

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



2018-2019

505 Glen Cove Avenue

Glen Head, NY 11545

516-277-7300

Northshoreschools.org

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 people care 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,

Mr. Robert Dennis
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, weight, 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, appearance, 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.

North Shore schools have been committed to protecting the safety and individuality of its students and staff. As of July, 2012, New York State passed into law new regulations regarding the education of students about diversity and accepting difference, as well as anti-harassment and bullying. This new act is entitled the Dignity for all Students Act (DASA). North Shore Middle School is aligned with DASA Regulations and will continue to educate and enforce these important educational values through its curriculum and E3 philosophy.

Harassment/ Bullying/Cyber bullying

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, bullying and cyber bullying of a sexual, racial, religious, ethnic, disability-related, ageist, or other unlawful nature. The District does not permit such acts, 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 and according to DASA regulations must be reported to the state.

Such acts are 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/bullying/cyber bullying based upon such personal characteristics as gender, race, weight, 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. In addition, North Shore Schools are now required to report such incidences to the State.

Further information regarding the district harassment/ anti bullying policy may be found in Board Policy 0110 and 0110-R. The full policy is available on the district website: www.northshoreschools.org

DIRECTORY
WHO'S WHO AT THE MIDDLE SCHOOL
ADMINISTRATION
2018-2019

Mr. Robert Dennis, Principal, 277-7301
Mr. Brendan Nelson, Assistant Principal, 277-7302

TEACHER LEADERS & DIRECTORS

Mr. Seth Gordon, Director of Social Studies, Grades 6-12	277-7303
Ms. Amy DiMeola, Director of STEM, Grades 6-12	277-7303
Ms. Julie Ritter, Director of ELA, Grades 6-12	
Ms. Ana Aguiar, Director of World Language K-12	277-7324
Ms. Dalia Rodriguez, Director, Fine and Performing Arts	277-7045
Mr. Christopher Marino, Director, Special Education	277-7901
Mr. Joseph Kistingner, Asst. Director, Special Education	277-7936
Ms. Linda Binion, Director of Guidance	277-7030
Mr. Don Lang, Director of Athletics	277-7040
Mr. Elliot Kaye, Director of Technology	277-7050

MIDDLE SCHOOL PTSO OFFICERS

Co-Presidents: Lisa Coppola, Cindy Ayres
Treasurer: Lisa Yang
Recording Secretary: Elena Nikolaeva
6th Grade Rep: Kathleen Reynolds
7th Grade Rep: Kathleen Salerno
8th Grade Reps: Dana Baron, Heather Ritter
Teacher Rep: Deb Henneberger

2018-2019 PTSO MEETING SCHEDULE

September 24	7:00 p.m. Tech Night
January 23	7:00 p.m. MS
March 19	7:00 p.m. MS
May 2	7:00 p.m. MS

DIRECTORY
WHO'S WHO AT THE MIDDLE SCHOOL
FACULTY AND STAFF

2018 - 2019

ART

Benjamin Benfield
Barbara Brennan
Pam Shea

FOREIGN LANGUAGE

Alicia Ezat
Wei Huang
Eric LePetit
Cynthia Li
Fabiana LoBrutto
Megan Muttee
Evelyne Pometeau
Karl Tretter

ENGLISH

Megan Corrao
Jessica Donovan
Rosea Filone
Noel Imbriale
Jaclyn Kepke
Kristie Lieberman
Elliot Touretz
Diane Vestuto

ESL

Amanda Haleiko

**FAMILY & CONSUMER
SCIENCE**

Stacy Miranda

GRADE 6

Tiffany Falcone - Math
Brian Kline - Math
Joanne Rossiter –Math
Daniel Chemnitz –Science
Damien Chillemi-Science
Rob Hert – Science
Michelle Abel – Social Studies
Susan Ring– Social Studies
Jessica McKinney –Social Studies
Maria Perdios – English
Kathy Yoo – English

GUIDANCE

Aimee Canzoniero
Flavia Finning
John Jackson

Library

Derek Leif

MATHEMATICS

Liam Bambrick
Michelle Canavan
Kristin Frayler
Pam Halpin
David Keenan
Dan Mazz
John Pace
Krista Pitman
Mallory Schroeder
Laura Wilson

