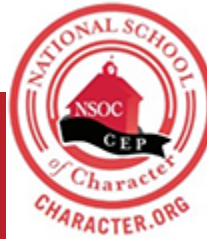


STUDENT HANDBOOK 2017-2018



Jonas E. Salk Middle School
Old Jerusalem Road, Levittown, New York 11756
 (516) 434-7350 - Fax: (516) 520-8479

www.levittownschoos.com

Welcome back! Here at Jonas E. Salk Middle School we subscribe to our character education program better known as RISE. The RISE philosophy was designed and written by the staff at Salk and encompasses everything positive that happens here. As the year (and years) go by the program will become more and more familiar to your students as well as yourselves. We welcome any feedback you may have about the program. The basic premise is that we, the adults, must set appropriate examples for our students, as it “takes a village” to raise a child. The following quote exemplifies what the program is all about: *“If we want kids to champion altruism and become heroes then we must talk the talk and walk the walk. Children replicate what they see (actions speak louder than words in any arena) and more often than not it is within the context of those silent messages (behaviors) from respected adults (academicians, administrators and parents) that we see negative behaviors translate. We must consciously model validation of all human beings because it will yield great life crops into the global community”.* Author unknown

Have a great school year!

John Zampaglione, Principal

DAILY SCHEDULE				DELAYED OPENING SCHEDULE			
9 Period Day							
Period 1	7:57	-	8:44	Attendance	1	9:57	10:26
Period 2	8:48	-	9:30		2	10:30	10:59
Period 3	9:34	-	10:16		3	11:03	11:32
Period 4	10:20	-	11:02		4	11:36	12:06
Period 5	11:06	-	11:48		5	12:10	12:40
Period 6	11:52	-	12:34	Lunch Periods	6	12:44	1:14
Period 7	12:38	-	1:20		7	1:18	1:48
Period 8	1:24	-	2:06		8	1:52	2:22
Period 9*	2:10	-	2:55	(*PM Announcements)	9	2:26	2:55

6:50 - Attendance Office Opens (434-7350)

3:05 - Buses leave. **All unsupervised students leave the building and grounds.**

4:00 - Late bus

4:00 - Main Office closes

SALK MIDDLE SCHOOL UNITY PLEDGES

- As a member of the Salk Middle School Community, I will treat every student respectfully without regard to a person’s age, gender, national origin, race, religion, or other individual differences.
- I promise to contact a caring adult at Salk and tell them immediately if I see or hear about a weapon in a student’s possession or about a potentially dangerous situation.
- My child and I understand and consent to the Salk Middle School Unity Pledges.

Student Signature

Parent/Guardian Signature

“No person shall be excluded from participation in, be denied the benefits of, or be discriminated against, under any educational program, or activity, or service, in this district, on the basis of race, color, sex, national origin, creed or religion, marital status, age, or disability.”

JONAS E. SALK MIDDLE SCHOOL

520-8470

ADMINISTRATION

Principal J. Zampaglione 434-7354
Assistant Principal . . P. Mulligan . . . 434-7356
Dean of Students..... D. Agovino . . .434-7376

CHAIRPERSONS

Guidance M. O’Sullivan. 434-7364
Physical Education . . J. Aiello 434-7354
Special Education . . . R. Cirillo 434-7354

STUDENT SERVICES

Attendance F. Frankel 434-7356
S. Tarone 434-7359
S. Gentile 434-7358
Main Office E. Curran 434-7354
Guidance Counselor J. Caulfield . . . 434-7364
Guidance Counselor M. Gaufman.....434-7364
Guidance Counselor M. Lyons 434-7364
Guidance Counselor M. Hodge 434-7364
Guidance Secretary K. Arbiter . . . 434-7364
Librarian K. Anderson . 434-7380
Nurse J. Berkowitz . . 434-7385
434-7386
Psychologist B. Monteiro-Grady 434-7354
Social Workers: N. Williams. . . 434-7354
M. Miceli. . . . 434-7354

BUILDING SERVICES

Head Custodian Tom Duwe . . .
PTSA President:..... R. Costa.....

