

Marie Curie Magnet School for Science,
Mathematics and Technology Middle School 158Q
46-35 Oceania Street, Bayside, New York 11361
Marie Nappi, Principal

Main Office (718) 423-8100 Fax (718) 423-8135

Dear Parents/Guardians and Students:

Welcome to Marie Curie Middle School 158Q!

The vision for Marie Curie Middle School is to enable staff to provide challenging instruction in a nurturing environment for our students in collaboration with families and community, so they achieve their maximum potential and are prepared to enter society as knowledgeable and caring persons.

Communication is key to understanding what your child is experiencing in school. MS 158Q has gone GREEN; therefore my *monthly newsletter* will be posted on the school's DOE website each month and sent in an email attachment to all families by the Parent Coordinator. Hard copies will be available at all PTA meetings, in the Lobby and in the Main Office as well. The letters give information about upcoming events, test dates, meetings and a variety of school information

Our school website is schools.nyc.gov/schoolportals/26/q158. Please make sure that you send the Parent Coordinator your email address to receive important school information.

Parents and teachers working together is a recipe for success. "Together we create success." Together we set high expectations for success for EVERY student. Your child should read at least 45 minutes every night. No excuses.

I ask that parents and students read this handbook together. Should you have any questions, please do not hesitate to contact your child's Assistant Principal or Guidance Counselor.

We are looking forward to working together in making this a productive and memorable year for your child. Thank you for your collaboration and cooperation.

Respectfully,

Marie Nappi
Principal

Welcome to *Marie Curie Middle School 158*. Our school was named in honor of a great scientist, Madame Marie Sklodowska Curie. In 1898, after many years of scientific research, Madame Curie discovered uranium. She later discovered polonium. Madame Curie's remarkable achievements in the field of physical chemistry came only after much study and hard work. She was awarded two Nobel prizes. Our school can take great pride in being named after this famous woman. Our students can find inspiration in her achievements.

The vision for *Marie Curie Middle School 158* is to enable staff to provide challenging instruction in a nurturing environment for our students in collaboration with families and community, so that students achieve their maximum potentials and are prepared to enter society as knowledgeable and caring persons.

Our goal at Marie Curie is to develop capable, productive, responsible citizens. We resolve to:

- Develop self-confidence by providing opportunities for success.
- Provide for the exploration of many areas of learning.
- Promote active learning of the basic skills through a correlated team planned curriculum aligned with CCLS.
- Provide for a variety of individual learning styles which help all students to reach their potential.
- Provide opportunities for positive family involvement.
- Develop proficiency in decision making, problem solving, and communication skills.
- Provide consistent academic and behavioral expectations.
- Promote the students' development of a clear and positive view of themselves and the world environment.

CURIE CODE OF CONDUCT

All individuals have a right to an education, to be respected, to have property respected and the right to be in a safe and healthy environment. All individuals have the responsibility to guarantee these rights to other individuals.

1. I will attend school regularly to further my education.
2. I will report to school and classes on time.
3. I will treat everyone with respect; courtesy and act cooperatively at all times.
4. I will respect the property of the school and of others.
5. I will fulfill my responsibilities as a student by not disrupting my learning or the learning of my fellow classmates.
6. I will be in the hallways during class only with a written pass from a teacher.

7. I will dress appropriately for school.
8. I will lock outerwear which may not be worn in school (i.e., hats, coats) in first period class wardrobe or the late closet.
9. I will leave non-school related items at home: Tablets, e-readers, gum, MP3 players, cell phones, candy, Yu-Gi-Oh and Pokémon Cards, toys etc.
10. I will abide by the rules and regulations of the Department of Education Discipline Code.

STAFF

Assistant Principals

Assistant Principals work with the Principal, teacher and students. There is an Assistant Principal assigned to each grade to assist students with every aspect of school life.

Guidance Counselors

Guidance counselors are available to assist students, teachers and parents in areas of school achievement and adjustment. Students can meet with guidance counselors individually or in groups to discuss matters of difficulty or concern. Students may see the counselors in the morning before class, during lunch, at the end of the day or ask the teacher for a pass to the Guidance Office located in Room 113.

Dean's Office

The Dean responds to student and teacher concerns regarding school safety and discipline. Students may see the Dean in the morning before class, during lunch, at the end of the day or ask the teacher for a pass to go to the Dean's Office.

