

PARENT'S SURVIVAL GUIDE



**Scotia-Glenville
Middle School
2009-2010**

COMMUNICATION

Greetings!

Welcome to the middle school and its many CHANGES.

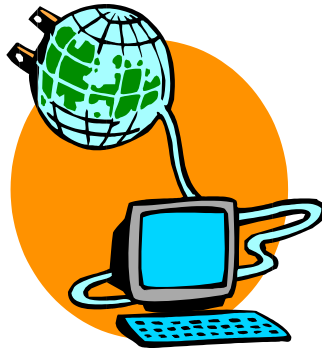
Change can be stressful, confusing and even scary at times. Probably the greatest tool available to cope with change is communication. However, middle school students' communication skills often leave a lot to be desired. Sometimes, "I don't know" is not enough information.

This guide is an effort to help you and yours in these times of transition. It was designed in the hope of providing a handy reference to give you quick answers to basic questions, or, at the very least, the appropriate name and number to call for the further information.

Please peruse it and use it. It was made for YOU, because parents are one of the most important factors in a child's education. You need to be armed with information too. We want you to know that the middle school encourages and supports your involvement with your teenager.

REMEMBER: Parents are A+.

Your Shared Decision Making Team &
The Scotia-Glenville Middle School PTA



DISTRICT WEBSITE

<http://www.ScotiaGlenvilleSchools.org>

The district has a website which we hope you will visit. Check out our **E-homework site** where you can access homework assignments from teachers. We are open to suggestions as to what should be included on the district website and, in particular, on the middle school web page.

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ATTENDANCE POLICIES

We ask that you call the school office on any morning that your child will not be in school. Your child must bring a note from a parent or guardian explaining the absence when he/she returns to school. Please notify the nurse if your child has strep throat or other communicable illness. If your child misses **more than two consecutive days of school**, the guidance office will be glad to collect assignments from teachers. However, you must request that the work be collected and you must pick up the work from the guidance office.

If a student arrives after 7:45 am, that student is considered tardy to school. Students who are tardy must sign in at the office. All tardies require an excuse from parent or guardian.

Students with a parental request for an early departure must present the written request to their homeroom teacher. Before leaving school, the student needs to go to the office to sign out. Parents must pick up the student in the school office. If the student returns to school that day, such student must promptly sign back into school.

Students will be considered to have **perfect attendance** if they are in attendance every day, all day, with no tardies. (Students who are on approved educational field trips from school are considered in attendance for that day. Students absent due to a death in their immediate family or religious observance will also be considered at the discretion of the principal.)

MEDICATIONS

The school nurse must administer any and all medications taken during school hours. (This includes aspirin, ibuprofen, and Tylenol type medications.) Medications must be left with the school nurse and must be in the original prescription container. A signed form from the parent/guardian and the prescribing doctor must be filed with the school nurse before any medications can be administered.

GRADES

All grades are calculated in percentage form. Letter grade equivalents are as follows:

A: 92-100 / B: 83-91 / C: 74-82 / D: 65-73 / F: 0-64

Progress reports are issued half-way through each quarter to inform you of your child's progress in each course.

FIRST QUARTER

Progress Report Mailed: 10/21

Academic Quarter Ends: 11/13

Report Cards Mailed: 11/24



SECOND QUARTER

Progress Report Mailed: 12/23

Academic Quarter Ends: 1/29

Report Cards Mailed: 2/5

THIRD QUARTER

Progress Report Mailed: 3/17

Academic Quarter Ends: 4/16

Report Cards Mailed: 4/23

FOURTH QUARTER

Progress Report Mailed: 5/26

Academic Quarter Ends: 6/23

Report Cards Mailed: 6/25

HONOR ROLL

Scotia –Glenville Middle School has two honor rolls to recognize students for academic achievement. Any student with an average of 84.5% or higher qualifies for the Honor Roll. Students with an average of 92% or higher are named to the High Honor Roll.

HOW TO CONTACT TEACHERS

There are two ways to contact your child's teachers. The first way is to contact your child's guidance counselor. Mrs. Dixon, grade 6, Mr. O'Connell, grade 7, or Mrs. McGinniss, grade 8 can arrange a meeting with one or more teachers or can have teachers call you, **OR**, if you would like a specific teacher to contact you, you can call the main office and leave a message for that teacher.