I. ATTENDANCE REGULATIONS

ATTENDANCE TELEPHONE: Ext:

The single most important aspect of good attendance is attitude: It is not only a right but a privilege to learn. The student who regards attendance as essential is rarely, if ever, absent. **Regular attendance is expected of each student. (Dist. Attendance Policy, Pg. 1.)**

Should a student have a chronic problem with attendance or tardiness, the Assistant Principal will set up an appointment with the parent, child, and other appropriate school officials.

1. Arrival to School:

- a) Students may enter the building at 7:00 a.m. Students dropped off by parents or who walk to school may enter the building through the auditorium lobby doors. Bus drop off and pick-up will be in between Salk and MacArthur. Those students will enter the building via the doors on either side of Salk’s cafeterias. The first bell rings at 7:45. At 7:45 students may go to their lockers and report to first period classes. **Students entering before 7:45 may:** (1) Report to the blue cafeteria to the *supervised breakfast program. (2) Report to a teacher’s classroom for extra help. (This must be previously arranged with the teacher.) (3) Remain in the Auditorium Lobby until the first bell (supervised).
- b) Students must be in a supervised area at all times. Loitering in the halls and decorating lockers is prohibited.
- c) **Students not in their seats at 7:57 a.m. will be marked “late to school.”**

* **Breakfast Program** – Breakfast is available for \$1.25 in the green cafeteria from 7:00 to 7:40 a.m. Students may also use this time to read and prepare for the day if they do not wish to eat breakfast. (Menu available on-line under the “about us” tab of www.levittownschools.com)

2. Absence – Parents are reminded to call the ATTENDANCE OFFICE (ext. 114) with the reason for a child’s absence, and are required to provide the students with a note when the child returns to school. **Students who are absent during the regular school day will NOT be permitted to participate in after-school activities.** Students are responsible for arranging with each teacher to make up missed work.

3. For students taking courses for high school credit (Earth Science, Studio In Art, 8th Grade Foreign language & Math and English H), the following policy will also apply: Students with greater than **10** absences for a half-year course or **20** absences for a full-year course will **not** receive credit for that course (as per District Attendance Policy, pgs. 3-4, available upon request.)

Any student requiring crutches or use of the elevator for any reason must provide the nurse

with a doctor's written permission before returning to classes and athletics.

4. (ATED's = Absences, Tardiness and Early Departures)

a) **Excused ATDE'S:** State Education Law recognizes only the following as legal ATED's: personal illness, death in the family, religious observance, quarantine, required court appearance, attendance at recognized clinic, school-authorized activity, remedial health treatment, and impassable roads.

b) **Unexcused ATED's:** occur when a pupil is absent from school with the knowledge and consent, stated or implied, of his parent, for other than legal reasons. **Some examples are babysitting, shopping, working and family vacations.** All illegal absences are recorded on the student's permanent record. **Teachers are not required to provide student work for unexcused ATED's.**

I have read and understand the Attendance Policy as it applies to my son/daughter.

Parent/Guardian_____

5. Truancy – A student sent to school, whose parents expect him/her to be in school, but does not attend is **truant**. Truancy is a violation of the law. The consequence is in-school suspension.

6. Late Arrival - Students arriving to school late (after 7:57 a.m.) must report to the ATTENDANCE OFFICE with a note. After the fourth late to school (or to class) and each time thereafter, detention will be assigned (although students must bring a written excuse, detention may still be issued.)

- a) A doctor's note may be required in cases of excessive lateness/absence.
- b) Frequent or chronic lateness will result in loss of some extracurricular events (dances, trips, etc.).

7. Tardiness – Any student **not in his/her classroom seat at the start of the period is late.** Students may enter the building at 7:00 a.m.

8. Cutting class: will result in a suspension.

9. Leaving the Building Early – Students who need to leave the building during school hours are required to have a note signed by a parent or guardian, to be turned in during homeroom to the Attendance Office. Students who become ill during the school day need permission from the school nurse in order to leave school. The nurse will contact parents. No student is permitted to leave during school hours without a parent/guardian.

10. Dismissal

a) Period 9 ends at 2:55 p.m. At that time, students can go to their lockers and get materials to take home. From there, they can (1) leave for home (buses leave Salk at 3:10), (2) report to an after-school activity (clubs, sports, detention). ***Students may not:** (1) leave school grounds and come back unless accompanied by a parent, (2) remain in the building or on school grounds if not involved in a supervised activity.

b) The first late bus arrives at approximately 4:00pm (see page 5 for details). No students, (including walkers) will be dismissed until that time. Parents wishing to pick up students before that time must report to the Main Office.