MUSIC

Kevin Haas
Jason Hill
Bryce Larsen
Brian Messemer
Eric Mordhorst
Steven Uh

**PHYSICAL EDUCATION
AND HEALTH**

Ryan Berglin
Tom Granieri
Jean Merz
Kelly Huggins
Jaclyn Muscarella
Andrew Richter

PSYCHOLOGIST

Dr. William Kitay
Robert McKee

**READING/ACADEMIC
INTERVENTION**

Deb Henneberger
Sue McLaughlin
Lisa Suau

SCIENCE

Christina Bianco
Anna DeNatale
Mary Alice Kelly
Brian Lang
Lauren Mistretta
Melissa Verdone

SOCIAL STUDIES

Kevin Dahill
Keith Freund
Christopher Gill
Nicole Larkin
Francis Tloczkowski

SOCIAL WORKER

Karen Finn
Toni Papetti

SPEECH

Alana Cavalini

**SPECIAL EDUCATION
TEACHERS**

Gaietrie Balli
Marla Behar
Danielle Bernstein
Samantha Boniberger
Samara Chorowski
Philip Como
Nicole Green
Katie Joseph
Julia Lyons
Michelle MacLellan
Craig Roslund
Jen Scaturro
Ryan Shanks

TECHNOLOGY

Anthony Facchini
Keith Slack

OFFICE STAFF

Diane Bunce	Principal's Secretary
Jane D'Agate	Main Office
Deborah Leddy	Main Office
Michael Rumont	Account Clerk
Bonnie Small	Main Office

AIDES & TEACHER ASSISTANTS

Amy Burns	Maria Carson
Angela Cervasio	Michelle Hagen
Susan Hallquest	Michelle Hart
Marci Mainzer	Ed McCabe
Nigel Raveneau	Allison Roth
Joy Suraci	Angela Torrance
Jackie Trotta	

REGISTERED NURSES

Mary Jo Chaputian
Jean Buckel Betzios

SECURITY

Robert Papa

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 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.

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

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

*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.

Eighth grade students will be taking formal mid-terms during the month of January in math & science. There midterms serve as a benchmark to indicate students strengths and weaknesses. Midterms will count as one exam grade for the 2nd quarter.

Student Achievement & Recognition

Academic achievement is a priority at North Shore Middle School. As such, we believe in recognizing those students that achieve high levels of academic success while supporting those students that need additional help. Our goal is to inspire every student in our school to strive for academic excellence. The following is an explanation of how our grading system works and how we recognize students who achieve academic success at North Shore Middle School.

Calculating Student GPA: Letter grades are used to identify student achievement at North Shore Middle School. Each letter signifies a different degree of proficiency or mastery in a given subject area and is associated with a point value that determines overall student GPA.

Letter Grade	Basic Grade Meaning	GPA Value
A+	Outstanding Academic Achievement	7.0
A	Exceeds Mastery Achievement	6.0
B+	Mastery Achievement	5.0
B	Approaching Mastery	4.0
C+	Slightly beyond Proficiency	3.0
C	Base Level Proficiency	2.0
D	Approaching Base Level Proficiency	1.0
F	Not Approaching Base Proficiency Yet	0.0

Adding the GPA value earned for all courses taken by a student and then dividing that total number by the number of courses being taken results in a student's calculated GPA. Courses that meet less than a full period each day for the school year are prorated accordingly. For example, PE or Music classes meet every other day for the year and are therefore weighted as .5 of a course. Cycle courses meet for 1/5 of the school year and are weighted as .20 of a course while quarter long courses count as .25 of a course when calculating GPA.

Student Recognitions

Principals Academic Excellence Award: 6.75 - 7.0 GPA (Outstanding!)

Students that earn above a 6.75 GPA for an entire marking period will receive a special letter from the principal at the end of a given quarter recognizing their academic excellence. Any student that earns this recognition for all three years in middle school (excluding Q1 of grade six) will receive a special **Principal's Plaque of Academic Excellence** upon completion of eighth grade.

High Honor Roll: 6.0 – 6.74 GPA (Exceeding Mastery Achievement)

Students that earn a 6.0 GPA will be placed on the **High Honor Roll**. This will be noted on student report cards. If a student earns **High Honor Roll** for four quarters in a row (one full school year), they will receive a special certificate indicating their academic achievement at the end of a school year.

