

# **PS 126/MANHATTAN ACADEMY OF TECHNOLOGY**



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## **PARENT HANDBOOK 2018 - 2019**

Dear Parents of PS/IS 126 and MAT,

The purpose of this handbook is to provide information as well as answers to general questions which you may have regarding the operation of our elementary and middle school here at PS/IS 126/MAT. Of course, we realize that you may have other questions more specific to your child and we sincerely invite you to visit our school to obtain further information.

Our primary objective is to provide the very best instructional program for our children. We welcome your comments, suggestions, and or recommendations on how we can best meet your child's needs. In addition, we welcome your active participation in school functions and activities.

Sincerely,

Carlos Romero  
Principal

## General Staff Listing

Mr. C. Romero	Principal
Mr. R. Singh	Assistant Principal Middle School
Ms. R. Berg	Assistant Principal Elementary School
Ms. R. Johnson	Parent Coordinator
Mr. RJ Weaver	Guidance Counselor
Ms. Lien Truong	Guidance Counselor
Ms. Jackie Knight	Counselor, Jewish Board
Ms. M Sentmanat	Social Worker/IEP Team
D. McCarthy	Special Education Coordinator
Ms. S. Apos	School Psychologist
Ms. M. Rodriguez	SPAIS Counselor
Ms. Pack & Ms. White	School Safety Agents
Mr. N. Costigan	School Nurse

## *PS 126/MAT's Values*

### ***Continuous Improvement***

At PS126/MAT. We are committed to performing better every day as individuals and as a team of learners. By better understanding our students' learning needs and continuously reflecting on student data to innovate and improve our instruction, our students will become excellent readers, writers, mathematicians, historians and well-rounded citizens.

### ***Community***

We care about and embrace everyone who walks through our doors. Our thinking is community-centered and we are committed to serving the needs our children. To this end, we have structures in place for social, emotional, and educational growth and celebration.

### ***Character***

All PS 126/MAT staff and students are committed to acting with compassion, enthusiasm, integrity, and honesty in all situations. We value empathy and diverse ideas and work hard to extend ourselves beyond what is expected while remaining flexible with a sense of humor.

### ***Six Steps to Living Our Values***

1. Communicate effectively
2. Give and seek feedback
3. Value unique contributions
4. Promote teamwork
5. Work & play hard
6. Live the example

***PS126/MAT Community Expectations:***

:

- Always listen to and follow directions given by staff members.
- Always maintain appropriate behavior in the hallways and staircases, including quiet transitions and walking to your destination.
- Tell the truth. It is always better to tell the truth.
- Be respectful of other people’s feelings. Do not tease, insult, threaten or bully. Always ask yourself, “How would I feel if someone did that to me?” If your answer is, “I would feel great!” then do it. If your answer is, “I wouldn’t like it!” then never do it.
- Keep your hands to yourself at all times and be mindful of the personal space of others.
- Profanity or insulting gestures are never appropriate.
- Be respectful of other people’s property. If you want to use someone’s property, ask him or her for permission.
- Take care of your school. Never write on desks, walls, lockers, or floors. Clean up after yourself.
- Respect students’ work time and refrain from creating distractions.

Failure to adhere to our ***P.S. 126/MAT Community Expectations, may result in any of the following actions:***

- Writing a letter of apology.
- Losing privileges - recess, trips, etc.

- Meeting with the Principal, Assistant Principal, or the Guidance Counselor
- Confiscation of items and contacting parent/guardian
- Suspension

### ***Diversity at PS126/MAT***

As a school community, we acknowledge and value diversity. In this interdependent global community, students must be socially, culturally, and intellectually grounded in order to become productive citizens. Through our curriculum, school activities, and daily interaction, students will learn and share experiences, backgrounds, views, and values.

We believe that creating a diverse learning community builds a culture of respect, responsibility, and citizenship that produces global learners and thinkers.

### ***Arrival***

#### ***Breakfast Program***

Free breakfast is prepared and served in the cafeteria daily at 7:50 a.m. for **all students**.

- **Parents of Pre-Kindergarten** students will escort their child directly to the classroom by 8:20 a.m.
- **Kindergarten - Fifth Grade** students will meet their classroom teacher in the cafeteria by 8:20 a.m. The teacher will come promptly at 8:20 a.m. to line students up and bring them to their classroom.
- **Middle School** students who arrive to school prior to 8:10 a.m. will be seated in the playroom. At 8:10 a.m. middle schoolers will be escorted to the 4<sup>th</sup>

floor and use the next ten minutes to prepare for the day by retrieving and depositing materials in their lockers. **All middle school students should be sitting in their classroom seats at 8:20 a.m** for the start of advisory.

