

# BRONXVILLE MIDDLE SCHOOL

## 2019 STUDENT HANDBOOK 2020

Welcome to the 2019-2020 school year! This handbook will help you find information and answers to many of the most common questions about the Bronxville Middle School.

### SCHOOL HOURS

School is in session daily from 8:20am until 3:00pm. One day a cycle you have a music class at 7:45. Every other day there is extra help available at 7:45, too. You have four minutes between classes to move from room to room. First period begins at 8:28 am each day, except Day 1.

### ATTENDANCE

Attendance is taken in homeroom and at the start of each period. If you are late, you need a pass from the office to enter any class. Below are three things you need to know about attendance in the Middle School.

### BRONXVILLE MIDDLE SCHOOL

**177 Pondfield Road  
Bronxville, New York 10708**

**Telephone: (914) 395-0500 ext. 3800**

**Fax: (914) 771-6223**

Principal:	Dr. Thomas L. Wilson, ext. 3800
Assistant Principal:	Mr. Marcellus Lessane, III ext. 2404
Office/Secretary:	Mrs. Katie Krieg, ext. 3800
Guidance:	Mr. Jim Agnello, ext. 2236 Mrs. Lisa DeSanto, ext. 3801
Guidance Secretary:	Mrs. Julie Denise, ext. 2286
Psychologist:	Ms. Jillian Tomlin, ext. 2226
Health Office:	Mrs. Kelly Donohue, ext. 1229 Mrs. Jean Marie Herrschaft, ext. 1227 Mrs. Kathleen Sosa, ext. 1230
Athletic Director:	Ms. Karen Peterson, ext. 3234
A.D. Secretary:	Mrs. Dawn Hartson, ext. 3234

**1**

### ABSENCES

If you are absent your parents need to call or email Mrs. Krieg at [msattendance@bronxvilleschool.org](mailto:msattendance@bronxvilleschool.org)

**2**

### LATENESSES

If you are late to school or to any class, you must check-in and get a pass from the office to be admitted to any class.

**3**

### EXCUSE NOTES

When you are absent, you must bring a note to the main office. Extended absences (3+ days) require a note from a physician to the Health Office for re-entry.

## Extra Help

Beginning at 7:45 each day, your teachers are available to meet with you for extra help. You don't need an appointment, just show up! We recommend that you make use of this time frequently to make the most of your class time!

## Homeroom

Homeroom starts at 8:20 every day except on Day 1, where you go straight to Period 1 for attendance. Your Advisory teacher is also your homeroom teacher. Attendance is taken in homeroom and it is essential that you are on time each day. We read a daily bulletin so you know what's happening in school!

## Food and Drinks

You are allowed to have a water bottle with you for regular tap water. Food, candy, gum or drinks other than water (even seltzer) are not allowed in the halls or in the classrooms.

# DAILY SCHOOL SCHEDULE

We follow a six day rotation. Classes are 56 minutes long on most days. On Monday afternoon classes are 46 minutes long and on Thursday morning classes are also 46 minutes long. These classes are shorter so we can have Advisory on these days.

You have four minutes between class periods. Please use this time wisely and handle your personal/bathroom needs during this time, not during classes. School ends at 3:00 each day.

\*Extra Help is available every day, except one morning a cycle when your grade level will have a required all-music lesson class starting at 7:45. (The specific day of the cycle will be shared with you)

<u>DAY 1</u>	<u>DAYS 2,3,5,6</u>	<u>DAY 4</u>
<b>7:45-8:20 Extra Help*</b>	<b>7:45-8:20 Extra Help*</b>	<b>7:45-8:20 Extra Help*</b>
<b><u>No Homeroom</u></b>	<b>8:20 Homeroom</b>	<b>8:20 Homeroom</b>
<b>8:20 Period A</b>	<b>8:28 Period A</b>	<b>8:28 Period A</b>
<b>9:10 Period B</b>	<b>9:28 Period B</b>	<b>9:28 Period B</b>
<b>10:00 Period C</b>	<b>10:28 Period C</b>	<b>10:28 Period C</b>
<b>10:50 Advisory</b>	<b>11:24 Lunch</b>	<b>11:24 Lunch</b>
<b>11:24 Lunch</b>	<b>12:04 Period D</b>	<b>12:04 Advisory</b>
<b>12:04 Period D</b>	<b>1:04 Period E</b>	<b>12:34 Period D</b>
<b>1:04 Period E</b>	<b>2:04 Period F</b>	<b>1:24 Period E</b>
<b>2:04 Period F</b>		<b>2:14 Period F</b>



## CELL PHONES

Must be kept in your locker and either off or on silent. Phones are not allowed to be used in the halls.

