



# Robert J. Kaiser Middle School

## Student Handbook 2008 – 2009

Robert J. Kaiser Middle School  
45 Breakey Avenue  
Monticello, NY 12701

Main Office Phone: 796-3058  
Fax (main office): 796-3099

*Principal - Deborah G. Wood*

*Assistant Principals*  
**Greg D'Ambrosio**  
**Jason Doyle**

*Our mission is to improve student achievement and enable our students to successfully transition from childhood to adolescence by developing academic, personal and social skills.*

*We will accomplish this by using multiple sources of data and research to:*

- *Create a school culture that will foster good citizenship, respect and responsibility*
- *Actively engage all students in learning*
- *Encourage students to be lifelong learners*
- *Provide a safe and clean environment*

**This handbook belongs to:**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

## **SUPPORT STAFF**

### **PRINCIPAL'S OFFICE – Ext. 20900**

TBA - Secretary to the Principal  
Mrs. Gore - Main Office Clerk

### **ASSISTANT PRINCIPALS' OFFICE – Ext. 20920**

Mrs. Simon – Secretary, Assistant Principals' Office

### **GUIDANCE OFFICE – Ext. 20951**

Mrs. Wilhelm - Counselor - 6th Grade  
Mrs. Ryder - Counselor - 7th Grade  
Mrs. Ducey - Counselor - 8th Grade  
Ms. England - Counselor

Mrs. Perez - Secretary, Guidance Office

### **SCHOOL NURSE – Ext. 20940**

Mrs. Boss – School Nurse Teacher  
Mrs. Russell – Health Assistant

### **ATTENDANCE OFFICE – Ext. 20966**

Mrs. Heins - District Attendance Officer  
Mrs. Rock – Attendance Clerk

### **INTERVENTION WORKER – Ext. 20920**

Mrs. Marcellino

### **EPIC PARENT CENTER – Ext. 20909**

Mrs. LaFountain  
Mrs. Mangual

*RJK Middle School Vision*

*A school-wide community dedicated to inspiring academic excellence,  
citizenship and life-long learning.*

# **RJK MIDDLE SCHOOL**

## **TIME SCHEDULE**

**BREAKFAST PROGRAM/HOMEROOM.....7:05 - 7:33**  
**HOMEROOM WARNING BELL.....7:27**  
**HOMEROOM.....7:30 - 7:33**

### **PERIOD**

1	7:37	to	8:17
2	8:20	to	9:00
3	9:03	to	9:43
4	9:46	to	10:26
5	10:29	to	11:09
6	11:12	to	11:52
7	11:55	to	12:35
8	12:38	to	1:18
9	1:21	to	2:03

### **TWO HOUR DELAY SCHEDULE**

**HOMEROOM WARNING BELL.....9:27**  
**HOMEROOM.....9:30 - 9:33**

### **PERIOD**

1	9:37	to	9:57
2	10:00	to	10:20
3	10:23	to	10:43
4	10:46	to	11:06
5	11:09	to	11:39
6	11:42	to	12:22
7	12:25	to	1:05
8	1:08	to	1:38
9	1:41	to	2:03

# **SCHOOL RULES & EXPECTATIONS**

School rules are designed to insure the general safety and welfare of our students and to provide for the orderly operation of the school. There should always be consideration for the respect, rights and feelings of others. The Panther Pride expectations are respect, responsibility and safety.

## **Rules of Respect**

- Damage to school property by any student will be paid for by the student's parents or guardian and will result in disciplinary action.
- Insubordination - All students are expected to follow staff instructions. Any student who chooses not to follow instructions will be considered insubordinate.
- Harassment of any kind will not be tolerated. Students who feel uncomfortable or unsafe in any manner (verbal or physical) should report the incident immediately to an adult or to the Assistant Principals' Office.
- There is a "No-Hands-On" policy and a "No-Put-Down" policy at RJK. Offenders will be dealt with severely.