### *Dismissal*

**Dismissal Information Form** - All elementary school students, **must** have a “**Dismissal Information Form,**” on file with their teacher. Students will not be released to anyone that is not listed on the form. **Please make sure that you return this form to the school immediately.**

- **Pre- Kindergarten** students are dismissed at 2:30 p.m. in the front of the school. They must be picked up by a parent or adult caregiver listed on the **Dismissal Form.**

**Kindergarten through Fifth Grade** will be dismissed at 2:40 pm. They will exit out the main entrance accompanied by a teacher. Students must be picked up by a parent or adult caregiver listed on the Dismissal form. **Please make sure the teacher is aware when you are taking your child.**

Any student not picked up on time will be escorted to the main office where a school aide is on duty. **(please note that all staff members are finished at 3:30 p.m.)** You must notify the Main Office immediately if an emergency prevents you from picking up your child on time and please disclose what arrangements you have made to have your child picked up as soon as possible.

### ***Middle School Dismissal***

All Middle School students will be released at 2:40 pm and 11:30 am on half days.

- **We do not require a dismissal form for Middle School students.**
- All Middle School students will exit out the west side of the school building.
- All students must vacate the school building by 3:00 pm unless they have permission to stay with a teacher, after school sports, or the ISS program.
- It is the responsibility of the student to notify their parent/legal guardian if they are remaining with a teacher.

### ***Absence and Lateness***

Attendance is essential to your child's academic achievement. Absences and latenesses result in a loss of instructional time. This has an enormous impact on a child's learning since there no way to make up for the lost time. The chancellor's regulations require students to maintain 90% attendance. Vacations must be planned around the school calendar.

***The Department of Education does not excuse student vacations that do not conform to scheduled school closings.***

Arriving on time for school is a crucial part of your child's development as a learner. Please make sure your child gets to school on time. Our school doors open promptly at 7:50 am. All students must be seated in their classrooms at 8:20 am. Late arrivals disrupt the smooth beginning of the day



for everyone. Students who arrive to school after 8:20 am are required to get a late pass in order to enter the classroom. Please be aware that attendance is a part of your child's permanent record and be reviewed for promotion and middle school placement.

Schedule appointments for your child during after school hours. If you know ahead of time that your child will be absent, please inform your child's classroom teacher and the office in writing with the dates and reason for the absence, including supporting documents. If your child is sick and will be out of school, please call the Main Office to report the absence.

### ***Effects of Excessive Absence or Tardiness***

Excessive absence may result in:

- Consideration as a criteria for retention at a grade level.
- Suspension of opportunities - after school sports or arts programs.
- Grade reduction that recognizes the relationship of presence in class to achievement.
- Referral to the truancy division.

### ***Reporting Absences***

When a student is absent, parents are required to notify the school by telephone before 9:00 am. The parent needs to report the reason for the absence.

- Illness – absences with a doctor's note will be noted as an excused absence

- Death in immediate family
- Family emergency
- Observation of religious holidays
- Situations of reasonable concern for the health or safety of the student
- A cause beyond the control of the student

### ***Make-up Work***

Parents and/or students assume responsibility for requesting assignments when a student is absent.

- Student should check the school website for assignments.
- Homework may also be requested by calling the school on the **second day** of any excused absence

### ***Leaving Early***

Leaving school early is not encouraged and all appointments should be made for after school. If a student needs to leave the school before the end of the school day for any reason, an adult must come in to sign the child out in the “Sign-out Log” located in the Main Office. We cannot legally release a child unless a parent or legal caretaker comes to the school and signs the child out. **Please do not send anyone that is not listed on your child’s emergency blue card or under the age of 18 years.**

### ***Blue Emergency Card***

In the event of an emergency, it is extremely important that we are able to reach someone listed on the Emergency Blue

Card. That adult must be available to pick up an ill or injured child immediately. All Emergency Cards should be kept up to date. If any of your information changes, please notify the main office immediately. Only adults listed on the blue card will be allowed to pick up students.

Please be sure to communicate any changes in your normal routine with the classroom teacher. Extended time away from your child, changes in caregivers, or any special events that affect your child's school experience should be communicated to the school. If we are kept informed, we can work with you to minimize any negative impact.

### *School Safety*

All visitors to the school, **including parents**, are required to show valid government photo identification, register at the school safety desk and check in at the main office.