ASSIGNMENT NOTEBOOKS & HOMEWORK

Consistent and conscientious attention to homework is essential in middle school. The successful student will complete and turn in all assignments on time.

As a toll for managing this task, Scotia-Glenville Middle School requires that all students purchase and use the school's assignment notebook and Homework Folder. The book has been specially designed for our students and features space for recording complete homework information, including the assignment, date due and materials needed. In addition, we are requiring students to use the Homework Folder, purchased with the assignment notebook.

Teachers and guidance counselors are always available to assist students in the use of these valuable tools.



Parents can help by:

- stressing the importance of homework completion
- encouraging use of the assignment notebook by checking it every day, and
- designating a time and place at home for doing homework
- making sure that completed homework is put in the “Done” side of the Homework Folder.

HOMEWORK COLLECTION POLICY

When students are absent from school, they should check with each of their teachers as soon as they return to see what they have missed in class and to make arrangements to get extra help, if needed. If students are absent one day, they should call a “study buddy” to find out what they missed in class. If your child is absent two or more days, homework can be collected, by calling the Guidance Office at 382-1275 before 9:00 am. For extended absences, the work will be collected in “blocks” of 2 or more days. The collected work will be available for pick up in the Guidance Office after 2:30 and in the Main Office after 3:00.

When the school collects homework, it is expected that the child's parent will pick up the work at the end of the school day. When the child returns to school, it is expected that a majority of the work will be completed and ready for the teachers. The student should talk with his or her teachers to be sure that all missed work is accounted for.

MIDDLE SCHOOL HOMEWORK GUIDELINES

The district had a committee that reviewed homework guidelines for the elementary, middle and high schools. Each building should have copies of these homework guidelines. Please feel free to stop in the Main Office (or look on the table just outside the Main Office) if you would like your own copy. Homework completion is very important to being successful at school.

DISCIPLINE AND RESTRICTION

“FIRM, FIRM, CARING, CONSISTENCY”

Scotia-Glenville Middle School takes a positive approach to disciplining and the guidelines reflect this approach. This motto is for all. Students know their Code of Behavior and Disciplinary Measures well; summaries are sent home in August for the parents of all students in the middle school. All students receive their own copy during the first week of school. Periodically throughout the year, students are reminded of various aspects of it. The Code allows for flexibility and increasing penalties for repeat offenders. In all cases, **parents are notified and their support is welcome and critical** to any change in inappropriate student behavior. A complete copy of the **Code of Conduct** is available in the Middle School Office.

Consequences range from a verbal reprimand to an out-of-school suspension, police notification and/or a referral to Family Court. Other consequences include detention during lunch or after school, in-school suspension, restrictions from recreation or school events (Teen Town, dances, sports, etc.), restriction from participating in a sport, and restriction to a study hall. The Principal and the Assistant Principal take a firm stand on any use/abuse or advertising of illegal substances on school property.

The Athletic/Activities Participation Policy defines when a student is on probation and, therefore, not allowed to participate in school activities, including participation on sport teams. A student's conduct, as well as academic standing, determines the ability to participate.

Parents are encouraged to call the school and to ask questions at any time. A committee consisting of parents, students, faculty and the Assistant Principal updates the Code annually.

SCHOOL CLOSINGS & EMERGENCIES

If school must be closed because of weather conditions, facility failures or other emergency situations, announcements will be made on these local television and radio stations:

WNYT Channel 13	WGY (810AM)/WRVE (99.5FM)
WTEN Channel 10	WPTR (1540 AM)/WFLY (92.4 FM)
WRGB Channel 6	WROW (590 AM)/WYJB (95.5 FM)
WTRY (980AM/98.3FM)	WPYX (106 FM) WGNA (107.7FM)

You can also check for cancellations on the district website:

www.ScotiaGlenvilleSchools.org.

Please do not call the school or district offices on inclement weather days. The phone lines are needed for emergency communications. If school is cancelled, all uses of the building are also cancelled on that day, unless otherwise noted or announced.