## **Rules of Responsibility**

- Students are expected to report to homeroom immediately after arriving to school. If a student is going to breakfast, he/she must go to the cafeteria immediately to eat, then go directly to homeroom.
- Students are expected to be prepared for class and follow rules and procedures.
- At the end of the school day, students must leave the building immediately unless supervised by a staff member. The bell rings at 2:10 for students to be out of the school and off school grounds. Students staying after school for activities or detention are not permitted to leave the building at 2:03 dismissal and re-enter the building.
- Lateness to class - A student must have a pass to have an excused lateness to class. All other latenesses not accompanied by a pass will be considered illegal.
- Cutting classes - Failure to attend a scheduled class, unless absent from school, is a violation. In case of illness, you must go to the nurse's office with a pass. To say, "I did not feel well so I stayed in the restroom," is an unacceptable excuse.
- Lost and Found - All items found in school should be turned in to the Assistant Principals' Office. Students should check for missing items immediately.
- Students should not bring articles of value to school (i.e. ELECTRONIC DEVICES, GAMES, CELL PHONES, ETC.). **The school will not assume responsibility for lost or stolen items and will not investigate alleged theft of such items.** Cell phones will be confiscated immediately and a parent must pick them up in the main office. Any electronic device in use that interferes with the educational process will also be confiscated and a parent must pick it up in the main office.
- Students on the restricted list are not allowed out of class. In case of an emergency, they must be escorted by an adult.

## **Rules of Safety**

- Fighting between students will not be tolerated. This is essential for safety. Offenders will be dealt with severely. Students who instigate fights and/or surround the fight area will also receive severe consequences. If you have a problem with another student, see a staff member or ask to go to mediation.
- Selling in the School - There will be no selling of food, candy, or other items on school grounds unless it is by a school sponsored club.
- Water guns are NOT permitted in school. Any water gun brought to school will be confiscated immediately. If a parent does not pick up the water gun within one week, it will be discarded.
- Lockers, desks and other school storage places are school property and may be inspected at any time by school officials.
- Pocket knives and blades will be considered a weapon.
- Due to medical needs of students and for safety reasons, aerosol can products (spray deodorant, hairsprays, etc.), nail polish and perfumes/cologne are not allowed in school. Cosmetic products (lotions, makeup, hair products, etc.) may only be used in the restrooms.
- Throwing of any food or item is considered a safety violation and will be dealt with severely.
- Gang items, symbols or activities will not be tolerated; this includes, but is not limited to bandanas and beads. Offenders will be dealt with severely.

## **DRESS CODE**

Proper dress attire is expected of all students. Clothing deemed inappropriate by the principal (obscene, lewd, indecent, vulgar, or plainly offensive) will not be allowed. This includes but is not limited to:

- T-shirts containing drug, alcohol or cigarette ads.
- Pajamas, halter tops and any tops exposing the stomach or back. Straps on tops must be at least one inch in width. Low cut armhole tops are prohibited.
- The length of a dress, skirt or shorts will be no shorter than mid-thigh. Pants must be worn in an appropriate fashion (i.e./ lower backs, underwear and boxers should not be exposed when students are sitting down.
- For safety reasons, proper footwear must be worn at all times.
- Thick/long pocket chains are also prohibited and will be considered as a safety violation. Students may not wear hair picks or combs in their hair. Sunglasses are not to be worn in the building.
- Parents of students improperly dressed will be notified and expected to correct the situation.
- The wearing of HEADCOVERINGS of any kind is NOT permitted in the building.
- COATS/JACKETS and GLOVES are NOT to be worn in the building. They are to be placed in their lockers immediately after homeroom. Students should have a sweatshirt or sweater in their lockers to wear if needed.
- Gang items, symbols or activities will not be tolerated; this includes, but is not limited to bandanas and beads.

## **BOOK BAGS**

Book bags are prohibited during the school day. Students wishing to bring their materials to school in a book bag should unload book bags into their lockers after homeroom, fold the book bag and place it in the locker. Students may pick up their book bags and reload their supplies at the end of the school day. Any purse or bags that can hold a textbook will be considered a book bag.

## **CAFETERIA RULES**

1. Hot lunches, sandwiches and milk can be purchased during lunches. Students must report to the cafeteria for the entire lunch period unless they are supervised by another teacher in an alternate location.
2. Students are expected to arrive at lunch on time. Students who are late to lunch will be assigned a seat. Upon entering the cafeteria, students are to sit in their designated area.
3. At the appropriate time, a staff member will direct students to proceed to the serving line.
4. Students are to remain seated while in the cafeteria and may talk quietly.
5. Restroom privileges will be given by the staff. Students are not to leave the cafeteria without permission. Students must have a pass in order to see the nurse.
6. Throwing **ANYTHING** in the cafeteria will result in the student having to clean the cafeteria and/or an in-school or out of school suspension and/or other penalties as deemed appropriate by the administration.
7. Students will be dismissed by table. Prior to dismissal, lunch supervisors will make sure the tables and floor are clean. Students are responsible for keeping their area clean.
8. No food, drinks, utensils, napkins, straws are to be taken out of the cafeteria.
9. In order to go to a teacher's room, computer room or band room, students must have a pass from the supervising teacher prior to coming into the cafeteria.
10. There will be a library sheet for students to sign who wish to go to the library during lunch. Students must go within the first twenty minutes of the lunch period. Students going to the library will be allowed to eat immediately and leave. The teacher in charge of the cafeteria will give the library list to the last student to leave. This student will give the list to Mr. Moss or the library assistant in the library.

