

ROBERT FROST MIDDLE SCHOOL

Student and Parent Information Manual 2011-2012

**450 Half Hollow Road
Deer Park, NY 11729**

**Main Office 274-4210
Nurse 274-4230
Attendance 274-4233
Guidance 274-4220**

Mrs. Eliana K. Levey, Principal

**Mr. Stephen Moran, Associate Principal
Mr. Gary Ramonetti, Associate Principal**

Ms. Celeste Archer, Curriculum Associate





ROBERT FROST MIDDLE SCHOOL
CHAIN OF COMMUNICATION
Striving to Improve Communication in Our School

Students

We encourage all students to express their questions and concerns directly to the teacher.

Parents

If you are concerned about an issue involving your child's education, classroom experience or teacher, go directly to the teacher. If your child is having an issue with another student, social difficulties, or a conflict, please contact his/her

Contact the Teacher

Teachers are available to communicate with students and parents. You can leave a voice message for the teacher at 274-4210. You can also email the teacher through the District website at www.deerparkschools.org. In order to respond in a timely manner, indicate times when you can be reached. Please be patient. The teachers will try to contact you as soon as possible.

In the event that additional clarification is necessary, or if you haven't heard from the teacher in a reasonable amount of time, please contact the Guidance Counselor or the Subject Area Supervisor.

Guidance Counselors

If you need an update on your child's academic or social progress, contact the guidance counselor by team at 274-4220

Ms. McQuilkin – Maroon
Ms. Meckley – Gray
Ms. Splendorio – White

Pupil Personnel Services

Dr. Marchon – School Psychologist
Ms. Correa – School Social Worker
Ms. Millis – School Social Worker

If your child is having an issue with another student, social difficulties, or a conflict, please contact his/her counselor as soon as possible.

Subject Area Supervisors

District Administrators and Curriculum Associates are responsible for curriculum in the classrooms. If your concern stems from a classroom practice, grade or a particular book or assignment, please contact the following person:

Athletics, Phys.Ed., Health – Mr. Fontana, 274-4180
English Language Arts– TBA, 274-4380
Social Studies- Ms. Skillen, 274-4040
Fine and Performing Arts – Dr. Dailey, 274-8860
Instructional Technology – TBA, 274-4380
Mathematics/Science/Business/Technology/FACS–
Ms. Archer, 274-4210
Special Education – Ms. Medeiros, 274-4040
World Languages/ESL – Ms. Palasciano, 274-4210

Associate Principals

If questions or concerns exist after following the above chain of communication, contact the Associate Principals at 274-4210.

Mr. Stephen Moran
Mr. Gary Ramonetti

Principal

If further discussion is necessary, contact the principal, Mrs. Eliana Levey, at 274-4210.

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Welcome

We welcome all new and returning students to Robert Frost Middle School. We hope that your experiences here will be informative, interesting and rewarding. This information booklet will be give you a taste of what to expect from Robert Frost Middle School. We look forward to serving you for these years of your child's educational career.

Research has shown that the middle level years have a major impact on intellectual, social and emotional development. Our middle school has been designed to challenge students intellectually while offering the support and guidance they need to make an effective transition from elementary to senior high school.

We recognize that teachers and parents working together provide the best atmosphere to foster student success in school. This manual has been created for you in order to facilitate active communication and cooperation between your home and school. It contains a wealth of information to help acquaint you with Robert Frost.

We also recognize the importance of the school\home\community relationship and encourage the active participation of parents in their children's education.

We hope that you have a happy and successful year.

Mission Statement

The staff of the Robert Frost Middle School is committed to creating and maintaining a school atmosphere that will enable our students to experience a positive transition from elementary to high school. We shall endeavor to insure that our students obtain the academic, personal and social knowledge, skills and attitudes necessary to succeed in the middle level grades and beyond.

We recognize that our students are in various stages of dramatic physical and emotional growth and need to have opportunities to feel successful, to develop a positive sense of self-worth, and to experience meaningful relationships with peers and adults. Accordingly, we will strive to implement child-centered learning programs, which will provide opportunities for self-exploration and the practice of responsible personal behaviors.

PLANNING FOR SUCCESS

Every student can experience academic, behavioral and social success at Robert Frost with the proper attitude, a good effort, and responsible behaviors.

Academic Success

Sit down with your parents and set personal goals. Use the sections provided in your agenda book and plan one marking period at a time. Assess your progress toward your goals at regular intervals.

Homework

Copy all assignments into your Agenda Book carefully including due dates and any special instructions. Write the name and phone number of a homework buddy in the space provided on your schedule on the first page of your handbook so you can call to get assignments if you are absent, call for clarification if you do not understand something about the assignment, or call for assistance in completing an assignment.

