their lunch period and given a pass to walk down to the main office to pick up their belongings.
4. If the item is dropped off after the student lunch period, they may pick the item up in the main office at the end of the school day.

To further assist our students in becoming more responsible young adults, we recommend that parents do the following:

When your child forgets something, **DO NOT** always bring it to school for them. This type of “door to door delivery service” is only sending them the message that they do not have to worry about important things because somebody else will always take care of it for them. This is not the message we want to send our young middle school students at this crucial point in their development towards adulthood. If they have to suffer the consequences of being irresponsible now, as painful as it may be for a parent to watch, it will help to equip them with the tools for responsibility that they will need in order to be successful later on in life.

ASSEMBLY PROGRAMS

Assembly programs are an important part of the total school program. Assemblies will be scheduled for a number of reasons: to honor students who have made significant contributions to the school, to offer entertainment from a school group or outside agency, or to provide a forum for the distribution of important information.

Students should enter the assembly area in a quiet, orderly fashion and follow their teacher’s directions regarding seating. As soon as a speaker walks on stage, complete silence is expected. Students removed from the auditorium for inappropriate conduct will not only face the possibility of disciplinary action but may be denied attending future assembly programs.

Students should report to the auditorium, gym or football field according to the instructions given by their teacher. All students are to remain with their class during the assembly program.

Parents and all younger children attending assemblies should show respect for the performers and/or the ceremony presented.

DANCES

Several dances are held throughout the year. These are held as a means to assist students to develop social skills as well as give students an opportunity to meet with their school friends in a setting different from that of the normal school day. We do expect that students will behave in such a way that everyone enjoys the evening: chaperones, teachers and students. To assist, the following regulations have been developed over the years:

1. The dance is from 7:00–9:00 p.m. Students must be picked up promptly at 9:00 p.m.
2. All school regulations apply at dances.
3. Students who are not in school on the day of the dance will not be permitted to attend that evening. Exception: If a student has a valid reason for being absent and brings a note ahead of time stating the valid reason for the absence.
4. A dress code will be established for each dance and enforced.
5. A student who leaves the building once the dance has started may not return, and must leave the school property.
6. Students not attending the dance are not permitted on the grounds during the evening of the dance.

DRESS CODE

All students are expected to give proper attention to personal cleanliness, and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Students are not permitted to wear hats or head coverings inside the school building as they are disruptive to the learning process. Exceptions will be granted on individual basis. A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process for them or for others.
2. Recognize that extremely distracting garments are not appropriate.
3. Ensure that undergarments are completely covered with outer clothing.
4. Body parts (i.e. belly button, backside, etc.) are never to be exposed.
5. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
6. Not include items that are vulgar, obscene, and libelous or which denigrate others.
7. Not promote and/or endorse the use of alcohol, tobacco, illegal drugs or violent activities.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item.

FIELD TRIPS

Attending school field trips are a privilege and not a right of students. The school reserves the right to deny any student from attending a field trip.

INAPPROPRIATE GADGETS

Students may not possess the following items on school property or at school events: Playthings such as, iPods, yo-yos, matches, lighters, computer games, radios, tape recorders, battery powered electronic equipment, CD players, skateboards, fireworks, water pistols or knives are not permitted in school. Anything that does not contribute to the instructional program does not belong in school.

DAMAGE TO SCHOOL PROPERTY

Students willfully causing, or attempting to cause damage to school property can be referred for civil prosecution. Restitution for all damages will be required and the student may be suspended from school.

INSUBORDINATION

As a society, we have accepted the fact that young men and women do not sacrifice constitutional rights when they walk in the school door. Likewise, we are used to the idea that everyone has a right to present his/her point of view. However, the right to express him/herself and other rights are too often confused with the idea that individuals can say or do what they want to if they believe strongly enough that their rights have been violated. If a student disagrees with a teacher, that disagreement may be expressed calmly and reasonable. If the teacher nonetheless gives the student direction with which the student disagrees, the student is legally obliged to obey. The student may take the disagreement to the Dean of Students, Assistant Principal or Principal. If the student does not comply immediately with the teacher's directive, however, or if the student is in any way resistant or abusive, he or she may be found to be insubordinate.