## **ATTENDANCE:**

All students enrolled in the RJK Middle School must attend school daily. Only personal illness, death in the family, impassable roads, court appearances, or health appointments will excuse a student from school attendance. A pupil who is absent from school when his/her parents expect them to be in school is truant. A vacation is not an excusable absence.

Students must bring in an excuse for all school absences the day following the absence. This excuse must be dated and signed by a parent or guardian, and submitted to the attendance office or the homeroom teacher who will send the excuse to the Attendance Office.

Students who are absent from school are not permitted to attend after-school activities.

## **ABSENCE FOLLOW UP:**

1. Parents of absent students are called each day by the attendance office staff.
2. As the year progresses, excessive absenteeism is reported to the assistant principal and principal.
3. Excessive absenteeism is brought to the attention of the parents by letter and/or phone call.
4. Excessive absenteeism may result in parent conference(s), PINS, Probation/Family Court.
5. Psychological services may also be used.

## **TRUANCY FOLLOW-UP**

1. When a student is truant the assistant principal is notified immediately by the attendance officer.
2. Parents are notified by phone or letter.
3. The truancy is recorded on a discipline referral and a copy is sent home.
4. A parent conference is requested regarding the incident of truancy.
5. Chronic truanancies are referred to Family Court. Other agencies may be used, especially when the student is involved in other incidents while he or she is truant.

## **ARRIVAL TO SCHOOL**

Students should arrive to school **NO EARLIER** than 7:05 a.m. so that appropriate supervision can be maintained. Students who walk must be in school by 7:20 a.m. if they want to participate in the breakfast program.

## **LATENESS TO SCHOOL**

It is mandatory that all students report daily to their homerooms by 7:30 a.m. for attendance check. Students arriving to school after 7:30 a.m. will be required to comply with the following regulations:

1. Students must bring an excuse for lateness, dated and signed by a parent or guardian on the day the lateness occurs.
2. Upon arrival, go directly to the Attendance Office to sign in, present the excuse, and receive a late pass to go to class.
3. If seen in the corridor loitering, in addition to being late, the offense will be termed as "cutting a class."
4. Lunch detention is assigned for lateness to school.
5. Longer detention periods and in-school suspensions may occur for chronic lateness to school.

## **LEAVING SCHOOL EARLY**

If it is necessary for a student to leave the school during the school day, a parent or guardian must sign out the student at the Assistant Principals' Office. Permission will be granted only because of illness (approved by the nurse), or upon receipt of an approved written request from a parent or guardian. *If a student is to walk to an appointment, the parent **MUST** indicate this on the note.* This request must be received in the Assistant Principals' Office no later than 7:30 a.m. and may be verified before permission is granted. Students and parents are discouraged from making appointments during the school day.

Leaving school without prior permission from the Nurse, Assistant Principals or Principal, regardless of the circumstances is a violation of school policy.

## **TEACHER/TEAM ASSIGNED DETENTION**

Students may be assigned lunch and/or after school detention by a teacher to be served with the teacher. Students will be given a detention slip noting the reason for and the date of the detention. Students are responsible for taking the detention slip home for parent/guardian notification. After school detentions require a 24 hour minimum notification. Lunch detentions may be assigned on the day of infraction. Failure to attend will result in further disciplinary action.

## **ADMINISTRATIVE LUNCH DETENTION RULES**

1. Students who are assigned lunch detention must meet in the designated room at the beginning of their lunch period. Failure to do so will result in further disciplinary action.
2. Students must use the restroom and go to their locker before coming to detention. No passes will be given once detention has started.
3. Lateness will result in additional consequences.

4. Students are to take the seat assigned by the Lunch Detention Supervisor and remain seated. Change your seat without argument if asked to do so.
5. Talking is not permitted during detention.
6. Students in lunch detention must work quietly doing homework, drawing, reading, etc. Assignments will be given to students who bring nothing to do. It is the students' responsibility to complete the assignment. Failure to do so will result in further disciplinary action.