**Visitors must wear an identification badge issued from the main office after 8:20 am. Access to our school and classrooms are at the discretion of the principal.**

### *Emergency Drills*

We are required to have 10 emergency drills during the school year. Please take a moment to speak with your child regarding the importance of following the appropriate procedures and displaying the appropriate behavior during these emergency drills. The objective is to evacuate the building as quickly and efficiently as possible. Silence is required during all emergency drills.

### ***Parent Participation***

Be involved! Keep yourself informed and up to date on what's happening in your child's classroom and at the school by reading notices in your child's backpack, notices sent via email and by attending Parent Association Meetings. Be sure to visit our school website and check your Remind messages often to see upcoming events. We encourage all families to attend Family Fridays, class events, trips, and other school wide events.

If you have a concern about your child's academic or social experience, please contact the teacher, our parent coordinator or the administration. Early intervention provides the best opportunity to resolve issues.

### ***Parent Association***

Parents and/or Guardians are automatically a member of the PS126/MAT Parent Association. Being an active member of this group can contribute to the success of the school and affords you the opportunity to make your voice heard.

In addition to meetings, we sponsor many fundraising and community events throughout the year, with the goal of supporting the varied enrichment programs at PS126/MAT. These events will be updated on the school website. If you are interested in getting more involved in the PA and organizing school, community and fundraising events for PS126/MAT consider joining the PA executive board.

***Parent Association Activities:***

Bake Sales and Hot Sales – see Parent Association Schedule

Picture Day-

School Tours- October & November

Halloween Celebration- October

Sports Dinners – 3 times a year

Homecoming Game and Dance- January

Book Fair-

Spirit Week - January

Dances- To be determined

Penny Harvest – November

Teacher Appreciation- December and June

Chinese New Year Celebration – to be determined

Auction Fundraiser-April/May

5<sup>th</sup> Grade Senior Activities

8<sup>th</sup> Grade Senior Activities

Kindergarten/Pre K Activities -

***SLT -School Leadership Team***

We encourage parents to run for election to the PS126/MAT School Leadership Team (SLT). This collaborative team is made up of an equal number of faculty and parents. Members include the Principal, Assistant Principal, UFT Representative, the PA President (or their appointee), and our Community based Organization (CBO) representative, in addition to the five parent members and three elected members of the faculty.

The SLT has two primary responsibilities. One is to evaluate the academic needs of our students and produce a Comprehensive Education Plan (CEP) that proposes ways

to meet those needs in alignment with the school budget for the following school year. The other is to monitor whether the current CEP is being implemented, and to ensure that proper resources are allocated to implement the current CEP.

### ***Volunteering***

Parents are encouraged to become active participants. We have vibrant arts, music, and technology programs in our school and we are always looking for parent volunteers to help us prepare for events as well as establish and facilitate connections with community organizations. We also have an active sports program in both our elementary and middle schools. Our coaches spend much of their weekends taking our children to track and cross country meets, baseball games and more. We are always willing to accept parent volunteers at these events. There are many opportunities for families to volunteer and lend their expertise. Please contact Rebecca Johnson, the Parent Coordinator, in Room 127 or at [Rjohnson@schools.nyc.gov](mailto:Rjohnson@schools.nyc.gov).

### ***Communicating with Teachers and Administration***

Most issues concerning your child's academic and social experience can be resolved by discussing it directly with your child's classroom teacher. Each PS126/MAT teacher has an active email account and will respond in 24 hours. You may also place a note in your child's folder requesting a written response, a telephone conference or options for a suitable meeting time.

**Teachers cannot meet with parents during arrival and dismissal.** In the morning, teachers need to concentrate on getting students settled and prepared for instruction. In the afternoon, teachers need focused on dismissing children safely.

All teachers will be sending home a monthly classroom newsletter to keep families up to date with what is happening in the classroom.

Our Parent Coordinator, Rebecca Johnson, is the designated person to assist parents and guardians in communicating with the PS126/MAT teachers and administration. Her office is located on the main floor in room 127. Ms. Johnson can be contacted by phone at 212-962-2188 or by email at [Rjohnson@schools.nyc.gov](mailto:Rjohnson@schools.nyc.gov). She is available to meet or talk with you about any concerns or questions you may have, and she can easily facilitate contact with other staff members such as the Guidance Counselor, Assistant Principals or Principal.