STUDENT SEARCHES AND QUESTIONNAIRE

Any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of “Miranda” type warning before being questioned by school officials, nor are school officials required to contact a student’s parent before questioning the student. However, school officials will tell all students why they are being questioned.

An authorized school official may conduct a search of a student and his or her belongings that is minimally intrusive, provided there is reasonable suspicion.

LUNCH

1. The Middle School has a closed campus policy. All students are required to eat in the cafeteria. Students may bring their lunch to school and eat in the cafeteria. Students may supplement their own lunch by purchasing various drinks or snacks.
2. Our cafeteria uses a computerized point of sales system. All students have been assigned a PIN number and may use it to purchase food after funds have been deposited into their account. Deposits may be made by sending a check payable to **North Shore School Lunch Fund**. Please include the child’s name and PIN number on the check. If the money is to be divided between two or more students please put this in writing and indicate how much is to go for each child. Parents may also choose to make deposits through www.mealpay.com. We will notify your child in the lunch line when their balances are low. Students can still pay cash in the line. If you have any questions regarding the system or its use please call Marge McCarrick at (277-7090).
3. The cafeteria schedule is such that students must share the responsibility for the cleanliness of the cafeteria. Some rules for students are:
 - *Be considerate; and patiently wait your turn on the serving line..*
 - *Discard your tray and trash in the receptacles provided.*
 - *Display good table manners.*
 - *Remain seated until dismissed.*
 - *Proceed to recess quietly; remember other students are in class.*
 - *Keep your conversation in a low tone.*
 - *Pick up all material on, under and near your table.*
 - *Food is not to be taken from cafeteria.*
 - *Books and backpacks are to be stored in lockers during lunchtime not in the cafeteria area.*
4. No take-out orders (i.e., pizza, Chinese food, etc.) or special deliveries made by vendors or parents are permitted during the school day. Parents are not permitted to bring in food or snacks for special events unless cleared by the Dean of Students, Assistant Principal or Principal.

Please note: Students who do not conform to the above procedures may lose their cafeteria privilege.

Students may borrow from the Middle School Lunch Fund in the main office a maximum of 3 times during the school year. This benefit requires prompt repayment of borrowed funds.

LUNCH RECESS

1. Recess is a privilege and can be removed from a student's schedule. All adults on duty (teachers, monitors, and lunchroom staff) must be respected and obeyed.
2. Recreation equipment will be supplied by the school; students may not bring equipment from home. Baseballs and lacrosse balls are not permitted.
3. Conduct must be peaceful and orderly. Only games that incorporate safety can be played.
4. Games should involve as many classmates as possible.
5. Off limits areas must be respected. The lower field space is available only when a teacher accompanies the group.
6. Acrobatics, pushing, wrestling are not permitted at any time.
7. Rocks, food or any other projectiles are not to be thrown.
8. When inclement weather forces an indoor recess, students will report to the gym, band room, choral room, or cafeteria as directed.

SCHOOL BUS REGULATIONS

All students who are waiting for buses after school are expected to conduct themselves appropriately. Students are only to get on the buses at the Middle School loading area. Students are to ride only the bus assigned to them, and are forbidden to leave the bus with anyone before their scheduled stop. Unless it is raining or extremely cold, students are to wait outside or in the bus hall area for their bus to arrive. On bad weather days, students can use the cafeteria lobby as a bus hall before and after school.

Students having the privilege of riding a school bus must conduct themselves in a quiet and orderly manner to and from school. The bus driver is legally responsible for the transportation of pupils and must be obeyed. They serve in the same capacity on the bus as the teacher does in the classroom. Children will forfeit their privilege of bus transportation if they seriously violate the rules.

All bus regulations apply for field trips and after school sports events.

GENERAL INFORMATION

ATHLETICS

In accordance with New York State regulations, interscholastic competition in sports is available to students in the 7th and 8th grades. North Shore Middle School offers a wide variety of opportunities for your child to become involved in athletics.