### **ADMINISTRATIVE LUNCH SUSPENSION RULES**

1. Students who are assigned lunch suspension must meet in the designated room at the beginning of their lunch period. Failure to do so will result in further disciplinary action.
2. Students must use the restroom and go to their locker before coming to lunch suspension. Passes will not be given once lunch suspension has started.
3. Lateness will result in additional consequences.
4. Take the seat assigned by the teacher and remain seated. Change your seat without argument if asked to do so.
5. Talking is not permitted during lunch suspension. Students must work quietly doing homework, reading, etc. Assignments will be given to students who bring nothing to do. It is the student's responsibility to complete the assignment. Failure to do so will result in further disciplinary action.
7. If lunch suspension is canceled due to a snow day or inclement weather, the lunch suspension will be automatically rescheduled for the following day.
8. Students may bring a bag lunch or may have a bagged school lunch ordered. Students will be escorted to the cafeteria to pick up their lunch. Students will not be permitted to leave the suspension site for any other reason during the lunch period. Students will not be allowed to purchase "extras" (ie./ ice cream, snapples, etc.)

### **ADMINISTRATIVE AFTER SCHOOL DETENTION**

Detentions are held on Monday, Wednesday and Thursday. Students may be assigned for 3:30 p.m. or 4:30 p.m. dismissal. A late bus will be provided at 4:30.

When a student is assigned detention, the following procedure must be followed:

1. Detention begins at 2:10. Any personal business (bathroom, phone call, locker etc.) needs to be taken care of between 2:03 and 2:10. Lateness will result in an additional detention. No passes will be given once detention has started.
2. Students may not leave the school building between 2:03 and 2:10.
3. Students will take the seat assigned by the supervising teacher and remain seated. Change your seat without argument if asked to do so.
4. Talking is not permitted during detention.
5. Detention is assigned a minimum of 1 day in advance. Students will be given a copy of the referral for which the detention has been assigned. The date and time of the detention is noted on the referral. A courtesy call may be made to the home number as a reminder. Students are responsible for notifying parent/guardian of detention prior to the school day the detention is assigned.
6. No food or drink of any kind is to be brought to the detention room.
7. Students in detention must work quietly doing homework, reading, etc.
8. Students will be dismissed at 3:30 or 4:30. Students are to leave the building and school grounds immediately.
9. Cutting of detention will result in the student being assigned an additional detention or long term lunch suspension. This notification will become part of the student's discipline folder.
10. Students will be responsible for satisfactorily completing an "Incident Reflection Form" before leaving the detention site. Failure to do so will result in further disciplinary action.

**\*Please Note - It is up to the discretion of the administration to alter any of the above disciplinary actions depending upon circumstances.**

### **IN-SCHOOL SUSPENSIONS**

In-school suspension requires spending the day in a mandatory study situation, under the supervision of a teacher. All work will be completed in the in-school suspension room by the student. Disruption by the student in the in-school room will result in a suspension from school. Students may bring a bag lunch or order a bag lunch to the in-school suspension site.

## SUSPENSIONS

In all cases of suspension, a student is denied the privileges of participation in school sponsored activities and may not be in the school building or on any school grounds until readmitted. Parents will be informed by mail, and if possible by phone of any suspensions. If school is closed on the day of the student's suspension due to inclement weather, the next regular school day will automatically become the assigned suspension day for the student.

## HALLWAYS AND HALL PASSES

- Follow staff instructions.
- Keep your hands to yourself.
- Do not throw anything.
- Talk quietly and use language appropriate for a school setting.
- There will be no running or horseplay in the hallways.
- NO FOOD OR DRINK IN THE HALLWAYS.
- Students should KEEP to the right in the hallways and on the staircases.
- Students are NOT to congregate in the middle of the hallways or on the stairs between classes.
- No student is to be in the hall without a legal pass (written and signed by a member of the staff). Students have a pass form in their assignment book. They must use this form when going to the bathroom, locker, etc. Students must use their *own* assignment book form and may not share it with other students.
- After school, a bell will be rung at 2:10 P.M. to notify all students that they should be out of the building or under the supervision of a staff member. (Students may be in the hallway only if they have a pass from a staff member.)