### ***School Newsletter***

Our school publishes a monthly newsletter with information about student activities and achievements, curriculum issues and a calendar of special events. It will also be sent home with students, emailed and uploaded to our school website at [www.ps126mat.com](http://www.ps126mat.com)

### ***Home Folders***

The PS126/MAT Home Folder is your daily link to your child's classroom teacher, the school administration, and the Parent Association. It is important for parents to review home folders on a daily basis. Along with your child's homework assignments and instructions, home folders contain important notices/communication that need your attention and often your response. Notes to the classroom teacher can be sent back to school in the home folder.

### ***Should Conflict Arise***

If disagreement arises, we encourage thoughtful reflection upon the issue before initiating further verbal or written communication. Under no circumstances should school personnel or parents be subjected to verbal abuse or disrespect of any kind. If this occurs, the conversation or meeting should be quickly and courteously brought to an end. If, after appropriate consultation with your child's teacher and principal, your concerns have not been addressed to your satisfaction, the principal and/or the parent coordinator will advise you of the appropriate person to contact. This determination will depend on the issue under discussion and the grade level of the student.

### ***Conference Dates/Report Cards***

We hope to see you here at this time. Please mark these very important dates on your calendar. A reminder letter will go out at least two weeks prior to the Parent Teacher Conference or Report Card distribution.



*Elementary School Students* will receive a total of three report cards. The first and second report card will only be distributed during Parent Teacher Conference (*Open School Afternoon/Evening*).

- 1) November
- 2) March
- 3) June

A parent/legal guardian must come in to pick up this report card. At that time you will have a **brief conference** with the teacher to discuss each grade on the report card. You may take the report card home and review it. All report cards must be signed by a parent/legal guardian and returned to the classroom teacher within a week of receiving it. The third report card will be distributed at the end of the school year. You may keep this final copy of the report card

*Middle School Students* will receive a total of four report cards. The first and second report card will only be distributed during Open School afternoon/night. A parent/legal guardian must come in to pick up this report card. At that time you will have a brief conference with each teacher to discuss the grade that your child received. You may take the report card home and review it.  
*Middle School- A notice will go home two weeks before each conference and /or distribution to student..*

- 1) **November**
- 2) **February**
- 3) **April**

#### **4) June**

The last report card will be given directly to your child. Please take note of the report card schedule to assure you receive this copy. The last report card will be handed out at the close of school

#### ***Grade Construction:***

Report cards are a very important part of your child's school experience. It is imperative that you take the time to review and question anything that you do not understand regarding your child's performance in school.

#### ***Progress Reports***

Parents will be informed if their child is not meeting standards so they have an opportunity to help their child at home with homework, and the organization their work. All students should have an agenda book with their daily assignments written down. Parents should check to make sure each assignment is completed.

#### ***Rules and Regulations***

#### ***Dress Code, Cell phones Electronics and Other Personal Items***

Students may determine their own dress within the parameters of the Department of Education policy on school uniforms and consistent with religious expression,

except where such dress is dangerous or interferes with the learning and teaching process.

Students may wear political or other types of buttons, badges or armbands, except where such material is libelous, obscene, or materially disrupts the school, causes substantial disorder or invades the rights of others.

A few guidelines for ensuring that student dress is appropriate for the learning environment:

- No article of clothing can advocate for the use of alcohol, drugs, or anything illegal.
- All undergarments must be completely covered by outer garments except for bra straps.
- Shirts must always be worn. No strapless shirts. No tank tops. Basketball jerseys must be worn with a t-shirt.
- Shorts, skirts, and dresses must be no shorter than where the tip of a student's middle finger hits their thigh. (exceptions possible for children above average height)
- No midriff should be showing.
- Hats, hoods, and other head-coverings are not permitted except for with acceptable documentation of medical or religious purposes.
- No Flip flops
- No Pajamas –unless it is Pajama Day for the entire school
- All sports uniforms must be covered by regulation shorts or sweatpants when not participating in a match.

School personnel will use their professional judgement in determining dress that is dangerous or interferes with the learning and teaching process. They will alert

Administration or the Parent Coordinator. Students who do not adhere to the dress policy shall be required to modify their appearance by covering or removing the item, or, if necessary or practical, replacing it with an acceptable item. The student will report to Administration or the Parent Coordinator's office and borrow MAT Gear to support them in modifying their appearance. The Parent Coordinator or Assistant Principal will call the family to follow up about dress code issues. Students with further concerns about their dress can request a follow up meeting with our Parent Coordinator after modifying their appearance.