School Security

School Safety Agents keep our building safe. They greet visitors to the building at the front desk, issue visitor's passes and walk through the halls, cafeteria and school yard as part of their patrol. Please make sure you have the proper ID to be allowed to pass the Security Desk.

School Aides

School aides assist with bus passes, working papers, health matters and cafeteria lineup, among other tasks in the school.

Parent Coordinator

The Parent Coordinator assists parents with school concerns and provides necessary information about the school.

POLICIES & PROCEDURES

Abuse and Harassment

Any aspect of abuse or harassment is not tolerated in our school whether it is between students or between adult (parent or staff member) and child. Anyone with knowledge of abuse or harassment in or out of school must notify school officials immediately.

Arrival and Departures

Students may **only** use the school yard attached to the school 20 minutes before school. The Basketball and Handball courts are not school property and, therefore, they are not supervised. All students should be in the schoolyard no later than 7:50am. Drop off students in the front of the building if it is 7:55am or later so that they don't walk around the building. Students in grades 7 and 8 go directly to their first period class through the school yard entrance in the back. Grade 6 students go to their first period class through the cafeteria rear door. In inclement weather, Grade 7 and 8 students may report to the auditorium 20 minutes before first period. Grade 6 students enter the cafeteria through the rear door at that time. Students, who are early morning monitors, must have a pass to come into the building. They must be under a teacher's supervision. At dismissal, all students must leave the building using the closest exit except for those staying for the 37.5 minute extended day or Beacon.

Attendance

Good attendance is reflected in a student's achievements and success in school. Students are encouraged to have excellent attendance. Students must always bring an absence note to their first period teacher immediately upon return to school. Students who are absent should call their Homework Partners for any missed work in order to keep up with classwork.

Behavior

Students are expected to respect the rights of others in the building. At all times, students are expected and required to observe high standards of behavior, citizenship and concern for the welfare of themselves and others. Students are expected to follow the Curie Code of Conduct. In addition, students who participate on school sports teams must have a satisfactory academic and conduct rating to remain on the team and display proper sportsmanship when representing MS 158.

Books

Textbooks are loaned to students who must take responsibility for them. The student's name must be written on the label inside the front cover of the book which must be covered. Books may not be left in a classroom without the permission of the teacher. Students are responsible for lost or damaged books. Report cards are withheld from students who owe book or library fines. ***Parents are not permitted to drop off projects, books or other items the student forgot at home.***

Buses

Information and rules are available to parents and students at the beginning of each school year. The yellow school bus for grade 6 students is based on their home address. If there is an issue with the yellow school bus, please call the Office of Pupil Transportation at (718) 392-8855. Metro cards are issued to students based on the distance from their home address to the school. For further information, please visit the Office of Pupil Transportation at <http://schools.nyc.gov/Offices/Transportation/default.htm>

Care of the Building

The members of the Marie Curie family spend many hours in school and want a clean, attractive environment. We are all responsible for the care and maintenance of the building. Damage to school property, including graffiti, is prohibited and will result in disciplinary action.

Discipline

The DOE Discipline Policy is distributed at the beginning of each school year and is available in the Main Office. The following is the ***Marie Curie School Discipline Policy***:

- Non-school related items such as an iPod, cell phones, beepers, balloons, sports equipment, permanent markers, electronic games, Yu-GI-OH and Pokémon cards are not permitted in school.
- Gum is not allowed in the school at anytime, anywhere.
- Fighting, including, *"play fighting"* is not permitted at any time in school. Students must seek other means to resolve conflict, such as, peer mediation.
- Coats, jackets and other outer wear are to be locked in the student wardrobe in your first period class. Students who arrive late will have their coat locked in the late closet and may serve late detention.
- Requests by students to make an emergency phone call in the Main Office must be approved by a supervisor.
- Students must walk through the halls without running and/or pushing and stay to the right.
- Students must obey up/down stairwell directions during passing.