**DELAYED OPENING OR
EMERGENCY SCHOOL CLOSING**

In the event of inclement weather, **DO NOT CALL THE SCHOOL DISTRICT.** Listen to local radio and TV stations which will announce whether schools will be closed for the day or will follow a delayed-opening schedule (see Pg. 1).

11. The district website will also post delayed opening/school closing information: www.levittownschools.com and "Connect Ed" messages will be used when possible.

II. STUDENT GUIDELINES

The guidelines are designed to assure the safety and health of the students and to allow the best atmosphere for learning.

***Special note: Attendance on field trips, dances and end-of the-year activities (i.e. grade-level trips, field day, Moving-Up ceremony/dance) are contingent upon good behavior, attendance and academic performance.**

A. BUILDING RULES

Respect the rights of others. Each student will respect himself as well as others at all times. Appropriate conduct, language, and dress are expected at all times and students should exhibit high personal standards.

1. Students are expected to follow school rules and regulations and accept the leadership of all building staff. Failure to comply with directives of school personnel is considered insubordination and will result in suspension or other disciplinary action.
2. A teacher must be in the classroom before a student may enter the room.
3. At 7:57 a.m., all students are expected to be seated in class.
4. **All students not involved in a supervised school-sponsored activity are to leave the building by 2:55 p.m.** Once students are dismissed, they are not to return to the building or loiter on school grounds. **Only students who have valid reasons for returning may do so and they must be accompanied by a parent.**
5. Students may be in the halls while classes are in session only if they have a signed reminder binder, and only in an emergency.

B. CARE OF SCHOOL PROPERTY

Students are responsible for taking care of the books and materials issued to them (locks uniforms, etc). Books should be covered. Student's and teacher's name should be clearly written on the inside cover. (Issued book numbers are to be put in reminder

binder and signed by parents.) **If district/school property is lost, damaged or stolen, the student/parent has the responsibility to pay the article's replacement value.** Effective immediately, failure to pay for the article's replacement value will result in the loss of selective privileges that are a part of the school's rich and varied extra-curricular program. Specifically, students with delinquent book accounts will not be allowed to participate in any of the following activities:

1. Honor Societies: (National, Tri-M, Language, etc.)
2. School Dances.
3. After-school activities: sports, clubs, etc.
4. Field Day
5. 8th Grade Moving-Up Day
6. Field Trips

Reminders of delinquent book accounts will be sent to parents when report cards are issued throughout the school year. Current students with delinquent accounts will be given 30 days to clear their account before losing their privileges.

1. Any student who vandalizes a desk, bulletin board or any other piece of school property must either pay for the damage or do whatever repair is necessary to refinish what she/he has damaged. **Vandalism and Graffiti** are punishable by suspension. In some cases, the police will be notified.

C. LOCKERS

The school is not responsible for any loss incurred from the use of lockers. Please follow these guidelines. **Only school-issued locks may be used.***

1. Use **ONLY** the locker and lock assigned to you.
2. Make sure your locker is closed and the lock snapped shut.
3. The combination of your lock should **NEVER** be given to anyone. Sharing lockers is prohibited.

4. If your lock or locker cannot be opened or will not close properly, go to the Main Office for help.
5. **“Gift wrapping” lockers before or after school is prohibited. (See #4 under Building Rules.)**

D. LUNCH

Please help make the cafeteria a pleasant place to eat, relax and socialize by following simple rules of courtesy and showing respect for the rights of others.

1. All students should be in the lunch room at the start of the period. Students are expected to:
 - a. Enter the cafeteria in an orderly manner.
 - b. Follow directions given by the staff at all times.
 - c. Keep their table and floor area clean.
 - d. Avoid pushing or other horseplay in the cafeteria.
 - e. Asking others for money is strictly forbidden.

*** Misbehavior in the cafeteria will result in disciplinary consequences.**

E. SCHOOL BUS POLICY

Buses are prohibited for students’ transportation if they live ¾ mile from school. Buses arrive at their pick-up points at specific times. Students must be on time; the bus will not wait. In the event of emergency closing, secondary students (grades 6 – 12) may be dismissed up to 30 minutes early without parental notification.