Fall	Winter I	Winter II	Spring
Field Hockey	Volleyball-Girls	Wrestling	Lacrosse - Boys
Football	Boy's Basketball	Girls' Basketball	Lacrosse - Girls
Soccer – Boys	Winter track	Volleyball – Boys	Softball
Soccer – Girls		Boys & Girls:	Boys & Girls Track
Boys & Girls:		Bowling	Gymnastics
Cross Country			

Athletics is an extension of the school community and is an integral part of a student's total education. In order for the total school program to be successful, we must ensure that expectations and standards remain consistent for the students as they progress from the classroom to the playing field. It is the duty of all those concerned with athletics to emphasize the proper ideals of sportsmanship, ethical conduct,

and fair play, under all circumstances. The values derived from playing the game fairly are life long. The athlete is a representative, not only of his/her school, but also of his/her family and community and will be expected to exhibit proper behavior both on and off the playing field.

The school reserves the right to suspend a student's privilege to participate in athletics for any breach of the athlete's code of conduct or lack of commitment to his/her schoolwork.

Athletes who are absent during the school day are not permitted to participate in after-school sports on that given day. If a student arrives before 11:30 am, he/she will be permitted to participate.

INTRAMURALS

An intramural/recreation program will be available for all 6th grade students at the Middle School. Intramurals is an extension of the physical education program and focuses on promoting physical health, improvement of skills, and the development of cooperation and sportsmanship.

The program will be offered in the fall and winter, twice a week for ten weeks. Activities may include: indoor soccer, floor hockey, flag football, jogging club, volleyball, badminton, basketball, box lacrosse, aerobics, bowling etc.

Information for intramurals will be supplied through physical education classes, daily announcements and advisory groups.

EXTRA CURRICULAR OFFERINGS

In order to enrich the regular school program, the Middle School offers an extensive extra curricular experience.

Many of these clubs or activities meet on a scheduled basis, enabling students who are interested in participating to plan their active post school calendars. These experiences are wonderful opportunities to increase skills, talents, and knowledge in a social setting less formal than the classroom. All students are encouraged to become involved.

2009 – 2010 Extra Curricular Offerings

Art Club	International Fun Club	Shakespeare in Sneakers
Builders Club	Intramurals Grade 6	Ski Club
Chamber Choir	Italian Club	Spanish Club
Chamber Orchestra 6 th grade	Jazz Band	Student Council
Chamber Orchestra 7 th & 8 th grade	Marching Band	Student Newspaper
Class Board	Math Olympiads	Student Store
Computer Club	Mathletes	Talent Club
Drama Club	Mock Trial Club 6 th grade	Technology Club
Enders Sci-Fi Fantasy Club	Mock Trial Club 7 & 8 th grade	Teens Helping Environment
Film Club	Peer Mediators Club	Treble Choir
French Olympiads	SADD Club	Yearbook
Family, Consumer Club	School Newspaper	
Global Citizens Club	Scrabble Club	

EXTRACURRICULAR PARTICIPATION GUIDELINES

- Students are expected to be on time for practice or rehearsal everyday.
- Students must take the responsibility to inform coaches and advisors beforehand if they will miss a practice or rehearsal.

1. **Absent from School** = No Game/No Practice or participation
2. **Late after Period 3** = No Game/No Practice or participation
3. **Suspension (ISS or OSS)** = No Game/No Practice or participation
4. **Student appears on the detention list**

- *Coaches/ Advisors are responsible to refer to daily cut and detention list*
- Student may not participate in the activity on that day

(MS-Game Day Detention: Dean of Students, Assistant Principal and/or the Principal have discretion as to when and how student serves detention)

5. **Student comes late to activity** (*Not including extra help or detention)
Coach's/ Advisor's Discretion
 - Student may participate
 - Student may not participate that day
 - Student may not play a portion of next game

6. **Extra Help**
Students are encouraged to attend extra help as needed before or after school on assigned days. Any student who arrives at an activity beyond 3:40 is responsible to have an extracurricular late pass filled in and signed by their teachers, and to present it to their coaches/advisors. If not, they are *unexcused*.