32-3-16

## COMBINATION LOCK

You will be issued a lock in homeroom for use during the year. Never share your combo! Write the combo somewhere in your planner.



## SHARPIE

Write your name in Sharpie on everything. If you label your things, you may not lose them!

## School Office

Our school secretary, Mrs. Krieg is here to help everyone. It is important when you come to the office you say 'good morning' or 'good afternoon' before asking for help. It makes a big difference when you start a conversation with good manners!

## Cafeteria

You can open (or transfer) an account in the cafeteria. You are only charged when you buy food, so you don't have to use it every day. For more, look for the cafeteria link on the MS website.

## Special Trips

There are special events each year in Middle School, but there are some really special trips planned each year for each grade. Check out the highlights below!

6

### SHARPE RESERVATION

This fall trip is about team building

### CHALLENGER CENTER

This June trip is a Lunar Quest and we plan and operate a mission to the moon!

7

### WILLIAMSBURG, VA

This four day trip bonds us as a class and connects us to life in colonial America.

8

### WASHINGTON, D.C.

This three day trip to our capital emphasizes government, democracy, culture, and instills civic pride.

## GUIDANCE COUNSELORS

**Mr. Jim Agnello** and **Ms. Lisa DeSanto** are our school guidance counselors. You have been assigned to one of them for the three years of Middle School, but both are always happy to meet with students.

Guidance counselors help provide direction and are a good resource to use as you are learning to navigate new friendships, new curriculum and new requirements in life.

Our guidance counselors also work closely with teachers and parents. They explain how classes work and are good at helping good communication occur between home and school.

Counselors are also helpful when you have a schedule issue or if you are sick and out of school (3 days or more). They can help arrange for you to get work from your teachers and help plan for you to return so you are not overwhelmed by missing and current work.

## SCHOOL PSYCHOLOGIST

**Ms. Jillian Tomlin** is our school psychologist. She works with students in the school for many different reasons and is helpful to students, parents, and teachers alike. Ms. Tomlin has worked in the Middle School before and knows everybody in the school and is always around, so say hello to her when you see her! She is a really good listener and she gives excellent advice. Her office is always open to students, teachers and parents.

## Teen Center

Each grade has a party at school on a couple Friday nights each year from 7-9PM. There is a DJ, games, sports and food. Most kids come to Teen Center and it's a pretty cool party!

Teen Center is only open to currently enrolled students in the Bronxville School on the grade level for that evening. No outside guests are allowed to attend and there are no exceptions to this rule, ever.

In addition to the fee for the party, you also must have a signed permission slip as well.

A parent **must** come inside the Atrium to pick you up from Teen Center. You can't leave without a parent, but one parent is able to pick up a group of students!

## OUT TO LUNCH PRIVILEGES

Going out to lunch is a privilege that can begin in Middle School. We call it "Going Uptown". Keep in mind that it is a **privilege**, not a **right**. That means that you can enjoy the privilege as long as you act responsibly in public and are in good standing in all of your classes.

### **Grade Six Students do not leave the building until Second Quarter beginning this year.**

There is a form available on the Middle School website that your parents fill out. The form only tells us you have permission, but you still have to make a reasonable family decision about how often you will go out for lunch.

Your parents decide whether you can go uptown for lunch. This is a family decision and usually parents and kids make a plan together for how often they will go uptown. **Don't be fooled into thinking everyone goes uptown every day!** That is very expensive and well over half the school stays in the cafeteria on any given day!

Anything bought during lunch must be eaten outside or finished in the cafeteria. You can't bring food, drinks, gum, or candy to your lockers, or into the halls or classes.

When you are uptown it is essential that you practice good manners and citizenship. Almost everyone does well uptown, but the privilege is linked to performance, so please be respectful of others and mindful of your actions in public! You represent your family and our school wherever you are and at all times!



## LEAVING THINGS AT HOME

If you forget something at home, deal with it with your teacher. We don't want parents running to school with things.

This is how you learn to develop personal responsibility.



## LATE FROM LUNCH

If you go uptown and are sometimes late to your D period class, you might have your lunch privilege suspended for a period of time.



## LEAVING STUFF AROUND

Do not leave your books or other materials in hallways unattended. The custodians are under orders to keep the halls clean at all times and anything left out gets thrown out!