Honor Roll: 5.0 – 5.9 GPA (Mastery Achievement)

Students that earn a 5.0 GPA will be placed on the Honor Roll. This will be noted on student report cards for each quarter this is achieved.

Special Consideration for Grade Six Students: Understanding that the transition to middle school can be challenging academically, socially, and emotionally, we do not count the first quarter of 6th grade against students if they do not receive a special recognition. Therefore, if a student makes **Honor Roll, High Honor Roll**, or is awarded the **Principal's Academic Excellence Award** for Quarters 2, 3, and 4 of their sixth grade year, they will be recognized as achieving those awards for an entire school year and will still be eligible to achieve special academic awards upon the completion of their eighth grade year.

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, and 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.

CONFERRING

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.

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 is occurring with him/her. 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.

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 E3 Squad by 8:00. The first will result in a warning. Subsequent lateness's will result in 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.

Closed Campus Policy:

North Shore Middle School is a closed campus. Our closed campus policy requires that once a student arrives on the school grounds, the student must remain on the premises throughout the course of the school day. A student is not permitted to leave the campus unless he/she is accompanied by an authorized guardian or school official. In addition, any student engaged in an extra curricular activity may not leave the grounds at dismissal time and return to campus unless he/she is accompanied by an authorized guardian or school official. Students are considered insubordinate if they violate this policy. An appropriate consequence will be issued if a student violates this policy

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 Person In Need of Supervision (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 Assistant Principal, or Principal immediately.

<u>Monday & Friday</u> <u>Bell Schedule</u>			<u>Tuesday, Wednesday, Thursday</u> <u>Bell Schedule</u>		
E3 Squad	8:00	8:15	E3 Squad	8:00	8:06
Period 1	8:18	8:58	Period 1	8:09	8:50
Period 2	9:02	9:42	Period 2	8:54	9:35
Period 3	9:46	10:26	Period 3	9:39	10:20
Period 4	10:30	11:10	Period 4	10:24	11:05
Period 5	11:14	11:54	Period 5	11:09	11:50
Period 6	11:58	12:38	Period 6	11:54	12:35
Period 7	12:42	1:22	Period 7	12:39	1:20
Period 8	1:26	2:06	Period 8	1:24	2:05
Period 9	2:10	2:50	Period 9	2:09	2:50

EARLY ARRIVAL TO SCHOOL

All students who arrive prior to 7:45 must report to the cafeteria or library. Extra help begins at 7:30 a.m.

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 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." You will also be sent emails from the district as well as receive an automated phone call. The website will also have up-to-date information.

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 leaves 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 who may consult with other appropriate professional staff. Where serious or major issues exist, the Assistant Principal 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 off 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.
5. Please note that food deliveries for a group of students is prohibited. Parents are asked to not bring catered lunches or fast food orders for multiple children. The food will be confiscated and sent to the main office to be picked up at the end of the 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

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.

SCHOOL SOCIALS

Several school socials 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. Socials 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 social 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 social and enforced.
5. A student who leaves the building once the social has started may not return, and must leave the school property.
6. Students not attending the social are not permitted on the grounds during the evening of the social.

DRESS CODE

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 an individual basis. A student's dress shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process for themselves or for others.
 2. Recognize that extremely distracting garments are not appropriate.
 3. Ensure that undergarments are completely covered with outer clothing.
 4. Students' attire must refrain from:
 - Being revealing, extremely short or excessively tight. Shorts must be covering body parts.
 - Low-cut, strapless, or off the shoulder
 - Exposing the backside or midriff (Rule of thumb – shorts or skirts should be longer than fingers when arms are at the side.)
 - Exposing undergarments.
- A. Body parts (i.e. belly button, backside, etc.) are never to be exposed.
 - B. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
 - C. Not include items that are vulgar, obscene, and libelous or which denigrate others.
 - D. Not promote and/or endorse the use of alcohol, tobacco, illegal drugs or violent activities.