I. Bus Rules:

- A. The late bus is available only for bus students who stay for extra help, clubs, or athletics. Students must have a signed bus pass to board the late bus.
- B. The bus driver is, at all times, in full charge of his/her bus. Disobedience to his/her commands may result in the suspension of the privilege to ride the bus.

C. In order to insure maximum safety:

1. Respect private property at and near your bus stop.
2. Move directly to a seat; remain seated until bus arrives at school/home.

3. Do not extend arms or limbs out of the window.
4. Keep aisles clear of books & other items.
5. Respect the bus driver; do not cause unnecessary distractions.
6. Leave the bus quickly and in an orderly manner; do not touch the bus as it pulls away.
7. Follow carefully the driver’s instructions regarding crossing a street in front of the bus.

D. The following conduct is unacceptable on bus and may result in suspension from transportation and/or school:

1. Standing or changing seats on a moving bus
2. Shouting, abusive or obscene language
3. Smoking (suspension from school)
4. Fighting or pushing
5. Throwing objects out of the bus
6. Defacing or destroying property or equipment on the bus
7. Touching or using any bus controls or emergency exits
8. Any other action which is not considered reasonable, or is dangerous or distracting to the driver (District Code of Conduct, Pg. 5)

II. Buses for after-school activities: Buses are available to bring students home after clubs (4:00 p.m. bus) and sports (5:20 p.m. bus). **Students with bus passes will be allowed to ride the late bus.** The late buses do not go to all stops, only those listed on the late bus schedule (**to see the late bus schedule, click on the “clubs and activities” tab of the Salk homepage of the district website www.Levittownschools.com**). Students may take the bus that stops closest to their home. **The 4:00pm late bus picks up student between Salk and MacArthur. Students will leave the building to board the buses through the exits next to Salk’s Green Cafeteria.**

F. BICYCLE REGULATIONS

1. Students are permitted to ride bicycles to school with the knowledge that the school **ASSUMES NO RESPONSIBILITY FOR THEFT OR DAMAGE TO THE BICYCLES.**
2. Bicycles must be placed in the bicycle racks. Bicycles must be kept locked when not in use. Bicycles may not be placed inside the school building.
3. **Parents are responsible to see that students riding bicycles to school comply with the law requiring helmets.**

G. DRESS ITEMS & GROOMING

The Board of Education requires students to attend school in appropriate dress that meets health and safety standards and does not interfere with the learning process. The Board also requires students to wear appropriate protective gear in certain classes (i.e. Home and Careers, Technology, P.E.).

A student's dress, grooming, appearance and hygiene, including hairstyle, jewelry, makeup and nails, shall:

1. **Be safe, appropriate and not disrupt or interfere with the educational process.**
2. Ensure that underwear and torso skin are completely covered with outer clothing.
3. **Include footwear at all times.** Footwear that is a safety hazard will not be allowed, including flip-flops and slippers.
4. Not include the wearing of hats in school, except for medical or religious purposes.
5. Not include items that are vulgar, obscene, libelous or that denigrate others.
6. Not glorify, promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities, including those related to gang paraphernalia or organizations promoting violence or hatred. Those garments that are sexually suggestive are banned as well.

The Superintendent of Schools and other designated personnel shall have the authority to require a student to change his/her attire, should it be deemed inappropriate, according to the above guidelines.

III. CONDUCT ITEMS

(District Code of Conduct, Pg 3)

A. RIGHTS & RESPONSIBILITIES

1. All students have the right to:

- A classroom atmosphere that is conducive to learning
- An education which respects their culture, race and socio-economic background.
- Be free from verbal or physical threats of abuse

2. Student Responsibilities:

Students are responsible for . . .

- Taking responsibility for their own learning & behavior
- Getting to school and classes on time every day and being prepared
- Being respectful to all adults and to respect the values and views of other students
- Being positive members of the school community with regard to themselves, others, and property

(District Code of Conduct, Pg. 2)

B. Prohibited Conduct

1. WEAPONS, DANGEROUS INSTRUMENTS & EXPLOSIVE/IMPLOSIVE DEVICES

Students are forbidden to possess, handle, transmit, or threaten with or discharge/use any object that can reasonably be considered or converted to and/or used as a weapon such as, but not limited to, knives, guns, pellet guns, brass knuckles, fireworks, lighters, tear gas, mace, explosives, pepper gas, bats (other than for athletics), clubs, sticks or other instruments of a bludgeoning type, Chinese stars, razors, projectiles and the like. **Strong disciplinary action and/or referral to police may result.** (District Code of Conduct, Pg. 2.)