We will conduct various types of emergency drills throughout the year. These include emergency evacuation drills such as fire drills and lock down drills where students remain in the classroom and doors are locked in the event of an intruder in the building. In the event that we ever needed to send students home early, please have a plan for your child in the event that he or she cannot reach you. This may include having a hidden key in a strategic location outside your home or knowing the electric garage door opener combination. In some imminent danger situations, your child could not get to his or her locker to get keys to the house, you need to make sure that he or she has a home to go to in an emergency or has a way to get inside your home. Please take some time to discuss your emergency plans with your son/daughter. This helps all of us feel and stay safe.

PHYSICAL EDUCATION

Students will participate in a variety of team and individual activities throughout the year. Classes will go outdoors as long as possible (often well into November). Students need to be sure to bring warm clothing when it gets cold and sneakers that can withstand the normal elements, i.e., morning dew or occasion mud.

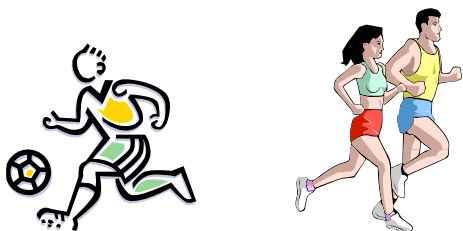
CHANGING FOR CLASS: Students must wear a change of clothing for physical education class. Clothing worn to school on the same day as class will not be acceptable. Students not properly dressed will not be allowed to participate and, unless properly excused, will receive a zero for the day. Proper dress includes: gym shorts or sweat pants (elastic waist band and no zippers, buttons, pockets or belt loops), a tee shirt, socks, sneakers, no jewelry, no gum. Platform shoes are not allowed. This policy is reviewed annually and is gone over with the students during the first week of school.

GRADING: Middle School students will receive a numerical grade at the end of each semester. The grade will be averaged in with the student's overall grade point average. Grading will be based on the following: 50% effort, 25% performance and skill and 25% knowledge.

LOCKER ROOM AND LOCKS:

Each student will purchase a lock and be loaned a locker at the beginning of the school year. The student is responsible for these items. Should the student lose a lock, he/she will be responsible to pay for a new lock before a new lock can be issued.

IGMAT-"I've Got My Act Together": An IGMAT Party is held during the second to last week of school. Any students that have been prepared with their gym clothes for the entire school year are invited. There are free food and beverages, a tug-of-war contest, and many prizes are given out at this special recognition party.



SPORTS PHYSICALS

Every student participating in any interscholastic sport must have a physical. Forms are available through the school nurse. **All sports physicals must be done by or co-signed by one the school physicians.** (State law requires this. See the State Health Appraisal guidelines, February 1992.) The school physicians are Dr. Buff, Dr. Pezullo, and Dr. Halbig. Physical forms completed over the summer should be dropped off at the Athletic Director's office at the high school. Physicals are only good for one year from the date of the physical.



INTERSCHOLASTIC SPORTS

Scotia-Glenville Middle School has a wide variety of sports teams for both boys and girls. The Modified Interscholastic Sports Program is for seventh and eighth graders. Athletes will play seventh and eighth graders from other schools. Athletes generally will have a practice or a game every school day during their season.

FALL SPORTS

Cheerleading (G): JV, V
Cross Country (B & G): M, JV, V
Field Hockey (G): M, JV, V
Football (B): M, F, JV, V
Golf (B & G): V
Soccer (B & G): M, JV, V
Swimming (G): V
Tennis (G): M V
Volleyball (G): M, JV, V

WINTER SPORTS

Basketball (B & G): M. Freshman, JV, V
Bowling (B): V
Cheerleading (G): JV, V
Nordic Skiing (B & G): M, V
Indoor Track (B & G): JV, V
Wrestling (B): M, JV, V

SPRING SPORTS

Baseball (B): M, JV, V
Lacrosse (B & G): M, JV, V
Softball (G): M, JV, V
Tennis (B): M, V
Track and Field (B & G): M, JV, V

B=boys G=girls

M=modified (7th & 8th) JV=junior varsity V=varsity

SELECTION CLASSIFICATION: Selection Classification is required for any 7th and 8th grader that is capable of competing in the interscholastic program on any level other than modified. Part of the Selection Classification process is a six- item physical fitness test. Student athletes are encouraged to play at their age level in most cases.