# GRADING SYSTEM

## Good Grades

Grades are based on achievement and progress toward goals in each class. Grades are NOT an indication of your ability to do the work in any given class. There is generally no curving of grades, so it is possible for all students to attain the same high marks in any given class.

## Bad Grades

Don't be discouraged if you receive a low grade. It may mean you need better work strategies for that class or to spend a bit more time with the material. You should definitely talk with your teachers about your work and your counselor may have suggestions for improvement, too.

## Exploratory Grades

Exploratory classes do not include homework or tests, with the exception of Health. Your grade in these classes is based on participation, ability to work with others and effort.

Our school uses letter grades (A,B,C,D and F) to mark student achievement on quarterly report cards. During the course of any given quarter, your grades are available to you and your parents on the Parent and Student Portal. These grades are usually expressed in numerical form. At the beginning of the year each teachers will explain how they determine the weight of each section of your grades, with tests, quizzes, projects, homework and class participation making up the majority of classroom grades.

The letter grades and their numerical equivalents are below:

LETTER	NUMERICAL	G.P.A.
A+	97.5 to 100	4.33
A	92.5 to 97.4	4.00
A-	89.5 to 92.4	3.67
B+	87.5 to 89.4	3.33
B	82.5 to 87.4	3.00
B-	79.5 to 82.4	2.67
C+	77.5 to 79.4	2.33
C	72.5 to 77.4	2.00
C-	69.5 to 72.4	1.67
D+	67.5 to 69.4	1.33
D	65.5 to 67.4	1.00
D-	64.5 to 65.4	0.67
F	64.4 and below	0.00

**A**

## ACADEMIC INTEGRITY

All students and parents will be given a copy of our Academic Integrity Policy at the start of the year. Know and understand these rules– they are essential to success

**B**

## BE MINDFUL

Be mindful that all your choices link to Academic Integrity. Even talking about test questions with others between periods is acting without academic integrity.

**C**

## CHEATING

Cheating can take many forms. Be aware that sharing online with others when not allowed by the teacher is likely cheating.

## Use the Student Portal

This is where you will find information about your classes, calendar of due dates, homework and where grades will be posted. Do not share your log-in data with anyone outside of your family! This is a key rule that you have to follow.

## Grade Level Bulletin Board

In the hallway on the second floor across the hall from the English classrooms there are three bulletin boards, one for each grade. These boards contain a calendar and special notices for the grade. Keep an eye on your board for postings!

## Homework Roster

Every teacher posts homework on our school website under **MS/Students/Homework/Grade**. This is a very important place to visit to insure you have all the information about assignments copied correctly.

## WHAT DO WE EXPECT FROM YOU OUTSIDE OF SCHOOL?

You have to come to school prepared to do your best work. That means you are physically and mentally ready to take on the challenges of the school day. Here are some ways you can be at your best each day.

### SLEEP

It may seem obvious to you, but sleep is one of the most important things related to success and to the ability to meet the many challenges you face during the day. We recommend that you get a minimum of 8-9 hours of sleep a night. There is no such thing as "making it up on the weekend." You need this sleep every day to be your best. **This also means turning off all electronics well before you go to bed.** The school recommends a **"PUT IT TO BED"** Policy for electronics to begin to cycle down for sleep.

### PACK UP THE NIGHT BEFORE

It makes all the difference! Have everything ready to go in one place the night before. If you are in Grade 8 charge your Chromebook in one place so it is easy to remember in the morning.

### DO YOUR HOMEWORK!

And when we say this, we feel strongly that you should **ONLY** do homework during homework time. Other distractions from family to phones should not be part of your homework routine. Homework should not take hours to complete. If it does, tell your teachers.



## PHONES AT HOME

The same rules apply for technology outside of school. You are responsible for treating others with dignity at all times. Don't use phones to hurt other people.



## KEEP YOUR MATERIALS

Safe and sound in your locker at all times. There is no other place for your things to be kept.



## HYDRATION

You really need water during the day! Make sure to get a labeled water bottle and fill up frequently!



## Cheating/Plagiarism

Cheating on a class assignment, quiz or test may take many forms. Anything that you present to your teacher as your own work that is in fact not your own work is cheating and will have direct consequences on your grade in that class. Be careful of how you “share” work with others! This is often a gray area that can be deemed cheating, too.

**Plagiarism** means to copy someone else’s original ideas and to present them as your own. Copying any text from the internet or other source and presenting it as your own original work is plagiarism.