2. Obscene gestures or language toward teachers, administrators, supporting staff or fellow students will not be tolerated and may result in suspension.

3. **Tobacco** is not permitted on school property, the school bus, or on school trips and activities. Students violating this rule may be suspended.

- *4. **The use of alcohol and narcotics is illegal. Police will be notified and strong disciplinary action taken.**

a. The Board of Education of the Levittown School District is committed to the prevention of alcohol, tobacco and other controlled-substance use/abuse.

b. “No person may use, possess, sell or distribute alcohol or other controlled substances, nor may use or possess drug paraphernalia, in or on any building, vehicle or property owned, leased or maintained by the Levittown School District. Furthermore, these controlled substances may not be used at off-campus events if the events are arranged by the school and attended by students.”

c. “Additionally, the following persons shall be prohibited from entering school grounds, or school-sponsored events. Any student or adult exhibiting behavior, conduct, or personal or physical characteristics indicative of having used or consumed alcohol or other controlled substances”

d. “A sequential K-12 prevention curriculum provides primary prevention programming intended to prevent or delay the onset of alcohol and other controlled-substance use by students. Intervention programming is intended to eliminate any existing use/abuse of alcohol and other controlled substances.”

e. “Disciplinary measures for students found to have used or to be using, in possession of, selling, or distributing alcohol and/or other controlled substances and for students' possession of drug paraphernalia are outlined in the District's policy on Students Rights and Responsibilities.”

5. Cheating is unacceptable and will result in disciplinary action and a zero on the test/project/assignment.

a. Plagiarism is cheating and is a form of stealing. Ideas, papers, poems and stories are the property of other people. When you plagiarize, you are stealing these works from others and claiming them as your own. Plagiarism will result in a **zero** for the given assignment and may result in disciplinary action such as detention or suspension.

6. Food, drink, candy and gum are not permitted anywhere in the building.

7. Running, shouting and other disorderly conduct will not be permitted in the halls.

8. Snowball throwing and throwing of other dangerous objects is not permitted on school property at any time. Strong disciplinary action will be taken because of the danger involved.

9. Students are expected to respect other people's property at all times. Stealing will not be tolerated. Also, defacing or damaging another individual's property will result in strong disciplinary action.

10. Personal items such as I-pods, cell phones and other electronic devices, water guns, toy guns, etc. are not to be brought to school. These will be confiscated and only released to a parent. The district is not responsible for damage to, or loss of, such items. **Birthday balloons* are also a distraction to the learning process and **are not permitted** in the building.

11. Gambling/games is not permitted in school. Baseball cards, playing cards, dice, etc. are not to be brought to school. Strong disciplinary measures will be taken.

12. Misbehaving during final exam week will result in suspension from school.

13. In virtually every instance of fighting, the students involved will be suspended.

14. Students are not permitted to visit other schools in the district. Any student trespassing on school property will be subject to serious disciplinary action.

15. Threatening or harassing another individual is unacceptable behavior and will be dealt with severely.

16. Written or verbal ethnic, sexual or racial slurs will be reported to the Superintendent of Schools and serious consequences assigned. This includes the possession of, or contributing to “slam” or “burn” books or doing such activities via inter-net sites (Facebook etc.)

17. Sexual Harassment

Student-to-student sexual harassment is **UNWANTED** and **UNWELCOME** sexual behavior that interferes with the student's life. Sexual harassment is NOT flirting or other behaviors, which are acceptable to everyone involved. **“No,” and “Stop” means “Stop!”** Sexual harassment makes at least one person involved feel bad. A female student can be harassed by a male or by another female. A male student can be harassed by a female or another male.

a. Inappropriate Student-to-Student Behavior: Verbal

- Comments about body parts or rating someone's body
- Sexual suggestion or threats
- Spreading sexual rumors or stories about a person(s)
- Sexual jokes
- Conversations that are too personal
- Insulting comments about sexual preference
- Not stopping any of the above when asked to do so

Visual

- Staring or pointing at a person's body in a way that is too personal
- Displaying obscene sexual material or placing it in someone's locker or computer
- Writing a person's name along with sexual remarks, suggestions, or drawing in public places
- Making obscene gestures
- Degrading graffiti

Physical

- Grabbing, touching, or pinching a person's body
- Tearing or pulling a person's clothing
- Purposefully bumping or brushing against someone
- Kissing or holding a person against his or her will
- Preventing someone from moving freely

Students who sexually harass other students are subject to disciplinary action, including a principal's suspension and possible referral to the superintendent.