For additional information, contact John Geniti, Athletic Director, at 382-1237.

AFTER SCHOOL ACTIVITIES

Organizations, Activities, Academic Help and Detention

Students are welcome and encouraged to remain after school to participate in sports, organizations, and activities or for academic help. Some students will also be required to attend disciplinary detention. *A teacher, coach or advisor must supervise those who stay beyond 2:30 pm.* No one is allowed to remain in or around the building unsupervised.

Teachers are available for extra help after school on a regular basis. Students should write their teachers' after school schedule in their Assignment Notebooks.

The offering of clubs and other after school activities is dependent on the number of students interested and the availability of a teacher sponsor. The following is a partial list of probable student activities for this year.

Athletics	Math Counts
Crew Club (rowing)	SADD Club
Drama Club	Science Club
Foreign Language	Ski Club
Knitting Club	Student Council
Library Aides	Tartan Connections
MSBC	Yearbook Club

New organizations can be established provided there is an advisor. The Student Council must approve new activities. Please have your child listen to the morning and afternoon announcements for information on these activities and other new clubs being formed. Announcements are also on file on the counter of the main office.

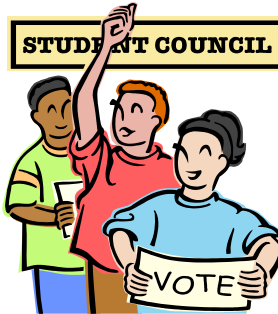
Bus students who remain after school must be supervised at all times and must secure a Late Bus Pass, which will be issued only by the supervising teacher, coach or advisor and only at the completion of the activity. The late bus arrives at the school at approximately 3:50 pm. Walkers who remain after school must also be supervised at all times, but may leave the building when they have completed their activity or when they have finished receiving their extra help.

See the Student Handbook for more information.

DRESS CODE

All students are expected to present a neat appearance and to be appropriately dressed during school hours and for school related activities. Hats are not to be worn in the building during the instructional school day, unless for religious or medical reasons. Clothing which **interferes with the learning and teaching process, or represents a health or safety hazard**, is **not** to be worn in school. This includes any clothing that advertises anything illegal (such as drugs, beer or liquor, or cigarettes). Clothing that is too revealing is not allowed, such as very low cut pants, spaghetti straps, skirts and shorts that are too short, etc. Please refer to our You Are What You Wear brochure.

LOST AND FOUND Lost and Found is located in the cafeteria for items such as clothing, shoes, paperbacks, notebooks etc. Jewelry, glasses, keys are kept in the Main Office. Please remind your child to check in these areas for any lost items. At the end of every year, we have several pair of glasses, cloth and jewelry never claimed.



STUDENT COUNCIL

Student Council develops leadership skills and encourages service of all members. The council brings a student voice to the faculty and administration.

The general student body is first introduced to Student Council each year through separate grade level assemblies. Members attend weekly Thursday morning meetings to coordinate student activities and discuss student issues.

Officers are elected during the previous year. Governing officers include 8th graders, President, Secretary and their assistants from 6th and 7th grade. Student Council also operates like a business to raise funds to benefit student activities and to present an annual gift to the school. Business officers are chosen from applicants by the Student Council advisors.

Members are held to the highest standards. No member may be failing a subject or have a referral to the office. All Student Council representatives are expected to report information to and from their homerooms. Members are viewed as leaders and are expected to follow the Code of Conduct set forth at the beginning of their term. Student Council maintains a long tradition of high visibility in the building as well as an active membership. Traditional activities to be held this year include:

Grade 6 Winter Dance, Fri., Dec. 4, 4:30--6:00 pm

Grade 7 & 8, Winter Dance, Fri., Dec. 4, 7:30-9:30 pm

Grade 6 Spring Dance, Fri., May 7, 4:30-6:00pm

Grade 7 & 8 Spring Dance, Fri., May 7, 7:30-9:30 pm

Holiday Flower Sales



NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society of Scotia-Glenville Middle School is organized to recognize students who exhibit excellence in four areas: scholarship, leadership, service and character. Throughout 6th & 7th grade, students are encouraged to excel academically by achieving an average of at least 90% throughout the sixth and seventh grade years, to have a record of active participation and leadership in school and other activities, and to demonstrate good character both in and out of classes. Character and behavior will be evaluated by teacher input.