### **Cellphones -**

- There is a designated space right inside the school lobby where Students may call their parents to tell them that have arrived safely, then phones must be turned off and put away. Under no circumstances should a student be observed with a cell phone during school hours. Middle school students must keep cell phones in the lockers.
- Phones will be confiscated and returned to a parent/guardian only.
- Trading cards and toys are best enjoyed at home. The school **will not** accept any responsibility for lost or stolen items.

### ***Lunchroom Rules and Regulations:***

Students are expected to behave appropriately, show respect for fellow students and supervisors and follow the lunchroom rules and procedures. Repeated violation of these expectations (after warnings) could result in removal

from recess. For a safe and orderly lunch period, we have established the following rules for the use of the cafeteria:

1. All classes will be escorted to the lunchroom by a teacher.
2. Students are to be seated at their assigned class table.
3. Students will remain seated until called upon to line up to receive lunch.
4. Once a student has been served lunch, they must return to their assigned table and remain there until the entire table is called upon to dispose of their trays. Students may not dispose of their trays individually.
5. Running, fast walking, throwing food, fighting, and leaving the cafeteria without permission are strictly prohibited.
6. Students must have a pass in order to leave the cafeteria.

### ***Playground/Recess Rules and Regulations***

1. All students are escorted to and from the playground by an adult. **Students are not allowed to leave the building without an adult.** If the

student is not finished eating he/she must wait until the next adult is leaving and accompany that group of children outside. Once outside he/she may rejoin their class.

2. No Cell phones or Electronics permitted.
3. **Rough play is not permitted.** This includes but is not limited to wrestling, play fighting, tackling, karate, kicking, pushing, choking, spitting, throwing things at someone or shoving someone. Students are expected to keep their hands to themselves.
4. The lunch time whistle signifies that recess is over. All students must immediately return gym equipment and/or line up with their class.
5. All accidents or emergencies should be brought to a lunch aide's attention immediately. He/she will instruct students as to the proper procedures to follow.
6. Students may not leave the immediate area or converse with outside adults/children without obtaining permission from the lunch aide.

### ***Bus Rules***

School rules extend beyond the confines of school to include transportation to and from school as well as field trips. School bus riders are expected to comply with the rules and regulations governing bus riders while in transit. Failure to follow school bus rules and regulations could result in disciplinary action including a bus suspension.

### ***Internet Policy/Rules***

The goal of the Board of Education is to include the Internet in all school's instructional programs and administrative operations in order to promote educational excellence by facilitating resource sharing, innovation and education. The use of the Internet is part of the curriculum and is not a public forum for general use. Use is a privilege, not a right. Electronic communications and downloaded material may be monitored or read by school officials. The failure of any student to adhere to the guidelines on the use of the internet will result in the loss of privileges, disciplinary action and/or appropriate legal action. Our school is not liable or responsible for: 1) any information that may be lost, damaged or unavailable; 2) the accuracy or suitability of any information that is retrieved through the internet; 3) breaches of confidentiality; or 4) defamatory material. Our school will not be responsible for any unauthorized charges or fees resulting from access to the internet.

### ***Student's Rights and Responsibilities***

Students are expected to meet the following basic responsibilities

- Know and follow the rules and regulations established by the Department of education and enforced by the school principals and teachers.
- Respect the rights and individuality of other students

- Refrain from using libel, slanderous remarks and obscenities in verbal and written statements
- Dress and groom in a manner that is appropriate and meets reasonable standards of health, cleanliness and safety.
- Be present and on time for regular or assigned school program. (school attendance is the responsibility of both the student and their parents.)
- Refrain from gross disobedience, misconduct or behavior that disrupts the educational process.
- Maintain the best possible level of academic achievement.
- Respect the reasonable exercise of authority by school principals and teachers as they strive to maintain discipline in the school and at school sponsored activities.

### ***Photo - Video - Website Release***

During the school year, children are occasionally photographed or video taped. These are shared with local newspapers or displayed in our school or on our website. Videos may be used in classrooms, or at school sponsored activities. Images are not used for commercial purposes.

### ***Hallway Displays/Bulletin Boards***

Traditionally, school bulletin boards are used to display student's work and show the entire school community the projects that a class is working on. Here, at PS126/MAT, we like to think of our hallway walls, stairwells and



bulletin boards more as “classrooms outside classrooms.” That idea allows us to create exciting displays that are works in progress and extensions of our classroom work, special projects, problems that we would like the rest of the school community to become involved in solving, graphs and charts of surveys and observations going on around the school, wonderful writing scooped right out of kids’ notebooks, interactive displays that ask the reader to respond and reflect about an issue

### ***Homework***

Homework is an important part of our school’s instructional program. The satisfactory completion of all homework assignments is the responsibility of students if they are to maintain their best possible level of academic achievement.