## Consequences for Cheating

The outcome of cheating or plagiarism include receiving a zero or a failing grade on that assignment, having to redo the assignment for no credit and a parent meeting with the principal and teacher. Two or more such offenses may result in disciplinary action including suspension from school.

## BASIC SCHOOL RULES

There is no set of rules that accounts for every possible issue that can happen in a school. However, below is a list of things that violate our basic school rules . Violations of these or any other reasonable expectations consistent with decent behavior may result in detention, parent conference and/or school suspension:

Fighting (of any kind)

Bullying (of any kind)

Misuse of digital media with intention to hurt others (of any kind)

Damage to or theft of property (of any kind)

**Any violation of New York State law will be referred directly to the Bronxville Police Department.**

Other issues that may result in detention or other disciplinary action include:

Disruptions to class (of any kind)

Inappropriate or rude behavior (of any kind)

Food and drink consumed outside the cafeteria

Phones used in hallways or classrooms during school hours.



## CELL PHONES

Phones must remain in your locker. If your phone is out during the day, it will be taken and a parent will have to pick it up in the office. This is a Zero Tolerance Policy



## FOOD AND DRINK

No food or drink is allowed in the hallways or classrooms. You may not bring food to your lockers. Students may carry a water bottle with plain tap water at any time.



## CODE OF CONDUCT

The Bronxville Board of Education has adopted a full Code of Student Conduct. This is available on the district website under District Information.

## How to Study

Some people do their best work alone, but we encourage you to try different ways of studying. Make study plans with friends (Even medical and law school students do this!). You should each do your own work but having others around to study can be really motivational.

## Weekend Homework

You will usually have some homework assignments and studying to do over weekends and short school recesses (ex: Veteran's Day).

## No Homework

No homework is assigned during our longer vacations. This no-homework policy includes all projects and long-term assignments, too. No tests are given or assignments due upon return from extended vacations. This rule does not apply to short holidays (Ex: Veteran's Day, Memorial Day). Homework, tests and projects are able to be assigned for study over these shorter days off.

# HOMEWORK POLICY

Each teacher sets their own practices related to homework, but all of your assigned work should generally take you the amount of time listed by grade level below.

If you find that you are not able to complete your assignments within the guidelines below, take a really honest look about your commitments outside of school. This can be a hard balance to manage, but be aware when you might take on too much and cut down if things get too demanding. You can talk to your teachers and counselor about time management, too. You are not alone in this!

## NIGHTLY READING

Reading is a 365 day a year requirement. In order to become an interesting person and one who is capable of thinking critically and creatively, reading is a **LIFE** requirement and one of the most important freedoms we enjoy. Reading, even for English, is not counted in the homework time below, but should be added to your daily routine for a **minimum** of 30 minutes every day.

6

## GRADE SIX

Homework should take 45 minutes during the first half of the year and up to an hour in the second semester.

7

## GRADE SEVEN

Homework should take an hour a night on average.

8

## GRADE EIGHT

Homework should take an hour and a half most nights and occasionally up to two hours.



## Words/Images on Clothes

Your choice of clothing must send appropriate messages for anyone who sees you. Any clothes with words or images that carry vulgar, obscene, libelous, or denigrating language on the basis of race, religion, national origin, gender, sexual orientation, or disability are strictly prohibited in our school.

## Personal Hygiene

Students are expected to come to school having recently bathed, with freshly brushed teeth and wearing clean clothes on a daily basis.

## Social Hygiene

Students are expected to come to school each day with the attitude that they will be kind and respectful to everyone they interact with in school.

# STUDENT DRESS CODE

Bronxville students have freedom in selecting what to wear to school, however good taste and discretion are important. These standards will help you make good choices:

- Apparel must be safe, appropriate and not interfere with or disrupt the educational process.
- Underwear must be completely covered by outer clothing at all times.
- Footwear is required in all areas of the building and on campus.
- Hats, "hoodies", sunglasses, headphones or any clothing or accessories that hide your face may not be worn inside the school.
- No revealing garments such as (but not limited to): tube tops, mesh tops, halter tops, tops with plunging necklines (front and/or back), micro-miniskirts, bare midriffs, see-through garments, or other apparel that may cause disruption.

**Students who violate the dress code shall be required to modify their appearance by covering or removing the offending item and if necessary or practical, replacing it with another article of clothing.**



## ACT WITH EMPATHY

You want to be remembered for the good things you did for others.  
Practice empathy and make a positive difference in the school.