You should expect to spend half an hour to 2 hours per day on homework and studying. Your homework goals should be to complete each assignment on time in the manner prescribed by your teacher. Schedule checkpoints for completion of long-term projects in your handbook to avoid last minute rushing.

When doing homework or studying with friends or working on cooperative projects, remember the responsible behavior is for each student to do their share. The work you hand in should be in your own words, not copied from someone else, a book or a computer printout. It is the process of active studying, discussion and expressing ideas in your own words that helps you learn so that when you take a test you can rely on your own knowledge.

Responsible academic behavior means never cheating on homework, tests or projects and always handing in the highest quality work you can produce.

Behavioral and Social Success

At the middle school you will be facing new situations and challenges, which may sometimes be confusing, but it is also exciting to make new friends and experience new things. You should be yourself and let others get to know the real you. Think positively, be enthusiastic, take responsibility for what you say and do, and cooperate with teachers.

Develop good communication skills - make eye contact, be polite and become a good listener. Join clubs and other activities to meet others who enjoy the same things you do.

To have good friends, you must be a good friend. Be honest, reliable and loyal. Be a giver as well as a receiver. Respect your friends' points of view. Don't gossip, talk behind their backs or spread rumors. If you find yourself in a conflict, take steps to resolve it peacefully. Instead of accusing, judging or threatening, tell the other person how you feel and how their actions may have upset or hurt you.

If you cannot resolve the problem yourselves, ASK FOR HELP!

Teaching Teams

The goal of teaming is to facilitate the transition from self-contained elementary to secondary departmentalization, to provide consistency, to create a family-like atmosphere, and to better focus on the needs of students through a team effort. Each team of teachers meets one period a day. At these planning sessions, teachers work together to ensure that all of their students are achieving success, develop behavior standards, conduct student and/or parent conferences and meet with other support staff.

Homebase

All students are assigned an 8-minute Homebase. Homebase is a group of about 12 students and a teacher. During the year, the teacher gets to know his/her students through group activities and discussions, individual conferences, comments from classroom teachers, academic and discipline reports, and parent contacts. Through this relationship it is hoped that teachers will be able to help students prevent or overcome many of the common academic, social and discipline problems that face middle school age students.

We hope that the Homebase period will help you get off to a good start everyday throughout the year.

Student Agenda Book

Students will receive their Student Agenda Book in Homebase on the first day of school. They are expected to carry it to all their classes every day. The main purpose of this book is to help students get and stay organized. They should record all assignments neatly in the agenda book and also write in any activities they plan to attend (intramurals, clubs, extra help, games, etc.) so they can tell their parents the night before if they will be home late. Use the monthly calendars to plan ahead.

Parents should check the agenda book every night and review completed assignments. They can also write notes to the teachers. If students lose their agenda book, one may be purchased in the attendance office for \$4.00.

The Agenda Book also serves as the hallway, nurse, bathroom, guidance and library pass. Students must have a teacher sign the Hallway Passport, located in the back of the book, before they will be allowed out of a classroom.

Develop Responsible Behaviors

The most important part of school is teaching and learning, and we must all work together to minimize interruptions and distractions to instruction. This requires the practice of responsible behaviors in preparing for school.

Students: Organize your book bag and school materials at home so you do not forget your books, homework, projects, gym clothes, sports equipment, music instrument or lunch. If you must call home, do so during Homebase and arrange to pick up something you need from the main office between classes so we do not have to interrupt you during class.

Parents: If you call during regular class time, or drop something off for your child, we will be happy to give your child a message or call him/her to the main office at the **end of the period**. We can only interrupt classes for a true emergency.

Homework: Every student should have a specific time and place to study and do homework each night.

Student Valuables & Personal Possessions

The school is not responsible for students' valuables and possessions.

Each year questions arise as to whether or not the presence of electronic devices should be permitted in the school. The school's current policy indicates that cell phones are acceptable as long as they remain in the students' lockers and are not used openly in classrooms, the cafeteria or hallways. If seen during the school day, the cell phone will be confiscated and parents may be called to retrieve the confiscated item.

Other personal electronic devices such as iPods, PSP players, electronic games, etc. are also not allowed in class, nor should they be brought to school. These items are distracting, disruptive and are easily lost or broken. If a student chooses to bring electronic equipment to school, the school is not responsible for those items, is not liable for replacement of those items, and will not investigate lost or stolen electronic devices. In addition, students should not wear jewelry on gym days and anything of value should always be locked in gym lockers.

Any child who is missing an item should check his/her classrooms, the cafeteria, the gym and the main office lost and found. Hundreds of items such as books, book bags, lunch boxes, jackets, sweaters, gym clothes, etc. are found and returned to the main office without identification. Whenever possible, student belongings, including music instruments, should be labeled with the student's name.