7. **School Field Trip (extending past the school day)**
Coach's/Advisor's Discretion
 - No consequence / Business as usual
 - Student may miss a portion of or not start the next game
 - Student may not play in next game

8. **Attends School, but Cuts Practice**
Coach's/Advisor's Discretion
 - Student may miss a portion of game
 - Student may not play in next game

9. **Student chooses to go on vacation and misses practice or rehearsal**
If a student misses practice or rehearsal because of a vacation, the "opportunity cost" will be at the discretion of the coach or advisor. The coach or advisor will determine the amount of time necessary before the student is ready to participate. Due to the student's missed practices or rehearsal time, he or she will not be allowed to jeopardize the safety or performance of the rest of the students involved.

See also Middle School Eligibility (pp. 14-15)

STUDENT COUNCIL

The students elect the student council in the fall for the school year. The student council officers are composed of the president, secretary, treasurer, and a vice president for each grade level. A staff member serves as an advisor to the student council.

YEARBOOK

A yearbook, which records the events of the year for posterity, is produced each year. This year it will cost approximately \$50.00. Orders are accepted in the month of March.

BICYCLE STORAGE

The school maintains a bicycle rack located on the north side of the building, adjacent to the parking lot area. Pupils using bicycles to reach school should use the bike rack and must furnish their own locks to assure the safety of their bicycles. Unfortunately, bicycles are vulnerable to abuse even if locked; therefore storage is at the student's own risk.

BUSING

The school district provides transportation for children who live more than one mile away in grade six and one and one-half miles in grades seven and eight. Questions pertaining to transportation opportunities should be addressed to the transportation office at (277-7930) and/or the Assistant Superintendent for Business.

COMPUTER CENTER

The Middle School Computer Center is open Monday and Friday from 7:30 a.m. until 3:00 p.m. and Tuesday, Wednesday, and Thursday from 7:30 a.m. until 4:00 p.m. Students can sign up before school in the library or at the beginning of lunch with Mrs. Porto to use to the Computer Center during lunchtime.

FIRE AND EMERGENCY DRILLS

Fire and emergency evacuation drills are planned throughout the year to provide students and staff practice in the necessary procedures should an emergency evacuation be required.

When the fire bell rings, your classroom teacher will tell you which exit to use and where to go when outside. It is extremely important that you keep calm and quiet during a drill, listen for instructions and follow them to the letter.

GUM CHEWING

Chewing gum is not permitted in school.

HALLWAYS

Students are expected to maintain appropriate decorum in the halls as well as all areas of the school property. Eating and drinking is permitted in restricted areas only and not in the hallways.

Public displays of affection are not permitted. All students are to keep their hands/body to themselves. Horseplay of any type is unacceptable and often leads into unacceptable behaviors and results. Consequently, this type of behavior is not permitted.

LIBRARY

The Middle School Library is open from 7:45 a.m. to 4:00 p.m. daily. Students may sign up for the library at lunchtime. Classes will utilize the library from time to time and students may also come during class-time to do independent study when necessary.

LOCKERS

Lockers are to be locked, at all times when not in use. Do not disclose your locker combination to anyone for the school cannot be responsible for articles stolen from lockers. Lockers are not to be shared by students. Valuables should be left at home. Valuables that are absolutely necessary for class activities should be safely housed in the office and not in your locker. Students in gym classes may place all valuables in care of their gym teacher.

Students are permitted to go to lockers before advisory, between classes and at the end of the school day. **Students will not be permitted to carry or pull backpacks or bags during the course of the day.** They will learn, with assistance from their teachers, to organize their belongings and manage their time, to ensure that they are prepared for their classes.

If the locker is not working properly or the student forgets his/her combination, he/she should report it to the main office. Help will be obtained. During the school year periodic locker clean outs will take place. Students are responsible for caring for their lockers and keeping them clutter free.

Having a school locker is a privilege. If a student abuses this privilege the school reserves the right to take away the use of the locker.