Dress Code

Dress reflects your sense of personal pride and your attitude toward school. School is a place where children come to learn. Students are expected to dress appropriately for school. Among the items that are unacceptable for school are T shirts with objectionable sayings or pictures, cut off T shirts, tank tops, short shorts or short shirts-any exposure to the midriff, hats worn indoors, and in general, clothing in poor taste. Also, inappropriate wearing of jewelry is prohibited. **When in doubt - Don't!**

Emergency (Blue) Contact Card

Students receive two emergency contact cards on the first day of school. Both cards must be returned immediately with the name, address and telephone number of an adult who can be contacted if necessary. The name and phone number of the family physician should also be supplied. It is the student's responsibility to inform the school of any changes in information on the card. If there is an address change, proper documentation must be given to the Pupil Account Secretary before it can be changed in the computer.

Emergency Drills

For safety, emergency drills are conducted on a regular basis. Silence must be maintained during all drills so that instructions can be heard by all and the drills are orderly. During a fire or lockdown drill, an announcement will be made. Two gongs indicate a return to class.

Grading and Report Cards

Grades are determined by each teacher on the basis of tests, quizzes, projects, homework, class participation, literacy logs and "Exit Projects". Grades are calculated in increments of 5 points up to 85%. Above 85%, grades are in increments of 1. Below 65% is considered failing for heterogeneous classes and below 75% for Magnet and SP classes. Report cards are issued four times a year. Students are given grades in all subjects as well as grades for responsibility, effort and conduct. "Performance Levels" are indicated on the report card. Attendance and lateness are also included on the report card. Parents must sign the card and students are to return it the next day to the homeroom teacher. Conduct grades are U-Unsatisfactory, N-Needs Improvement, S-Satisfactory and E-Excellent. Using Pupil Path you can see your child's progress daily.

Halls and Stairwells

Students are expected to go directly to their assigned place each period. A pass is required for students to be in the halls during class time. Students may request a pass from a teacher who will determine if the pass should be given. Students are expected to behave appropriately in the halls and stairwells. Therefore, they are to walk calmly and talk quietly when passing in the halls. Students are expected to stay to the right in the halls and obey the directional signs (arrows in stairwells and red or green markers on doors) when passing.

Homework

Students have daily assignments in several subjects as well as long-range projects. Homework can involve reading, writing or study. Long range assignments are given in writing with a due date. Remember that homework is an important part of learning. This handbook will help you organize your assignments. Students are required to use and to carry this book at all times.

Honor Roll Requirements

In November, February, April and June, the names of students who achieve the honor roll are posted in the Main Lobby. Students receive a certificate. To be on any Honor Roll, all grades must be 85 or higher and conduct must be a Satisfactory or Excellent rating. Chronic absences or lateness may keep you off the Honor Roll. Principal Honor Roll: Students must achieve an overall 95% average or above in all subject areas and a satisfactory conduct rating. Gold: Students must achieve a 90-94.99% average in all subject areas and a satisfactory conduct rating. Silver: Students must achieve an 85- 89.99% average in all subject areas and a satisfactory conduct rating.

Lateness

Lateness to school or to class results in loss of instructional time as well as possible disruption of a class in progress. 8am in your seat! Parents will be notified each day their child is absent or late. Attendance and punctuality are recorded on the student's report card. Students will serve Friday afternoon detention if habitually late to school. High Schools look at 7th grade attendance, lateness and grades.

Leaving Early

Students who have a scheduled appointment during the day are to bring in a note from the parent to the secretary in the Main Office on the morning of the appointment. No student will be allowed to leave the building without a parent or an adult designated on the blue emergency card. Attendance will be affected if signed out early. Depending on the time of sign out students may be considered absent.

Lost and Found

If an item has been lost, students can check in the Deans' Office. Found items can be turned into this office.

Meals

Nutritious foods and beverages are provided to students. Breakfast and lunch are provided daily. Reduced price or free meals are available for students who qualify. Our school cafeteria has a computerized accounting system known as POS. You can open an account by going to www.LunchMoney.com and click ENROLL NOW or call 1-800-479-3531. Each student will receive a pin code to purchase lunch and snacks.

STUDENT ACTIVITIES

Curie Stars

Each month, students who have made a contribution of extra effort or kindness in the school are nominated by teachers for this award and twice a year certificates are awarded at the PTA meeting.

Clubs and Teams

Some of the many clubs and teams are Basketball, Softball, Girls' Volleyball, Computer, Math, Dance, Peer Mediation, Yearbook, Jazz Ensemble and Recycling Club. These groups meet before or after school. Additional activities will be announced during the school year if budget permits.