Dress Code Violations:

1st Offense = *Parent contacted & student must change to follow guidelines. Student warned of violation of the Dress Code Policy.*

2nd Offense = *Parent contacted & student must change to follow guidelines. Student is considered insubordinate for violating the Dress Code Policy. Disciplinary proceedings will occur.*

3rd Offense = *Parent contact & student must change to follow guidelines. Student is considered insubordinate for violating the Dress Code Policy. Disciplinary proceedings will occur. Parent meeting, with the student and school officials will be scheduled.*

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

Electronic devices are not permitted to be used by students while school is in session. Students must put all electronic devices in their lockers by 7:55 a.m. The administration respects that some parents/guardians prefer their child possess a cell phone; however, all students must keep their cell phones turned off and in their lockers during the school day. If a student is observed using or possessing a cell phone or any other electronic device during the aforementioned times, the device will be confiscated and the parent/guardian will be contacted and required to pick it up from school.

Only at the sole request of a teacher, may a student use an electronic device. This device may only be used in designated areas under the direct supervision and discretion of teachers who believes the device will enhance classroom instruction.

Students may not possess personal gaming devices or weapons of any kind. Anything that does not contribute to the instructional program does not belong in school.

The middle school has implemented a strict **NO GAMING** policy as it relates to iPad, Chromebook and technology usage at the middle school. We implemented a filter to prevent unauthorized APPS (games & social media, etc.) from being downloaded through the APP store. We are also making an effort to block websites that are deemed a distraction to our instructional program. Because new APPS and websites appear on a regular basis, we will continue to modify our filters as they emerge and become known to us.

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 the student does not comply with a teacher's direction, he or she is considered insubordinate. If a student disagrees with a teacher's direction, that disagreement may be discussed calmly and reasonably at an appropriate time. Severity of a student's behavior will dictate the degree of intervention. The following are levels of intervention to be applied for a student's insubordination:

1. Verbal Warning
2. Written Warning/Parent Call
3. Administrative Intervention prompted with a "write up"
 - Administrative Conference with the student and/or parent
 - Lunch Detention (single or multiple) with parent call
 - After School Detention (single or multiple) with parent call
 - In School Suspension (single or multiple) with parent call and/or conference
 - Out of School Suspension up to 3 days with parent conference
 - Out of School Suspension 5 days or more includes a Superintendent's Hearing with the student, parents and representation.

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 QUESTIONING

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 my school bucks. 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 Food Service Department 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 Assistant Principal or Principal.

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

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.

<u>Fall</u>	<u>Winter I</u>	<u>Winter II</u>	<u>Spring</u>
Field Hockey	Volleyball-Girls	Wresting	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: Cross Country		Bowling	Gymnastics
			Baseball

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 E3 Squad 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.

2018 – 2019 Extra Curricular Offerings

6 th Grade Class Board	6-8 Chamber Orch	Reel Math Challenge
7 th Grade Class Board	Jam Club	Robotics Club
8 th Grade Class Board	Jazz Band	Rocketry Club
Animal Club	Marching band	School Store Club
Art Club	Math Fair 7 th gr	Science Research Club
Builders Club	Math Fair 8 th gr	Ski Club
Chamber Choir	Math Olympiads 6th Gr.	StagE3 Club
Chess/Scrabble Club	Mathletes 7th & 8th Gr	Student Council
FACS	Mock Trial	Technology Club
Gay/Straight Alliance	Newspaper-Viking Voice	World Language Club
6th Gr Morning chorus	Organic Garden Club	Yearbook
7th/8th Gr Morning chorus		

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: 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)

YEARBOOK

A yearbook, which records the events of the year for posterity, is produced each year. This year it will cost approximately \$65.00. Orders are accepted in the month of March.

BICYCLE STORAGE

The school maintains a bicycle rack located at the main entrance of the building, 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.

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 7:00 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 E3 Squad, 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

Electronic devices are not permitted to be used by students while school is in session. Students must put all electronic devices in their lockers by 7:55 a.m.

Only at the sole request of a teacher, may a student use a cell phone. This device may only be used in designated areas under the direct supervision and discretion of teachers who believes the device will enhance classroom instruction

- **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.
- For most evening rehearsals and social functions students do not have access to the phone, therefore, transportation arrangements should be made prior to the event.
- **The use of cell phones is not permitted.** The administration respects that some parents/guardians prefer their child possess a cell phone; however, all students must keep their cell phones turned off and in their lockers during the school day. If a student is observed using or possessing a cell phone or any other electronic device during the aforementioned times, the device will be confiscated and the parent/guardian will be contacted and required to pick it up from school.

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 E3 Squad 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.