Students should not leave class without knowing exactly what they have to do for their homework. They should be able to explain the homework to a friend/family member as an assessment of their understanding of the assignment. If they can’t explain the homework, chances are they’ll have trouble doing it.

### ***Parents are encouraged to:***

- Provide a suitable place where their child can study.
- Show an interest in their child’s work
- Read to/with and listen to their child read
- Help them plan their time.

- Reinforce organization of school work
- Have them summarize the assignment
- Allow their child to figure out the homework.
- Make sure that their child has the telephone # of some classmates to call if they are confused or absent.
- Use encouragement and reminders about strategies people use to figure out something that's confusing.
- Remind child about school's expectations regarding completeness and neatness of assignments.

### ***Trips***

All classes are encouraged to take field trips that are related to the curriculum, carefully planned and offer the children another way of knowing and learning about their world.

Parents are welcome to accompany their child's class.

- Trip notification should be sent home at least two weeks in advance. Notification should contain information regarding permission, fees, times and special needs.
- All students must have written permission in order to attend a trip.
- Neighborhood walking trips (around the immediate school block) can be covered with a yearlong permission slip.

### **Important Medical Notes**

#### ***Medical Information***

New York State law requires that all students have health examinations administered by physicians prior to

enrollment is Kindergarten, fifth and ninth grades. Children who enroll in a school for the first time must also present physical examination reports regardless of the grade. Physicians licensed to practice medicine in all of its branches shall be responsible for the performance of the health examination.

All students must have on file a record of immunizations and dates administered by their doctor for polio, DPT, measles, rubella, and mumps. Specific information as to the sequence of the immunization can be obtained from the school health office.

Our school has a full time nurse. The teacher refers children to the nurse whenever symptoms indicate the possibility of colds or other health related problems. The nurse will not make a diagnosis, but will recommend that children be taken to their family doctor whenever it seems advisable.

Health related problems should be discussed with the school nurse or health aide so that proper arrangements may be made to take care of any special health situation.

Each child is required to have on file an emergency health and accident form complete with emergency address and phone numbers of two responsible persons living nearby in case the parent cannot be reached.

Children who become ill and must go home may do so only after contact has been made with a parent or designated responsible person. Children suffering from an acute cold,

sore throat, earache, swollen glands, inflamed eyes, fever of 99.6 or higher, skin eruptions or rashes, listlessness, weakness, drowsiness, flushed skin or headache should not be in school. Temperature readings should be normal for 24 hours before student returns to school.

**If your child should contract a communicable disease, please notify the school nurse.**

### ***Medication***

No medications will be given at school except those which have been prescribed by a physician and which are needed to maintain the child in school. Parents should make every effort to adjust medication schedules so that medication may be administered under parent supervision. Before medication is given at school, parents should consult with their child's physician to see if midday medication schedules can be adjusted so that medication is given at a time that is not in school.

Any medication that is taken to school shall be brought to the nurse's office in a container appropriately labeled by the pharmacist or physician. A medication permission form, to be signed by the parent, must be obtained from the school nurse's office. A physician order is to be attached to the form. This form must be on file at school. No over the counter medications will be given unless prescribed by a physician. This includes aspirin or non-aspirin pain relievers.

Students may not carry any type of medicines, pills, inhalers etc. unless the physician has a prescription on file with the health office stating that he/she needs to keep medicine on their person. If a student is to take medication at school, the parents should bring the medication to school and not send it with their child. The parent is also responsible for picking up their child's medication if it has been discontinued or on the last day of school.

**Please notify the school nurse if your child is taking any medication on a regular basis at home.**

## **Middle School Notes**

### ***Student Fees***

**Middle School students are asked to pay a student fee of \$40.** This fee will cover the cost of an agenda book and elective supplies. A school t-shirt that must be worn on all trips and during Physical Education class, can be purchased separately for \$7.00 each

### ***Middle School Lockers***

Middle School students are assigned a locker at the beginning of the school year. Lockers should be kept neat and clean. Students may not affix stickers or deface school lockers in any manner. In addition to a periodic clean up, the Principal can inspect student lockers.

### ***Participation in Year-End Activities***

In Middle School, participation in year-end activities and promotion ceremonies is earned through appropriate student scholarship, behavior and citizenship. Students who do not comply with these levels of behavior may be

excluded from participation. The determination is made by the Principal.