LOST AND FOUND

It is strongly advised that students put their names on everything they own: books, notebooks, clothing, lunches, handbags, book bags, etc. Found text and notebooks will be placed on the main office counter as well in the lost and found area located near the cafeteria. Parents are welcome to drop by and check for their child's lost belongings. Two times a year we display all lost and found before these items are donated to charity.

MEDICAL INFORMATION

Whenever a student is injured in school or on the way to or from school, he or she should notify either the office or the teacher in charge at the time of the injury. This action should be taken immediately following the injury.

Students who need to use the elevator must provide medical documentation from their physician. Students will be issued an elevator key by the school nurse.

However, due to the high cost of replacing these keys, a \$15.00 security deposit must be given to the school nurse. The deposit will be refunded upon return of the key.

Medications: Prescription medication to be taken in school must be delivered to the **School Nurse** in the original container with a note from the parent requesting that the medication be given as prescribed by the physician. The student's name, the name of the medication, dosage, frequency and the name of the physician must appear on the prescription label. Over the counter medication such as Tylenol, Dramamine, vitamins, Visine, etc., must be accompanied by a note from a physician stating the student's name, the name of the medication, dosage, frequency and the physician's signature. **No medication will be administered to a student unless the above conditions are met.** Students may not carry or administer their own prescription or over-the-counter medication.

Student Illness or Injury: The school will not release an ill or injured student to anyone but a parent, guardian or other person designated by the parents. **No ill or injured student will be released to walk home or to provide his or her own transportation.**

School facilities make it difficult to keep an ill or injured student in the Health Office for more than one class period (40 – 45 minutes). It is requested that a parent or parent designee be available to pick up an ill or injured student within a reasonable amount of time.

Physical Education Limitation or Exclusion: If a parent wishes a student to be limited in or excused from Physical Education because of illness or injury, a written note indicating the date, the problem and the duration of the excuse may be submitted to the School Nurse. If the request is for more than one week, a physician's note is required.

Accident Reporting and Insurance Claims: All students are covered by a home-to-school and school-to-home student accident insurance with a \$50.00 deductible feature. An accident report will be completed for any injury serious enough to warrant medical attention. Insurance forms will be issued to the student within 10 days of the injury. Any questions about individual accident reports or insurance claims should be directed to the School Nurse.

Health Examinations: Students entering our schools for the first time and all 7th grade students must submit a completed health form by October 2nd or within 30 days after entering. If proof of a recent physical examination is not submitted within the time specified, the School Physician will schedule the student for a health appraisal.

Since it is important that medical information is current, we request that you complete and return Section 1 of the Health form annually to the School Nurse by October 1st. Should additional changes occur in the home or in your child's health status, you are requested to communicate this to the School Nurse immediately.

Immunizations: Three doses of the Hepatitis B vaccine are required for all students entering middle school and proof of immunization against Diphtheria, Polio, Measles, Mumps and Rubella (German Measles) must be presented before your child can start school. In addition, all students entering grade 6 must show proof of T-Dap vaccination. In order to keep our records current, we request that you inform the School Nurse of additional immunizations as they are received. Written medical documentation of all immunizations is required.

TELEPHONES

- **Parents are reminded to call the office only in the case of emergency to leave messages for their child.** Please make arrangements for after school pick-ups and appointments with your student **BEFORE** the student comes to school. Students will not

be called out of class to retrieve a message. Emergency messages will be taken and passed on to the student when most practical.

- Students are permitted to use the telephone on the counter in the main office for emergency purposes. A pay phone is located in the cafeteria hallway. It is advisable that every student carry at least 50¢ in the event they need to call home.
- For most evening rehearsals and social functions students do not have access to the phones, therefore, transportation arrangements should be made prior to the event.
- **The use of cell phones is not permitted.** However, the administration understands that some families prefer that their children carry cell phones. Students must keep their cell phones turned off and in their lockers during the school day. They are not permitted to be used during classes, change of periods, or during the lunch periods. If a child is observed using a cell phone during the aforementioned times, the cell phone will be confiscated and the parent/guardian will be required to come to school to pick it up.