Lunch

Each student has a lunch period at which time they should eat lunch. Students may bring in a bagged lunch or they may purchase a hot lunch from the school cafeteria. If a student forgets their lunch, you may bring it into the main office so that they can pick it up before their lunch period. Please, **do not** bring in McDonalds, Taco Bell, pizza or other fast food items as the students will not be able to bring it to the cafeteria to eat.

Bell Schedule

Homebase	8:00 – 8:08 am
Period 1	8:11 – 8:51
Period 2	8:54 – 9:34
Period 3	9:37 – 10:17
Period 4	10:20 – 11:00
Period 5	11:03 – 11:43
Period 6	11:46 – 12:26 p.m.
Period 7	12:29 – 1:09
Period 8	1:12 – 1:52
Period 9	1:55 – 2:35
Clubs/Extra Help	2:40 – 3:20 p.m. (late buses 3:22 p.m.)
Sports	2:40 – 5:00 p.m. (late buses 5:00 p.m.)

School Hours

School hours are 7:50 to 2:35. **If you ride the bus, be at your bus stop at 7:30 a.m.**

Students who stay after school for clubs, extra help, or sports must report directly to the supervised activity. Late buses are available at 3:25 p.m. for clubs and 5:00 for sports. **All other students must leave promptly at 2:35.**

Getting a good start at the beginning of the school year is very important. Good habits that you develop now will help you throughout the year and in the future.

Dropping Off and Picking Up Students

Section 1174 of the Vehicle and Traffic Law prohibits motorists from passing stopped school buses while they are boarding or discharging school children on school property. **The entrance on Half Hollow Road is closed to all vehicular traffic, except school buses, during the following hours:**

7:40 a.m.–8:10 a.m. and 2:20 p.m.-2:50 p.m. and 3:10 p.m. - 3:45 p.m.

Please use the entrance off of **Pitt Avenue** when dropping off and picking up students. This will ensure their safety. Please note that if parents are dropping off students at the

Middle School in the morning, they should not do so until 7:45 a.m. unless they are attending a scheduled extra-help session at 7:30 a.m. **Prior to this time, supervision is not available.**

When dropping your child off at school in the morning and picking her/him up in the afternoon, please use the **Pitt Avenue** entrance and driveway. Parents should enter the driveway and proceed in a counter-clockwise direction around the parking lot towards the building. As you near the building you will see that a student walkway has been painted in yellow on the ground. No one will be permitted to drive past this walkway, and DO NOT ENTER signs have been posted. After dropping off or picking up students, continue to drive in a counter-clockwise position and exit the parking lot using the same driveway you entered. Therefore, NO STUDENTS should be dropped off or picked up by entering the Old Country Road driveway, or the Half Hollow Road driveway. In addition, New York State law states that no one is permitted to drive through a parking lot in front of a school building when buses are dropping off or picking up students, nor can they drive past a stopped school bus.

In addition, please be advised that students will not be allowed to cut through the parking lots to get to their parents' cars. Parents are asked to comply with Suffolk county NO PARKING signs that are posted on Half Hollow Road in front of the school. Please do not park on the street and wait for your children to meet you. Please, follow safety pick up and drop off procedures.

The safety of our students is our number one priority. We appreciate your compliance with our system and thank you in advance for your cooperation.

School Entrance During School Hours

There is only one entrance to the building during school hours. The main entrance is located on the north side of the building in the Old Country Road parking lot. Visitors' parking is available for your convenience. Please, do not park in the fire lanes as this causes a danger to emergency vehicles that might need access to our school. Please remember that all other doors to the building will remain locked during school hours. Be advised that all visitors to the building will be required to sign in and provide proof of identification.

Six RESERVED parking spots outlined in RED have been created outside the main entrance in the Old Country Road parking lot for visitor's parking. If you need to drop something off to your child or come to the school during the school day, please utilize these parking spots. Under no circumstances may you park in the fire lane.

Student Guidelines

At Robert Frost we believe that the students and staff have a shared purpose to teach and learn in a healthy, happy and safe environment. In such an environment, everyone should demonstrate the following attitudes and characteristics.

1. **Respect** - Value people and things and remember that the words we use and the actions we choose show our respect for ourselves.
2. **Impulse Control** - Manage your reactions to circumstances and make the right decisions for the right reasons.
3. **Compassion** - Show your concern and caring for others and find how we are the same as others in ways that we like or accept.
4. **Equity** - Treat everyone fairly so that everyone gets what they need to succeed.

In order to have a safe and healthy environment in school, we must have uniform rules of conduct that everyone can follow. The following sections highlight expected behaviors.

Attendance/Punctuality

Students are expected to be on time to school and to their classes. Students who are excessively absent will lose beneficial seat time. Eighth grade students taking high school credit bearing courses may be in danger of not receiving credit.

Arrive in all classes on time

Three minutes are allowed for the change of classes. In most cases, loitering in the halls, visiting with friends, or walking friends to their lockers causes lateness to class. There is no time between classes for these activities. Students should be in their seats, and ready to work, when the bell rings.