18. Bullying is: the repeated intimidation of others by the real or threatened infliction of

physical, verbal, written, electronically transmitted or emotional abuse, or through attacks on the property of another. It may include, but not limited to actions such as verbal taunts (including rumor spreading), name-calling and put downs (including ethnically-based or gender-based verbal put downs), and extortion of money or possessions. This may also include actions that occur via internet sites (Facebook, etc.)

Any student harassed, intimidated or bullied on school property or at school events must report the incident to administration. All complaints will be investigated, and any students responsible may be suspended.

IV. DISCIPLINARY PROCEDURES

(District Code of Conduct, Pgs. 4 – 9)

Any behavior that is determined to be unacceptable may result in the following disciplinary procedures when parental contact has not remedied the concern.

A. Time-Out Room – A time-out room will be established to handle students put out of class for major disruption of the normal class activities when student does not respond to teacher intervention.

B. Detention – Detention is held Monday through Friday afternoon from 3:00 to 3:45 p.m. Parents are notified by telephone if detention has been assigned. Students may **NOT** go to their lockers after detention. Any student who does not attend an assigned detention will receive 2 days detention.

C. In-School Suspension – A recurrence of a single offense will result in in-school suspension. **A parent conference with the Assistant Principal is necessary in order for the student to return to regular classes.** The student will spend the school day working on assignments in a closed setting. All school privileges are suspended for that day and the student will eat lunch separately from the other students. Parents are always notified with a telephone call and a letter when this suspension is necessary. Students who have been assigned “ISS” are required to *bring their own lunch.* **Students serving ISS may not participate in after-school activities.**

D. All Out-Of-School Suspensions will be accomplished in accordance with Section 3214 of the N.Y.S. Education Law. Parents are always notified with a telephone call and a letter when this suspension is necessary. **Students on suspension are not allowed on school grounds and are barred from school activities for the duration of the suspension**

A parent conference with the Assistant Principal is necessary in order for the student to be accepted back into school.

V. LOST ITEMS

Lost or found articles should be reported at once to the Main Office. Lost books can be replaced through the teacher or department chairperson. Textbooks are issued by number through the subject-area teacher. **Any student who does not return the numbered textbook and/or lock that was issued to him/her, is responsible for paying for them.** If a student loses something, please make certain that he/she has checked with the Main Office or the Lost & Found Bin outside the Health Office.

VI. HEALTH SERVICES

A. A full-time nurse-teacher and the school physician provide the health services to all middle school students.

1. In the event of a serious accident, parents **will** be notified immediately. It is very important that the Attendance Office have **updated telephone numbers** on file at all times. Students who request to go to the Health office must have written permission from the classroom teacher.

2. The New York State Education Law requires that all students new to the district and all 7th graders have a physical examination. Public Health Law #2164 requires that **all entering 7th graders must** also have begun the series of three inoculations, which immunizes against Hepatitis B.

B. Medication – Self-medication is not permitted. Parents are encouraged to administer medication before school when possible. When medication is needed under special circumstances, parents should contact the school nurse-teacher.

C. Excuse from Physical Education Class – When a parent requests that a student be excused from Physical Education classes for one day, the student will take his/her note to the nurse. Beyond two days, a written statement from your doctor is required.

D. Dental Recommendations – A dental report, due in the health office by October, is required in Grade 7. Health counseling and interpretation of health findings are available to every student through the school nurse-teacher and school physician.

E. Immunizations – In accordance with New York State Public Health Law (Article 21, Chapter 443), as of July 1, 1980, **NO CHILD WILL BE ADMITTED TO SCHOOL OR ALLOWED TO ATTEND SCHOOL** without appropriate certification of immunizations against the following: Diphtheria, Poliomyelitis, Measles, Rubella and Mumps.

VII. THE INSTRUCTIONAL PROGRAM

A. Student Program Changes – Placements are made by the administrative staff with the best interests of the student in mind and will not be changed lightly. Changes in student programs to balance class size may occur. Teacher changes are occasionally necessary as well.