## RULES GOVERNING BUS TRANSPORTATION

1. Students will be picked up and dropped off at designated stops only.
2. Students should be in line at the designated stops.
3. Bus riders wishing to sit with friends should get in line together. Saving of seats is not permissible. The bus driver is permitted to assign seats.
4. Tardy students should not expect the bus to wait.
5. Treat the bus as a classroom where quiet conversation is permissible.
6. Eating and drinking are not permitted on the bus.
7. Students are to remain in their seats while the bus is in motion and should keep the same seat for the entire trip unless directed to a specific seat by the driver; in which case students are expected to obey with no questions asked.
8. Arms and heads are not to be extended out of the bus windows.
9. No animals may be transported on the bus.
10. **Most important of all:** The driver is like a teacher with complete authority. Any student who endangers the safety of others by his/her poor behavior will be warned. Should poor behavior continue, the student involved may be denied the privilege of riding the bus. A parent or guardian will be responsible for their transportation.
11. Questions concerning bus transportation please call 794-8570. If you wish your child to ride home on a bus other than the normal bus that he/she takes, a note signed by a parent/guardian is required. Upon entering the building, the student must bring the note to the Assistant Principals' Office and receive a pass in order to ride the alternate bus. The note must be signed by the Assistant Principal before homeroom. Please do not call the school requesting a bus change as we cannot honor the request.
11. Students must obtain a bus pass from their advisor/coach to ride on the late bus run.

## ASSEMBLY RULES:

1. Students are to report to their assigned class prior to reporting to the assembly program.
2. Students should walk quietly through the halls while en route to the assembly.
3. As students enter the assembly, they are to sit with their class in the seat assigned.
4. Students are to display proper manners when participating in an assembly program.
  - No talking during the assembly; be respectful to the presenter/entertainers.

- No food, drink or candy are to be in the assembly.
- Follow all staff directions.

If removed for disciplinary reasons, you will be unable to attend future assemblies.

## **SPORTS RULES**

We encourage fans to support our sport events and teams. To create an atmosphere conducive to the enjoyment of the event we ask that all spectators and participants abide by the following rules:

- No food or drinks allowed in the gymnasium.
- Courteous behavior is expected; no foul language or gestures, no negative comments, no foot stomping.
- Students must remain seated in the gymnasium during the event.
- If a student leaves the school during the event, he or she will not be permitted to re-enter the building.
- All spectators must enter and exit the building by the cafeteria entrance.
- Students must leave the building and school grounds at the conclusion of the event unless otherwise directed.
- Failure to comply with these rules will result in expulsion from the event and/or other disciplinary actions.

## **FIRST AID/MEDICATIONS**

First Aid is the immediate, temporary care given in case of an accident or sudden illness. It is not treatment. The school nurse is responsible for administering first aid. Students feeling suddenly sick should first report to their assigned class and their teacher will send them down to the nurse with a pass. Any student reporting directly to the nurse without a pass will be sent back to class without being seen.

On rare occasions it may be necessary for a student to take medication during school hours. The school requires a written request from the doctor and parent. All medications must be stored in the nurses' office. The nurse CANNOT give any medication including over the counter medication without proper parental and doctor approval.

Students are not to use the health facility for non-emergency reasons.

Any student abusing the Health Clinic procedures will be reported to Administration for disciplinary action.

## **USE OF TELEPHONE**

Students may use the pay phone for important matters DURING HOMEROOM OR AFTER SCHOOL with the proper pass. No passes to use the telephone will be given during regular class periods. Students may use the phone in the Assistant Principals' Office ONLY in the event of an absolute emergency.

## **LOCKER RULES**

1. Each student is assigned to his/her own locker. **DO NOT GIVE THE COMBINATION TO ANYONE.** There is to be **NO SHARING** of lockers. Always **LOCK YOUR LOCKER. THE SCHOOL WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN LOCKS OR ITEMS FROM A LOCKER.**
2. Students should keep their lockers clean and free from stickers, etc.
3. Personal locks **MAY NOT** be placed on any locker. If they are, they will be **CUT OFF.**
4. Students are responsible for locks at all times. Student locks that are missing can be replaced at a cost of \$5.00.

## **MUSIC LESSON POLICY**

Students are scheduled for a music lesson once per week on a rotating schedule. Students are required to attend their music lesson unless they have a major exam in the period's class. Students should report to their lesson at the beginning of the period and obtain information regarding their missed class either before school, during lunch, after school, or before the class period from their teachers. A student's class participation grade will not be affected by his/her attendance at the required music lesson.

## Library Guidelines and Rules

**During Homeroom:** Students may use the library during homeroom provided they enter with a signed pass from their homeroom teacher.

**During Lunchtime:** To use the library during a lunch period, students must sign up with the library assistant at the library booth in the main lobby upon entering the building. This will be the only time students will be allowed to sign up to go to the library during lunch.