Do not stop in the main office, guidance office, or nurse's office between classes. You must have a pass from the teacher in your scheduled class to go to the nurse, bathroom, guidance or the main office.

Lateness to Class

Lateness to class is disruptive to the educational process. After a 3rd lateness to any class, a referral will be written. A third incident will result in administrative disciplinary action.

Lateness to School

Lateness to school is interpreted as partial truancy by the Family Court System and Probation Department. A chronic or excessive pattern of lateness to school may result in a referral for a PINS (Person in Need of Supervision) petition or intervention by CPS (Child Protective Services).

Hall Passes

When classes are in session, no student is to be in the corridors without a pass obtained from the teacher of the room where the student is assigned. In order to obtain a pass, you must show your teacher your Agenda Book, have them sign it, and sign your name on the sign out sheet in your classroom. Your pass must be shown to staff members who are on duty in the halls. A pass is not a permit to hang out in the hallways.

ID Cards

All students will receive an ID card at the beginning of each school year. Students must carry these ID cards with them at all times. ID cards will also serve as a bus pass. Parents will be able to load cards with funds through the MyNutriKids program for students to use during lunch time at the cafeteria. It is imperative that students DO NOT let other students use or hold their ID cards. A replacement card is available for purchase if lost in the attendance office for \$5.00.

Extra Help

Extra help is offered in all subjects and it is the responsibility of the student to take advantage of this opportunity to improve his/her work. Find out when your teachers have extra help, record it in your handbook, and plan to attend.

Illness

When a student is ill and absent 2 or more days, work can be obtained by calling the Guidance Office at 274-4220 or check the eBoards on our website. When a student is absent more than 5 days for medical reasons, home tutoring should be requested. However, when students are absent for extended vacations, they are responsible for obtaining work missed, handing in assignments, and taking tests. Accommodations may be made at the teacher's discretion.

Students who have been absent must bring a note from a parent. Students who are late to school must report to the Attendance Office with a note from home. To report an absence, call the Attendance Office at 274-4233 as early as possible.

Use of Lockers and Book bags

Each student will be assigned a school locker. Periodic inspections and locker clean-up will be made during Homebase to see that they are kept neat and orderly. Use only the locker assigned to you, and lock it carefully after each use. **Students should not share lockers or give their combination to another person.** Lockers remain the property of the school and are subject to search by the administration.

Gym lockers will not be assigned. Students are required to bring a lock in order to secure their belongings while they are in gym. Students will not be allowed to keep their belongings in these lockers overnight. Items must be removed after each gym period. Students are expected to LOCK UP their belongings.

Carrying heavy book bags around school all day can contribute to:

Strain on the back and shoulders, poor posture, lower back pain, strained muscles, a sense of overcrowding in the halls, and injuries to other students if the book bag swings or bumps into them.

Book bags should not weigh more than 10-15% of your body weight. Therefore, it is **strongly recommended** that all students visit their lockers at least twice a day to exchange morning and afternoon books, supplies, etc. Students should review their schedules with their Homebase teachers and plan locker stops at convenient times that will not cause them to be late to classes. In classroom subjects where you have class sets of books, leave the book home.

To wear your backpack properly: distribute the weight evenly with the heaviest items on the bottom, wear both straps and use the waist belt.

MAC Books

The 6th grade class of 2011-2012 will carry their school issued MAC Books with them from class to class during the school day. Students must lock their MAC Books in their assigned school locker before lunch and gym. They may not bring their MAC Books to the cafeteria or the gymnasium. Students should take extra care not to leave their MAC Books unattended. The 6th grade school supply list will be modified to reflect the need for fewer binders and notebooks as students will work toward maximizing the use of their laptops. Students must not share their assigned lockers or their locker combination with **anyone!** Students who struggle with this transition will be helped by our support staff in order to get organized.

Textbooks

Textbooks remain the property of the school and are loaned to students for use during the school year. On the inside front cover is a place for your name and your teacher's name.

Books that are used regularly do become worn, so protect your books with book covers. Unreasonable damage to textbooks will result in fines and lost textbooks must be paid for.

Student Discipline

CODE OF CONDUCT- The **District Code of Conduct** is available on the district website at www.deerparkschools.org.

PREVENTING VIOLENCE IN SCHOOL

Violence is any act that causes injury, abuse or property damage. Threats of violence lead to an atmosphere of fear and anxiety.

Conflict and violence are not the same thing. Conflicts are disagreements or problems between people and can be resolved peacefully. VIOLENCE never solves problems; no one wins and serious consequences result. If you are in a conflict, keep calm, take a timeout, ignore it, walk away, try to respond as a friend, or suggest a way to resolve the conflict peacefully. If you witness a conflict, don't make it worse by taking sides or fueling the conflict. Instead, suggest mediation or a visit to a school counselor. If necessary, get help from a teacher.