We invite all Grade 6 & 7 students and their parents to keep these qualifications in mind throughout the year ahead. Invitations to join this organization will be given at the beginning of the 8th grade school year for fall induction.

PROMOTION PROCEDURE

It is imperative that parents periodically be alerted when their youngster is performing at failure to borderline level. In many cases, parental cooperation and encouragement can eliminate possible failure. As a minimum, parents will be notified by progress reports and report cards (every 5 weeks). Parents are encouraged to call school at any time.

The following outline defines the promotion/retention guidelines for the school:

1. After the end of the first semester each academic team of teachers will identify students at risk for retention who have not demonstrated sufficient mastery will be notified by the counselor at this time. In addition, possible areas of support will be identified to help the student be successful.
2. Quality points are earned for passing (minimum grade of 65) each course. All core classes (math, science, English, social studies and foreign language in grades 7 and 8) receive one quality point. Each 10 week non-core class earns .25 quality points and each 20 week course earns .5 quality points. Mastery of skills includes a total of:

Grade 6	5.75 quality points
Grade 7	7.0 quality points
Grade 8	7.0 quality points

For promotion, a student must earn a minimum number of quality points as listed below:

Grade 6: 4.0 quality points (3.0 in core + 1.0 in encore classes)

Grade 7: 5.25 quality points (4.0 in core + 1.25 in encore classes)

Grade 8: 5.25 quality points (4.0 in core + 1.25 in encore classes)

3. If more than one core course is failed during the school year, students will be required to attend summer school in order to earn promotion.

DAILY TIME SCHEDULE

The daily time schedule for students consists of nine instructional periods and a forty minute lunch and recreation period. Each instructional period is 40 minutes in length. The usual schedule is as follows:

7:45-7:53	Homeroom
7:56-8:36	Period 1
8:39-9:19	Period 2
9:22-10:02	Period 3
10:05-10:45	Period 4
10:48-11:28	Period 5
11:31-12:11	Period 6
12:14-12:54	Period 7
12:57-1:37	Period 8
1:40-2:20	Period 9

S-G MIDDLE SCHOOL PTA

2009-2010 PTA Board

President	:	Denise Fraioli	384-0309
1 st VP (Programs)		Tracy Briscoe	377-1422
2 nd VP (Ways & Means):		Jane Haley	346-3577
3 rd VP (Membership):		Karen Dylong	399-6977
		Maureen Palleschi	399-5512
Secretary:		Vacant	
Treasurer:		Kim Borysewicz	372-7224
Council Reps:		Vacant	

COMMITTEE CHAIRPERSONS

Homeroom Parent Chairman:	TBA	
Teen Town Coordinator:	Moira Tashjian	280-6416
	Melissa Kinnally	346-5835

MIDDLE SCHOOL PRINCIPAL: Shari Keller 382-1263

IMPORTANT 2009-2010 PTA DATES

PTA Meeting Dates

Meetings are at 6:45 pm in the Middle School Library

Wednesday, September 16, 2009
Thursday, October 15, 2009
Wednesday, November 18, 2009
Tuesday, January 12, 2010
Wednesday, February 10, 2010
Thursday, March 18, 2010
Wednesday, April 14, 2010
Tuesday, May 18, 2010
Wednesday, June 16, 2010 (5:30 pm)

School Pictures: October 1, 2009
Retakes: November 12, 2009

PTA MEMBERSHIP

To join PTA, send your name and address and your child's name and homeroom, along with your membership fee of \$5.00 per person, to the school office in an envelope marked "PTA MEMBERSHIP". We encourage all parents, guardians, teachers, and staff to join the PTA. (Make checks payable to: S-G MS PTA.)



TEEN TOWN

Teen Town is sponsored by the Scotia-Glenville Middle School. PTA helps coordinate the parent volunteers needed to chaperone. The Village of Scotia and the Town of Glenville also provide some financial support to this program. Teen Towns are generally held once a month throughout the school year and run from 7:00 pm to 9:00 pm. Attendance at Teen town is limited to Scotia-Glenville Middle School students and is a privilege not a right. Students may be restricted from Teen Town based on the Check for Success points and/or misbehavior.