VISITORS TO THE MIDDLE SCHOOL

The building principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the security station at the main entrance upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the security officer before leaving the building.
3. Visitors are expected not to take class time to talk with teachers.
4. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
5. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

Student Support Team

The foremost goal of the North Shore schools is to provide a sound academic education. However, a student is unlikely to do their best if they are having physical, emotional, or social difficulties. At the secondary level nurses, social workers, psychologists, counselors, advisors, team leaders, or advisory teachers are available to identify problems, to talk and offer short term assistance, and to provide direction.

In addition, there is a health education program in each of the schools. The course of study meets New York State Department of Education regulations and guidelines and deals with topics as diverse as basic physical wellness, exercise, drug and alcohol abuse, nutrition and AIDS. Teaching is appropriate to children's maturity levels and needs at each age. Furthermore, as children grow older, there is increasing emphasis on decisions, decision-making skills, and how to handle the stresses and pressures a young person is likely to face. If you have questions about the health program in this school or in other schools, contact the School Nurse, Health teacher, Assistant Principal, Principal or the Director of Physical Education.

GUIDANCE COUNSELORS

The Guidance Department at the Middle School demonstrates interest and caring for every student's general welfare and, in effect, serves a vital function in the implementation of the philosophy of the school. The counselors act as facilitators in helping students deal effectively with the changes of early adolescence, and to grow into more responsible mature human beings. Counselors wear many hats. They can be expected to:

- Know their students.
- Possess and obtain academic and social information about students' functioning in school.
- Know and understand the developmental needs of their students.
- Be an advocate for students in the school with teachers and administrators.
- Be a person in the school with whom students can discuss their concerns, and work with students to develop positive ways to deal with those concerns.
- Work with parents, teachers, ancillary staff, and administrators to insure the most rewarding school experience for students.
- Act as facilitators with parents and teachers at parent-teacher conferences to insure greater understanding of students' needs
- But perhaps the most important job of any counselor is to support, help, listen to and to care for their students

SCHOOL PSYCHOLOGIST

In the middle school, the school psychologist functions as leader of the Child Study Team that reviews all referrals received from teachers. The team may initially make recommendations for alternative teaching strategies or services. If the child's problem persists, the school psychologist conducts an individual psycho-evaluation to obtain background information, develops a history, and shares the result of the evaluation. The school psychologist is involved in all meetings of the Planning and Placement Team where, based upon the results of the evaluation, a determination is made whether or not a child is eligible for a Special Education program or appropriate alternatives. The school psychologist also acts as a consultant to teachers, administrators, and parents. Children may be seen in counseling on an individual basis as well as in groups for specific purposes.

SCHOOL SOCIAL WORKER

The job of the School Social Worker is to help students fully develop their individual potential at North Shore Middle School, by bringing to the educational process an understanding of the psychosocial development of children and the influences of family, community and cultural differences as they interact with the educational process. In order to achieve this end, the School Social Worker provides a wide range of direct and consultative services to students, families, school personnel, teachers, etc. Some examples of the types of services that will be provided, as appropriate, are as follows:

- Conduct home visits
- Initiate intervention
- Provide individual and group counseling, focused on issues that directly impact a child's education, i.e. self esteem, anger management, social skills training, impulse control, etc.
- Complete social histories
- Conduct family needs assessment
- Make referrals and coordinate services to community agencies
- Address child abuse and neglect issues
- Serve as liaison between the school/family/community

SPECIAL EDUCATION

North Shore offers an extensive program of special education for students with learning difficulties, emotional and other problems. A child may qualify for special help if so designated by the Committee for Special Education. No child may receive services without parental approval. If you believe your child might benefit from these services, you are invited to contact the school's psychologist, Mr. Robert McKee at (277-7300). Parents whose children are receiving special services may participate in SEPTA, the Special Education Parent-Teacher Association.

For information regarding the special education programs, the referral process and the services provided by the district, please visit the Special Education link on the District website.