Learn to handle anger positively. Talk about your feelings with your parents, a friend, relative, teacher or counselor. Do something you enjoy and take your mind off of your anger.

Code of Conduct

The Board of Education expects all students 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 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.

The following is a summary of the major discipline regulations, which will be enforced throughout the school, school grounds, bus transportation, and at school activities and trips.

Students must not:

1. Engage in conduct that is disorderly. (running, play-fighting, loud or offensive language, trespassing, etc.)
2. Engage in conduct that is insubordinate. (failing or refusing to follow directions)

3. Engage in conduct that is disruptive. (late, unprepared, uncooperative in class)
4. Engage in conduct that is violent, (fighting, threatening violence, possessing a weapon, threatening, intentionally damaging property, etc.)

Note: Possession of any type of weapon may result in a one-year suspension from school.

5. Engage in any conduct that endangers the safety, morals, health or welfare of others. (lying, stealing, smoking, possessing illegal substances, sexual harassment, any harassment that humiliates, demeans, alienates, or disrespects others) **Note:** Racial, ethnic, religious, and sexual harassment are violations of civil and constitutional rights and are cause for disciplinary proceeding in school and possible criminal proceedings.

6. Engage in any form of academic misconduct. (cheating, copying others' work, plagiarism)

7. Violate the terms of the **Dress Code** which states that student dress, grooming and appearance shall be: Safe, appropriate and not disrupt or interfere with the educational process; Ensure that underwear is completely covered; Not be brief or revealing, not promote use of alcohol, tobacco or drugs or any violent or gang activities.

8. Engage in off-campus misconduct that endangers the health and safety of students or staff or adversely affects the educational process. (cyber-bullying, harassing phone calls, using message boards or social networking sites to post derogatory comments).

Sexual Harassment

“Sexual Harassment” is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

School related conduct that the district considers unacceptable and which may constitute sexual harassment includes, but is not limited to, the following:

1. Rape, attempted rape, sexual assault, attempted sexual assault, hazing, and other sexual and gender-based activity of a criminal nature.
2. Unwelcome and offensive public sexual display of affection, including kissing, making out, groping, fondling, petting, inappropriate touching of one's self or others, sexually suggestive dancing, and massages.
3. Any unwelcome communication that is sexually suggestive or degrading or implies sexual motives or intentions, such as sexual remarks or innuendoes about an individual's clothing, appearance or activities; sexual jokes or gestures; public

conversations about activities or exploits; sexual rumors and "rating lists," howling, catcalls, and whistles; sexually graphic computer files, messages or games, etc.

4. Unwelcome and offensive name-calling or profanity that is sexually suggestive or degrading implies sexual intentions or that is based on sexual stereotypes or preference.

5. Unwelcome physical contact or closeness that is sexually suggestive, degrading or intimidating such as touching of another's body parts, cornering or blocking an individual, standing too close, spanking, pinching, stalking, following, body hugs, etc.

6. Unwelcome and sexually offensive physical pranks or touching such as hazing, initiation, "streaking," "mooning," "snuggies," or "wedgies," bra-snapping, skirt flip-ups, pulling down someone's pants, placing hands inside an individual's clothes.

7. Unwelcome leers, stares, gestures or slang that are sexually suggestive or degrading or imply sexual motives or intentions.

8. Wearing clothing with sexually obscene or explicit slogans or messages.

9. Unwelcome written or pictorial display or distribution of pornographic or other sexually explicit materials such as magazines, videos, films, Internet material, etc.

Bullying

The problem of bullying increases through the elementary grades, **peaks** in middle school, and declines during high school years.

"Bullying" consists of inappropriate persistent behavior including threats, or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put downs and/or badgering others. Bullying, similar to all forms of harassment and hazing, are prohibited behaviors.

Common characteristics of Bullying:

1. Physical – hitting, kicking, talking, or damaging a victim's property
2. Verbal – using words to berate, hurt or humiliate
3. Relational – maliciously spreading rumors, and/or excluding a person from the peer group to cause emotional harm.

Cyber bullying

"Cyber-bullying" is the use of information and communication technologies, such as email, cell phones, text messages, etc. by an individual or group of individuals to bully another person.

Hazing and Initiation Activities

Hazing and initiation activities are also abusive and illegal behaviors that harm victims and negatively impact on the school environment. All such activities are prohibited.

What To Do About Sexual Harassment or Bullying

1. Respect yourself. If someone is bullying or sexually harassing you, tell them to **STOP**. If they do not stop, you must report the activity to a teacher, guidance counselor, or administrator.
2. Don't be a Bystander. Very often witnesses to bullying or harassment do not report nor attempt to stop it. Bystanders may fear retaliation or doubt their own power to stop what is happening. Remember the POWER OF ONE. One person refusing to participate or overlook these activities can stop them. If you witness bullying or harassment, report it.