**During Class Periods:** Classroom Teacher's may issue a library pass to 2 students at a time.

**During Study Hall:** Students are to report directly to the library and sign in. Students who are not doing their work quietly, will be asked to return to study hall. Students who are remiss in their behavior will lose their library study hall privileges for one (1) week.

**Borrowing Library Books:** Students may borrow two (2) books at a time. Books may be borrowed for two (2) weeks and may be renewed for an additional two-week period upon request. Reference books and magazines may not be borrowed from the library unless approved by the library staff.

**Overdue Notices:** Students will get up to three overdue notices during homeroom. If the borrowed item(s) is not returned, students will serve a library lunch detention and write a letter home requesting the parent(s) to locate the missing item(s). If after this time the matter is still not resolved, students must pay for the book.

**Lost/Stolen/Damaged Books:** If a library book is checked out in a student's name and it is reported lost, stolen, or damaged, it is the responsibility of the student to pay the cost to replace the book.

**Computer use and Printing Privileges:** Students must get all documents approved by the librarian **BEFORE** printing. Students may not visit gaming, video, music, e-mail, chat, or social networking sites when using the computers in the library. Library computers need to be used in accordance with the Acceptable Use Policy.

**After School Use:** The library will be open for after school use on Mondays, Wednesdays, and Thursdays from 2:10 to 3:30. Students must sign up in the guidance office before 1:00 p.m. to be eligible. Students may not request library use after this time. The sign up sheet is limited to 25 students. If the sign up sheet is filled, students needing the library must see the librarian before 1:00 p.m.. It will be up to the discretion of the librarian to add extra students that day. Students must sign and complete the form fully to be eligible for after school use. Students who are signed up by other students, will not be allowed to attend that day. Students who sign up for after school library and do not attend, will get a letter sent home and lose after school library privileges for one (1) week.

## AUP Form/Computer Usage Agreement

All students are required to have an AUP form on file with the district. This form is filled out by every student, signed by a parent/guardian and returned to the Guidance Office to be forwarded to the necessary district office. This is an agreement and consent form explaining the Monticello School District's computer usage policy, including the internet. This form will remain on file for the duration of a student's educational career while in the Monticello School District. Those students failing to turn in an AUP form will not have computer privileges. Students who do not follow district computer guidelines may lose computer privileges and receive other possible consequences.

## RJK Homework Hotline

Parents and students can access our homework hotline to find out what homework was assigned in each subject from each team in the middle school. Dial 796-3058 to access the hotline and then choose the extension of the team. The extensions are listed in the table below.

Team 6R—Ext 20701	Team 7R—Ext 20704	Team 8R—Ext 20702
Team 6J—Ext 20708	Team 7J—Ext 20706	Team 8J—Ext 20705
Team 6K—Ext 20709	Team 7K—Ext 20703	Team 8K—Ext 20707
Team 6M—Ext 20710		

## **REPORTING PUPIL PROGRESS - MARKING SYSTEM**

Pupil progress in scholastic achievement is rated on a numerical scale. A grade of 65 and above is passing. Report cards indicating pupil progress are mailed home four times during the school year. Progress reports will be sent after 5 weeks into each marking period.

### **TEACHER COMMENTS:**

In addition to a numerical grade on your report card, each student may receive up to 3 comments from each teacher.

### **FINAL EXAMS:**

Final exams will be given to all students. Final exams represent 11% of your child's final average.

### **REQUIREMENTS FOR PASSING A COURSE:**

In order to pass a course for the year, a student must have a final grade of 65 or better.

### **HONOR ROLL:**

All students who achieve an 85-93.9 average or better and with no grade below a 65 and no incompletes will be placed on the Honor Roll. All students who achieve a 94.0-97.9 average with no grade below a 65 and no incompletes will be placed on the High Honor Roll. All students who achieve a 98.0-100 average with no grade below a 65 and no incompletes will be placed on the Principal's List. The Honor Roll list will be published after each marking period and will be sent to the local newspaper and Weekly School Bulletin for reproduction. Students who make the honor roll for the first three marking periods will be honored at Academic Achievement Night in June.

### **RETENTION**

#### **Consideration of students for retention will be based on the following:**

- a) Failure of 2 or more core subjects.
- b) Excessive absences where work is not made up.
- c) Recommendation of Retention Committee.