A group of students works with the director in setting up (and putting away) the foosball games, pool tables and ping-pong tables and in selling refreshment. There is usually a DJ who provides music in the large gym. The admission fee is usually \$3.00.

We rely upon middle school parents to chaperone the Teen Towns. Approximately 20 parents and the Teen Town Director and Assistant Director are at each Teen Town. To volunteer, call the Main Office at 382-1263.

SCHEDULED TEEN TOWN DATES:

- Friday, September 25: Grades 6 (7:00-9:00 pm)
- Friday, October 30: Grade 6 (4:00-6:00 pm)
- Friday, October 30: Grades 7/8 (7:00-9:00 pm)
- Friday, January 29: Grades 7/8 (7:00-9:00 pm)
- Friday, February 26: Grade 6 (7:00-9:00 pm)
- Friday, March 19: Grades 7/8 (7:00-9:00 pm)

SHARED DECISION MAKING

The Shared Decision Making team is a mandated committee of parents, teachers, administrators, and non-instructional staff to help improve student achievement through consensus problem solving. The team meets monthly to discuss various agenda items and is open to the public. You are encouraged to discuss your concerns and ideas with your representative who will present them at a meeting or you may attend a meeting and present them yourself. The theory is that we need everyone's input, not just a select few, to change our schools. The Shared Decision Making Team is your team and we want to hear what you have to say. Don't be shy, give us a try, we're willing to listen. This team makes a real difference to the outcomes of each student at the middle school. For example, it is responsible for the standardized progress reports and this handbook, among other contributions and recommendations. For more information, please contact the school.

MEETINGS: • Sept. 30, Oct. 28, Nov. 18, Dec. 16, Jan. 27, Feb. 24, Mar. 31, Apr. 28, May 19. Meetings will be held at 2:45 p.m.

SCHOOL AND COMMUNITY RESOURCES

The Scotia –Glenville School District offers a wide variety of services to all students and families within the district. These services include counseling, educational evaluations and information to assist families in obtaining appropriate services within the community. Parents or children can access these services directly through their schools or by contacting Pupil Personnel Services at 382-1285.

This is a partial list offered, please call the office for further information, or for a complete list, call 382-1263.

COUNSELING/GENERAL SERVICES

Northeast Psychological Assoc.....456-2060
Samaritan Counseling Services374-3514
Sch'dy Child Guidance Center381-8911

EATING AND NUTRITION

Center for Eating Disorders374-0511

GRIEF COUNSELING

Haven Inc., Schenectady...377-2300

ALCOHOL AND DRUG SERVICES

Conifer Park1-800-989-6446
Sch'dy County Alcoholism Council346-4436
Hope House/Residential Treatment Center
 Women & Children Program453-8351
 Out Patient427-8207
 Adult Residential465-2441
 Adolescent Residential452-0001

EMERGENCY/CRISIS SERVICES

NYS Child Protective Hotline1-800-342-3720

OTHER SERVICES

National AIDS Hotline1-800-232-4

IMPORTANT PHONE NUMBERS

SCOTIA-GLENVILLE MIDDLE SCHOOL

Main Office 382-1263

Shari Keller, Principal
Frank Rosselli, Assistant Principal

Nurse's Office 382-1266

Barbara Zabala, Nurse
Lisa Forshey, Nurse

Guidance Office 382-1275

Lucia Dixon	Grade 6
Tim O'Connell	Grade 7
Aimee McGinniss	Grade 8



DISTRICT

OFFICES

Superintendent: Susan Swartz..... 382-1215
Director of Curriculum & Instruction.....
.To Be Announced..... 382-1218
School Business Administrator ...Andrew Giaquinto 382-1222
Athletic Director:..... John Geniti382-1237
Director of Fine Arts:..... Susan Fitting..... 382-1208
Director of Pupil Personnel Services:.....
.....Kenn Handin382-1285

MIDDLE SCHOOL INSTRUCTIONAL HOURS:
7:45 am – 2:20 pm