Penalties for infractions of discipline rules and regulations, including sexual harassment and bullying, may include, but are not limited to:

1. Counseling and parental contact by teacher and/or guidance counselor.
2. Parental contact with an administrator.
3. Teacher and/or school detention.
4. Loss of privileges.
5. In-school suspension of 1 to 5 days.
6. Out-of-school suspension of 1 to 5 days
7. Referral for a district Superintendent's hearing.
8. Referral to civil authorities when appropriate.

School Services

Guidance

Guidance Services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational and career information, study aids, and help with home, school and/or social concerns.

If you or your parents have any questions or concerns you would like to discuss with your counselor, contact the secretary in the guidance office to arrange for an appointment. Telephone number - 274-4220.

Health Services

The school nurse gives first aid, annual vision and hearing tests and temporary care for children who become ill in school. If you become ill or are injured, report to the nurse's office with your handbook pass initialed by your classroom teacher. You may not leave the building without authorization for any reason. Students who are injured at home should be cared for by their personal physician before returning to school.

If you have a temporary injury, a doctor's note is required to excuse you from participation in physical education and to receive assistance in changing classes or using the elevator. Your parent should contact the nurse to make these arrangements at 274-4230.

If you take daily medication or an asthma inhaler, a parent must bring a doctor's note with dosages and administration instructions, the medication itself, and a completed parent consent form to the nurse's office. You will be given a permanent pass in the handbook to go to the nurse at the specified time.

For field trips or after school activities, teachers or other school staff can carry a student's medication and give it to them to take at the appropriate time. If students are not self-directed in administering their own medication, a parent or guardian may attend the activity to administer the medication or the medication time may be adjusted by the student's doctor.

Remember, the nurse cannot give you aspirin or any other medication unless it has been authorized and supplied by your parents. Therefore, the nurse's office is not for students who are tired or have minor headaches, toothaches, etc. If you abuse the use of the nurse's office, you may be placed on a restricted list when your pass page is used up and only be allowed to go to the nurse with an administrator's permission.

Library

We have an excellent School Library available for your use during lunch periods for research, recreational reading, to type papers or complete computer assignments. You must have a teacher sign the Library Pass page in your agenda book. Books may be checked out for a two-week period and can be renewed.

During the year, you will receive library orientation and instruction classes that will help you become familiar with library resources, including computer research.

Cafeteria

Lunch periods are assigned from 4th through 8th period for students in the middle school. A full, hot lunch including milk is offered. You may bring your own lunch and purchase milk and dessert if you wish.

You should look forward to your lunch period as a time to relax with your friends. In order for lunch to be enjoyable for everyone, the following rules should be followed:

1. Lunch is a scheduled period. Arrive on time and sit at your table. Students who are late will eat last; repeated lateness will result in lunch detention.
2. Wait for your table to be called to get lunch.
3. Treat teachers and cafeteria personnel with respect and they will do the same for you.
4. Place all garbage and recyclables in the garbage and recycling cans and leave your area clean for the next group of students using the cafeteria.
5. As for any other class, you need to get a pass from the teacher in charge to leave the cafeteria.
6. Students may be assigned lunch detention for any misbehavior in the cafeteria.

Student Evaluation

Students are evaluated on class participation, homework, long-term projects, quizzes and tests to measure progress in each subject. While the teaching teams try to plan to limit major tests on the same day, sometimes there may be more than one test or quiz on the same day. **Therefore, do not wait until the night before a test to study. Review your work everyday.**

Parent Portal

The Parent Portal is available to all parents through Infinite Campus. It is a valuable way to help parents see individual grades for your child. For directions on how to use the Parent Portal and to access the Parent Portal, please go to http://deerparkschools.org/our_district/infinite_campus_portal.

New York State Examinations

Some 8th graders may take Regents exams and all 8th grade students will take State Assessment tests in Language Arts, Math, and Science. All 6th and 7th grade students will take State Assessment tests in Language Arts and Math.

Report Cards

Report Cards will be mailed home four times a year or approximately every ten weeks. Report cards reflect both your academic achievement and classroom attitude and

behavior. The marking periods will be posted on the district calendar. Report cards will be mailed approximately one week later.

Progress Reports

Progress reports will be mailed home during the middle of each marking period. The progress report dates will be posted on the district calendar and will be mailed out approximately one week later. Parents who wish weekly progress reports for their children must make a request with the Guidance Counselor. These reports are intended for short-term monitoring. If a child is experiencing difficulties, parents are encouraged to attend a Team Planning meeting so that parents, teachers and students can work together to achieve improvement.

The progress report and report card comments are designed primarily to keep your parents informed of your academic standing so you can improve your grades before the end of the marking period.