B. Placement – The criteria for placement in 8th grade honors classes is an 85% average for the year in 7th grade honors classes. Only accelerated 7th grade math and science students are eligible for 8th grade honors in these subjects.

As per school district policy, **only Advanced Placement and college-level courses** are weighted. Honors-level classes, although still offered, will not be weighted when calculating the student's cumulative average on high school transcripts.

C. Homework

1. Students at the middle school level should expect daily homework assignments ranging

from one to two hours, depending upon the individual program.

2. Students are encouraged to develop good study habits by budgeting their time properly, reading independently, and using a suitable place to study in the home.

3. **When students are absent for three days or less, it is their responsibility to make up missing assignments and tests.** For longer absences when class work is needed, please contact the Guidance Department at 520-8470, ext. 120.

a. **Work will NOT be provided for illegal absence due to family vacation.** (District Attendance Policy, Page 4.)

D. Tests – Weekly or Bi-Weekly - In order to assist students in balancing their work load, the faculty follows as a general guideline, an odd/even testing schedule. This schedule applies only to full-period exams, not to quizzes. The schedule guideline is as follows:

<u>ODD DAYS</u>	<u>EVEN DAYS</u>
Math	Science
English	Social Studies
Second Language	Technology
Music	Fam. and Con. Science.
Health	Art

E. Final Exams – Any student who is absent for a final exam must bring a doctor’s note in order to take a make-up exam. Failure to take such exams will result in a zero grade on the test. Absence from a Regents or Proficiency Exam for any reason disqualifies the student from receiving Regents credit.

F. Interim Reports – As a supplement to report cards, progress reports are sent to parents of all students. They are mailed directly to the home at the approximate midpoint of each marking period. Parents are urged to contact their child’s teacher or guidance counselor as soon as possible to discuss any problems brought to their attention.

G. Report Cards – Report cards are issued four (4) times each year (approximately every 10 weeks of school). Parents are urged to discuss the report card with their youngster. Attention

should also be given to the class attendance and comments.

H. Make-Up Work – If absences occur at the end of a grading period, an *incomplete* may be given on the report card. All incomplete work must be made up within 10 days. “Incomplete” will be removed after ten days to reflect the grade achieved. Work not made up will be averaged as zero and can result in a failure for that marking period.

I. Parent-Teacher Conference – These conferences are scheduled upon the request of either parent or staff. If parents feel their child may be experiencing some problem in a particular class, they should contact the teacher.

J. Honor Roll – The Jonas Salk Honor Roll is posted at the end of each marking period. Sixth graders are eligible after the third quarter.

a. **For HIGH HONORS** – an average of 90 or over and no grade less than 80 is required.

b. **For HONORS** – an average of 87 and no grade lower than an 84.

K. NATIONAL JUNIOR HONOR SOCIETY
The National Junior Honor Society is a national organization dedicated to recognizing outstanding students. To be selected for membership is an achievement in which one may take great pride. Students will be selected after the midyear in seventh and eighth grade. Membership is based on these qualifications:

- 1.(a) 7th Grade Academic Requirement -
 - A 92% cumulative average, including grade 6, including final exams.
- (b) 8th Grade Academic Requirement –
 - Maintenance of a 92% cumulative average including the grades from prior years, including final exams.
 -
2. Demonstrate the positive aspects of
 - (a) citizenship, (b) leadership, (c) character, and (d) service in their daily lives.
3. Members must maintain the standards under which they are inducted.

L. **CLUBS** - There are many exciting and fun activities available at Salk. Membership in clubs is open to all Salk students. A Club Fair will be held near the end of September every year to introduce Salk's newest students to the clubs available. A list of clubs and when they meet will be available on the district's web-site.

* **Clubs will be dismissed when the late bus arrives. Parents wishing to pick students up early must come to the Main Office.**

STUDENT TEXTBOOK INVENTORY

English	BOOK # _____
Foreign Language	BOOK # _____
Math	BOOK # _____
Science	BOOK # _____
Health	BOOK # _____
Social Studies	BOOK # _____
Other	BOOK # _____
Other	BOOK # _____
Other	BOOK # _____

I have reviewed the student handbook with my child and all books have been covered.

Parent Signature

Date