### **SERVICES OF THE GUIDANCE COUNSELOR**

If a parent would like to meet with the guidance counselor or teachers, an appointment may be requested by phone between 7:00 A.M. and 3:00 P.M. with the Guidance Secretary. A student may come to the guidance office to set up an appointment with their guidance counselor before homeroom, during a study hall, or during their lunch period.

### **TEXTBOOKS**

All students will be given the appropriate textbooks and workbooks. Once they have been issued, students are responsible for the care and for returning them. Books, which have been lost or damaged, will be paid for by the student to whom they have been issued. When the teacher issues a textbook to you, you will be required to sign a Textbook Card for verification. At the end of the school year, when the student returns his/her textbook, he/she will receive back his/her card as a receipt that the book has been returned.

**Final report cards WILL NOT be issued** to students who have not returned or paid for their textbook(s). All textbooks must be covered at all times. Failure to do so (after being reminded by teachers) will result in disciplinary action.

### **HOMEWORK**

When students are expected to be out of school in excess of three days, parents may call the Guidance Office to request homework and class work assignments from teachers. The work may be picked up at the Guidance Office between 7:00 a.m. and 3:00 p.m.

For absences of less than three days, students are expected to obtain homework assignments and class work from their fellow students. Therefore, it would be helpful if each student obtained the phone number of one of their classmates in each subject area.

Students who are absent and/or suspended are expected to make up the missed schoolwork at the rate of one day per day of absence.

## **PREPARED FOR SCHOOL WORK**

All students are expected to be prepared for all of their classes, which means arriving to class with the proper books, assignment book, pens, pencils, and assignments. For gym, this means the proper uniform: T-shirt, shorts, and sneakers.

## **MIDDLE SCHOOL OPPORTUNITIES**

### **AFTER SCHOOL OPPORTUNITIES**

There are a number of different activities taking place in school after the regular school day in which students may participate. Clubs, teams, tutorial, and intramurals meet after school with late bus transportation being provided. As these activities are formed, announcements will be made in school. Participation in all after school activities is always voluntary. Students demonstrating poor behavior during any extra-curricular activity will face disciplinary action and possible suspension from participation in extra-curricular activities.

### **LATE BUSES**

Late buses are provided at 4:30 everyday. You must have a pass to get on the late bus.

### **MEDIATION PROGRAM**

If a student is having a conflict with others, he/she should contact a teacher, the Assistant Principals' Office or the Mediation Coordinator to set up a mediation session. The program allows students to sit down and work out the conflict.

### **SCHOOL DANCES**

We hold approximately 5 dances a year. These dances are held 7:00 p.m.- 8:30 p.m. in the cafeteria. Students must remain in the building for the entire dance unless they are picked up by a parent. Parents are expected to pick up their children promptly at 8:30 p.m. At the conclusion of the dance, we discourage students from leaving the dance without supervision.

*Students will not be permitted to attend a dance if:*

1. They are absent the day of the dance.
2. They commit an offense that requires an administrative after school detention, in-school suspension or out of school suspension during the week of the dance.
3. They have behaved inappropriately at a previous dance. (Students will be told the night of the dance if they cannot attend any more dances for the year.)
4. At the discretion of the administration.

### **ENRICHED/ACCELERATED CLASSES – CRITERIA**

Students are recommended for participation in the enriched ELA and social studies courses and/or accelerated science and math. The criteria for these courses includes report card grades, teacher recommendation, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade NYS assessment scores and benchmark scores. Some subject areas may require a specific test and/or writing assignment. Questions concerning specific courses may be directed to the department supervisors.

## **AWARDS AND HONORS**

In an attempt to motivate and recognize achievement, good citizenship, and involvement in school activities, we have a number of awards. These include the following:

### **Academic Achievement Night:**

Students who make the honor roll in the first three marking periods will be honored at Academic Achievement Night in May.

### **Attendance Certificates:**

Given to a student who has 100% attendance for a marking period.

### **Gold Cards/Silver Cards:**

Given to students who have either perfect attendance for the year (gold card) or up to three absences for the year (silver card). The gold card entitles a student to attend RJK school functions for free. The silver card entitles a student to attend RJK school functions for half price.

### **Honor Roll Certificate:**

Given to a student who makes the honor roll for a marking period. A student must have an 85 average or better to be on the honor roll.

### **National Junior Honor Society:**

Students are eligible at the end of the seventh grade; they must meet the following criteria:

- a) a cumulative average of 85 or better
- b) good citizenship and character demonstrating a sense of responsibility
- c) Involvement in school and community

### **Panthergrams:**

Any teacher may send these post cards to indicate good work and/or behavior in class.