Teachers also like to give positive comments for extra effort and academic improvement, but we cannot design comments for every eventuality or circumstance. If you or your parents have a question about comments you receive, they should call the teacher.

Honor Roll

We are proud of the number of students who make the honor roll each year. Principal's Honor Roll requires an average of 89.5 with no individual grade below 85; Honor Roll requires an average of 84.5 with no grade below 75. Students on Principal's Honor Roll get a Gold Frost Card; students on regular Honor Roll get a Silver Frost Card.

Students of the Month

Each month each team selects two students as Student of the Month. This selection is based on a variety of criteria including citizenship, attitude, work habits, effort, achievement, etc.

Project Wisdom Students of the Month

Each month each team selects two students as Project Wisdom Student of the Month. This selection is based on honorable behavior, a student who personifies the "Golden Rule", respects self and others, shows empathy toward others and makes good choices, even if it's not always the popular choice.

National Junior Honor Society

Membership in the National Junior Honor Society is one of the highest honors that can be awarded to a middle school student. Academically eligible students will be invited to complete a survey to determine their interest in membership and to obtain information regarding service, leadership and citizenship activities. The club advisor will speak about the specifics of joining and being eligible for the NJHS at a PFC meeting in October.

Students will be invited to join the NJHS at the end of the first marking period of their 7th and/or 8th grade year based on the following criteria:

- **Scholarship:** Students are selected to apply because they have maintained an overall average of 90% or higher.
- **Service:** Students must present evidence of participation in a minimum of three (3) ongoing activities in order to demonstrate an active involvement in school and community. One activity must be in the form of community service outside of school, where the student is actively involved in helping others. These activities cannot be paid activities, such as babysitting. Some examples of community service might be participation in a charity, soup kitchen, nursing home, library, etc. The second activity must be an extracurricular school activity, such as being a member of a team, school club, or student council. These activities cannot be graded activities, such as music. The third activity can be either school based or community service based as just described.
- **Leadership:** There must be no record of incidents of cheating or intentional dishonesty, nor may there be incidence of skipping classes or knowingly violating school regulations. A single discipline incident will be evaluated individually and special extenuating circumstances will be considered for a student who is otherwise eligible for membership.
- **Character:** Students must demonstrate the highest standards of honesty, integrity and reliability as well as acts of kindness and consideration towards others. Teacher recommendations will be completed by each applicant.
- **Citizenship:** Students must contribute ideas which will enhance the school environment, show a willingness to assist others and comply with school regulation.

More information is provided on our website at:

http://www.deerparkschools.org/our_schools/clubsactivities

If you have any questions, please contact Mr. Margolin, our NJHS advisor in September.

8th Grade Accelerated Program

At the end of the 7th grade school year, teachers will recommend students for our Accelerated program in math and science for their 8th grade year. Students who are recommended will be offered the chance to take a course in Living Environment and/or Integrated Algebra. These are rigorous, accelerated Regents level courses, which will culminate in two Regents exams.

The classes meet for a double period every other day, with a lab period on an A/B day schedule. The homework load is considerable, and students are expected to maintain quarter averages of 85. If the quarter average of 85 is not maintained, students will be removed from the class.

Recommendations for the Accelerated program will be made based on teacher recommendation, and a maintained student average of 90 or above in 7th grade science and/or math. Please contact your child's guidance counselor with any questions.

School Activities

We want you to experience all that a school like ours has to offer and we encourage you to participate in extracurricular activities to meet new friends or pursue areas of special interest. Only 7th and 8th graders are eligible for athletic teams, but we encourage all students to join any clubs and intramurals. Here is a list of current activities available (list is subject to change). Please look at our website for more information on each club: http://www.deerparkschools.org/our_schools/clubsactivities

Clubs

Art Innovators	Chamber Choir	Chamber Orchestra	Mindblasters Club
Fashion Club	Kickline	Drama Club	Golf Club
Step Squad	Jazz Band	Math Team	Writers' Club
Newspaper	Lego League	Environmental Club	Student Council
Technology Club	Yearbook	Intramural Sports(Spring)	

Student Council

Representatives from each Homebase are invited to participate. Seventh and eighth grade students, who plan to run for Student Council Officer positions, must have been active in Student Council the year before.

Athletic Teams

Baseball	Basketball	Track
Cheerleading	Football	Wrestling
Lacrosse	Girls' Lacrosse	Volleyball
Soccer	Softball	
Swimming		

Activities

Assemblies	Dances	Variety Show
Contests	Field Trips	

In order to attend activities and participate in clubs and sports, students must meet the requirements of the **Eligibility Policy**.

Academic Standards and Eligibility Policy

The New York State Learning Standards require all students to demonstrate competence in a variety of academic skills in all subject areas, and to insure such competence; new graduation requirements have been implemented. The local diploma has been eliminated; students will be required to earn a Regents Diploma or an Advanced Regents Diploma. Additional information concerning high school graduation requirements can be obtained by contacting your child's guidance counselor.