Library/Media Center

The school library is a multimedia center located in Room 226.

National Junior Honor Society (NJHS)

Students in grades 7 and 8, who demonstrate high academic performance in all major subjects and excellent character traits, may be eligible for Induction into the society. There is an additional community service requirement.

Student Organization

The Student Organization (SO) is the student voice in decisions made in school. The SO has elected officers and sponsors many school activities. Election campaign for class representative will be in October.

Talent Classes

These classes are offered to children starting in the 7th grade. Talent classes may include Art, Band, Dance, Orchestral, Vocal Music and Computer.

SKILLS GUIDELINES FOR STUDENTS

HOMEWORK SKILLS

1. Copy homework assignments in your assignment book exactly as they appear on the board. Make sure you understand the assignment.
2. Use a quiet place with appropriate lighting.
3. Have proper tools readily available: books, paper, pens, etc.
4. Balance the amount of time spent on homework, studying and play.
5. Make sure the school heading with date and assignment (as per teacher's directions) is included.
6. Check your work for neatness and accuracy.
7. Review and study homework assignments.
8. Plan your time so that you meet all homework or project deadlines.
9. Make sure you have the telephone numbers of three students in each subject class to get homework assignments when you are absent.
10. REMEMBER TO BRING YOUR HOMEWORK TO CLASS.

TEST TAKING SKILLS

1. Get a good night's sleep and eat a good, healthy breakfast.
2. Make sure you read and understand all the directions and listen to all instructions carefully.
3. Come prepared with all appropriate materials for the specific test.
4. Budget time to answer all questions. Use the process of elimination.
5. Read the entire question carefully before answering.
6. For multiple choice questions use the process of elimination.
7. For essay questions: (a) list the ideas and reorganize in sequential manner, (b) use key words from the question to write your topic sentence(s).
8. Be sure you answer all of the questions.
9. Use all the time allotted.
10. Check all your answers.

STUDY SKILLS

1. Study daily by reviewing notes at least 10-15 minutes in each subject.
2. Find a quiet, well-ventilated, well-lit room with no distractions.
3. Take efficient notes.
4. Organize all materials (homework, textbook, pens, atlas, ruler, etc.).
5. Make vocabulary lists and/or flash cards.
6. Outline significant information (graphic organizers).
7. Quiz yourself.
8. Make a list of questions and problems to be asked in class the next day.

NOTE TAKING SKILLS

1. Keep notes in the individual subject of your loose leaf or wherever the teacher indicates.
2. Write down the aim or topic and date of each lesson.
3. Copy notes from the board or overhead. Take notes of discussions.
4. Listen for signal phrases. (See #4 under Listening Skills)
5. Use words, phrases, abbreviations, and not complete sentences.
6. When reviewing your notes, mark the main ideas by underlining, highlighting, using stars or arrows.
7. Review notes daily for every subject.
8. If you are absent, get the notes from your homework partners.

LISTENING SKILLS

1. Focus on the speaker.
2. Tune out distractions, e.g., street noise and hall noise.
3. Listen for the main idea.
4. Listen for key/signal words, e.g., however, next, then, first, now, etc.
5. Use other senses to aid in listening effectively, such as watching a speaker's body language.
6. Ask to have the material explained in another way to help you understand.
7. Wait your turn to speak, listen to the speaker.

INTERNET GUIDE

General Rules:

1. If anyone uses language that is inappropriate or talks about subjects that make you feel uncomfortable, tell your parent. Never give your real last name, address, or telephone number to anyone. If someone asks for this information or your password, do not respond. Log off and tell a trusted adult.
2. Never give your real last name, address, or telephone number to anyone. If someone asks for this information or your password, do not respond. Log off and tell a trusted adult.
3. Never agree to meet with someone you've talked with on the Internet without asking permission from your parents first.
4. E-mails are used by many students. It is unwise to accept e-mails from strangers. A safe rule is if you don't know the sender, do not download the file.
5. If a student is sending you e-mails which are offensive or inappropriate, tell your parent. The school can't be responsible for e-mails which are sent after school hours. In this case, it is advisable for your parent to report the incident to the Dean, report the incident to the local precinct and contact the Internet service provider.