### **Presidential Academic Fitness Award:**

Given at the end of the 8th grade, a student must meet the following criteria.

- a) a cumulative average of 90.0
- b) standardized achievement test scores at the 85th percentile for verbal and/or mathematical skills.

### **Student of the Month:**

Given by each department to a student who has shown improvement or outstanding work for the month. Students will attend a field trip chaperoned by faculty members.

### **Principal's Breakfast:**

Grade level teams nominate students with highest average, best effort, good citizenship and most academically improved. A Principal's Breakfast is given each marking period for these students.

### **5-Point Club:**

Students who improve their grade point average by 5 points or more, will receive a certificate and are invited to a celebration to recognize their achievement.

## **CLUBS AND ACTIVITIES**

American Red Cross	The Middle Wrinkle
Builders Club	P. A. Announcers
Chess Club	RJK Word - School Newspaper
Environmental Club	S.A.D.D. Club
Girls & Boys Groups	S.C.I.L , Jr.
French Club	School Store
Homework Club	Skills Recovery Program
Honor Society	Spanish Club
Library	Stage Crew
Literary Club	Student Council
Math Counts	Talent Show
Math Team	Tutorial Program
Mediation Program	Yearbook
Middle School Musical	



## ACTIVITIES PARTICIPATION CONTRACT

I \_\_\_\_\_ accept the positions of \_\_\_\_\_  
 \_\_\_\_\_ in the Robert J. Kaiser Middle School. I understand that I am required to be a good school citizen. I also understand that in order to participate in this activity, I must learn and abide by all the school rules and regulations as listed in the Robert J. Kaiser Middle School Student Handbook. I will be responsible for my actions and am aware of negative consequences if I receive a referral, in-school suspension or out of school suspension. I also agree to tell my advisor/coach if I am at any time in danger of failing 2 or more classes. I also agree to take full responsibility for not following any of the guidelines listed in this contract. I understand that I must attend all meetings/practices/rehearsals unless I have an excuse from my doctor or a parent. I understand that my advisor/coach can replace me at any time during this activity if I do not follow through with my commitment.

\_\_\_\_\_ I have read the contract above. I understand the requirements and agree to abide by this contract.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Advisor/Coach Signature**

\_\_\_\_\_  
**Date**

## THE PROGRAM FOR MIDDLE SCHOOL STUDENTS

### GRADE 6

**Math**  
**English Language Arts**  
**Science**  
**Social Studies**  
**Physical Education A/B**  
**Technology A/B**

### GRADE 7

**Math**  
**English Language Arts**  
**Science**  
**Social Studies**  
**Physical Education A/B**  
**Guided Reading A/B**  
**Foreign Language**  
**Music-A/B**

### GRADE 8

**Math**  
**English Language Arts**  
**Science**  
**Social Studies**  
**Physical Education A/B**  
**Guided Reading A/B**  
**Foreign Language**

### QUARTET

**Art - 10 weeks**  
**Health - 10 weeks**  
**Home & Career - 10 weeks**  
**Music – 10 weeks**

**Art - 10 weeks**  
**Health - 10 weeks**  
**Home & Career - 10 weeks**  
**Technology – 10 weeks**

**Art - 10 weeks**  
**Health - 10 weeks**  
**Home & Career - 10 weeks**  
**Technology - 10 weeks**

**Also available on elective basis - Chorus, Band and String Ensemble (Orchestra)**  
**Academic Intervention Services for English/Language Arts and Math.**  
**A/B courses are offered every other day for the entire year.**

## **SCHOOL CLOSINGS**

In the event of inclement weather, the following radio and television stations will broadcast delayed openings and early closings.

### **Radio Stations**

**WALL      WDRE      WELV      WGYN      WHUD      WJFF      WSUL      WVOS**

### **Television Stations**

**WRRN      FOX 5**

You may also call the middle school, 796-3058, after 6:00 a.m. and listen to the automated teller; it is important that you listen to the entire message. ***Please remember that this message refers to the middle school.*** If you have students in other schools in the district, please listen to your local radio station.

Announcements are also posted at [www.cancellations.com](http://www.cancellations.com) and on the school district's website [www.monticelloschools.net](http://www.monticelloschools.net).

Delayed openings mean all schedules will be delayed one or two hours. Bus pickups will be approximately one or two hours later than the scheduled time.

Parents who are concerned with road conditions in their neighborhood are advised to use their own judgment as to sending their children to school.