Academic Eligibility

This policy makes academic achievement a priority in order to participate in sports and extra-curricular activities.

If you fail any two subjects (including art, health, physical education, technology, home and careers, music, reading, etc.) on your five-week progress reports or your report cards, you go on ACADEMIC PROBATION. In order to continue to participate in sports and extra-curricular activities you must meet with your guidance counselor to develop a SMART Goal(Specific, Measurable, Attainable, Realistic, and Timely Goal) to pass your classes. You have the next five-week period to improve your grades.

At the next reporting period:

If you pass everything, your record will be cleared for participation in all activities.

If you continue to fail one subject, you remain on probation for another five weeks. You must revise your SMART Goal with your guidance counselor to continue to participate in sports and extra-curricular activities.

If you continue to fail two or more subjects, you go on ACADEMIC INELIGIBILITY and cannot participate in sports or extra-curricular activities until you revise and implement your SMART Goal to improve your academics with your guidance counselor. Once on Academic Ineligibility you remain so until you improve your record to not more than one failure on a progress report or report card.

Discipline Eligibility

Students who participate in sports and trips represent Deer Park Schools in the larger community. **Coaches and club advisors want students who can participate in activities without causing disruptions or problems.** Academic success goes along with proper behavior in the classrooms, cafeteria, hallways and on the buses. Therefore, students who receive multiple discipline referrals are subject to the discipline portion of the Eligibility Policy.

If you receive three referrals for any reason, you may be placed on DISCIPLINE PROBATION. A fourth referral may put you on DISCIPLINE INELIGIBILITY for at least five weeks. If your record remains clear for five weeks you will be able to participate in all activities. However, a subsequent referral will return you to ineligible status.

Discipline ineligible students are excluded from all activities, including trips, non-curriculum related assemblies, dances, and attendance at sporting events.

TECHNOLOGY

Web address: www.deerparkschools.org

Computers with Internet access are available in the classrooms, the library and the computer labs. In addition, the incoming 6th grade class of the 2011-2012 school year will have personal MAC books as assigned by Deer Park Schools. Students using computers and the Internet will be supervised, but it is not possible to watch every student every minute. Therefore, it is expected that students will respect the equipment and use the Internet responsibly and appropriately. All students and parents will sign an AUP (Acceptable Use Policy) contract; otherwise they will be unable to use the Internet at school. If you do not want your child to have Internet access, please send a letter to the Principal.

Students are encouraged to purchase a USB or THUMB drive to use between home and school. Some programs might not be compatible for use and the drives will help to convert the information.

Internet access is designated for educational purposes, and while available precautions have been taken to eliminate controversial material, the school is not responsible for materials acquired, loss of data, or service interruptions, etc.

Network Etiquette

Accepted network etiquette includes, but is not limited to:

- Do not share your password with anyone else.
- Be polite and use only appropriate language.
- Do not reveal personal information about yourself or others.
- Use the Web for approved academic assignments only.
- Do not use the network in any way that would disrupt services to others.

Illegal activities are forbidden; messages relating to or in support of illegal activities will be reported to the authorities.

Inappropriate use of the Internet and/or e-mail away from school that impacts negatively on the school, other students, or staff is unacceptable. Inappropriate activity includes Cyberbullying; that is, using the Internet, e-mail instant messaging, etc. to write cruel, derogatory or threatening messages, spread rumors or gossip, or in any other way make fun of others. Such activities, although they may take place at home, are subject to school discipline consequences and report to outside authorities.

Computer and Internet Use Regulations

Unacceptable behaviors that will not be tolerated include, but are not limited to:

- Inappropriate use: Off task, failure to follow directions, visiting inappropriate sites, entering inappropriate data.

Offensive use: Visiting, entering, interacting, downloading offensive materials, information or sites; using someone else's password.

Misuse: Tampering with equipment, software, programs, or someone else's files.

Major misuse: Vandalism or any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to Deer Park Schools.

Penalties for Infractions of Regulations:

1. Conference and warning
2. Conference and parental notification
3. User privileges suspended
4. User privileges denied

Depending on the seriousness of the offense, immediate suspension of user privileges may be instituted and regular school suspension policies may be applied and restitution for damages may be required.

Homework and other information on the Internet

Go to the district website, www.deerparkschools.org. Click on: Robert Frost Middle School and follow the links to teachers' eBoards and other useful links to provide information about school and the school day.

Safety on the Internet at Home:

The Internet is a valuable tool, and we encourage students to use it for research, homework assistance and fun. However, parents must monitor use and be sure children:

- never** give out home address, phone number, or personal information
- never** give out passwords
- never** agree to meet someone
- never** accept e-mail, links or files from strangers
- always** tell a parent about any threatening or offensive talk online