## DO NO HARM

FACT: You will not like everyone you meet at school. However, you have a responsibility to insure that you don't have a negative impact on someone else's life



## THINK LIKE A CAPTAIN

Team Captains invite everyone to play. They inspire others and help everyone on their team to improve. Do you think this way?  
Do you act like a leader?

## How to Get Involved

Middle School gives students the freedom to try a lot of different things, but you have to take these opportunities into your own hands, too! On this page you will find some of the things that are open to all students and you may find some new interests along the way!

### Middle School Organization (MSO)

The MSO is our student government and is run by Ms. Stancarone. Students have a voice in school policy and even plan fun events for the school, too!

### The Gallop

The Gallop is our Middle School Student Newspaper run by Mrs. Dioguardi. If you have an interest in learning about journalism, stop by!

### MS Yearbook

Students create our yearbook with the help of faculty Mrs. Caplan and Mrs. Oliveri want to have committed students help create the book!

## COMMUNITY SERVICE

Students in our school are asked to volunteer time to perform three hours of community service each quarter. Students who invest in this work are recognized in some way at the end of each quarter, usually in the form of a certificate or a letter of achievement.

**Community Service** has a broad definition for our purposes: Any act that you perform in service of another person who is not part of your family and that you are not paid to do is an act of Community Service.

This may mean that you work with others on one of the many offerings that the Community Service Committee posts during each quarter. It might mean that you invest in some work outside of school with your family or church group. It can be as simple as helping a neighbor in some meaningful way.

Community Service hours can also be used to satisfy requirements for Confirmation and other related work. Students who complete 12 hours (3 hrs. minimum per quarter) receive special recognition for year-long achievement.



### MS B.A.S.C.

The After School program for Middle School students offers many different clubs from which to choose. Find something cool and give it a try!



### MUSIC OFFERINGS

There are many music groups that meet after school. Even if you take a different class for music, most of these are open to all students based on your interest!



### THEATER

Mrs. Gambino runs our Fall Play and Ms. Simpson runs the Middle School Spring Musical. There are roles both on and off-stage, so keep an eye out for these shows!

## Digital Citizenship

Means you are responsible for how you behave on the internet. You understand your actions may have real consequences for yourself, your family and for others. How you choose to communicate and how you manage your on-line presence is critical to your overall success.

## Internet Use

Internet access at school is a privilege and its primary use is to enhance classroom experiences and to allow for research on school-based projects. If you violate the Acceptable Use Policy, you may lose your privilege to use the internet.

## SOCIAL MEDIA

Middle School students are expressly forbidden from accessing social media sites while in school. It is district policy that Middle School students should not have these accounts and accessing this type of site is a violation of the Acceptable Use Policy.

# ACCEPTABLE USES OF TECHNOLOGY

Each time you sign in to a computer, whether it is your own, or a school computer, the same rules apply. After logging in, the first screen you encounter is the **Acceptable Use Policy**. You must agree to the terms of use and by clicking "I AGREE" you are consenting to following the rules governing the uses of technology for our building.

The policy extends to phones as well and students will consistently be reminded of the responsibility they have for maintaining a positive presence if they are part of text chains and group IM chats. Phones may not be out or used in the building, unless a teacher asks for them to be used for a project. Students must be reminded that forwarding questionable material is equally harmful as creating it. If someone sends something you know is not OK, it is always best to delete that material immediately. Do not store it on your device.

**Grade 8** students will have elected to bring their own device or use a district owned Chromebook during the school year. Students must maintain their Chromebook at all times and have them charged and available for use every day.

Any evidence that a student has misused technology in the school, including misuse of the internet, tampering with devices, software, or networks will result in disciplinary and possibly legal action, if applicable.



## ACCEPTABLE USE

Every time you log in at school, you agree to follow the rules of good digital citizenship at all times.



## GRADE EIGHT

Students have to charge their Chromebooks at home for use during the day in all classes at school.



## DON'T FORGET

The full version of the Acceptable Use Policy is available on the district website under the Technology Department.

## **Gym Lockers**

Every student is assigned a gym locker that has a built-in lock. You are required to use this locker for all personal items. Please remember if you leave valuable items out in the locker room they will be taken.

## **Gym Etiquette**

You must change for gym class. After class, you must change back into your school clothes. Please take your gym clothes home to be washed routinely. Don't leave them in your locker– it's just gross.

## **Physical Education Grades**

You may not realize you are being graded in gym class because you don't take written assessments, but your teachers are assessing your effort, cooperation, and sportsmanship on a daily basis.

## **Modified Sports Handbook**

The Modified Sports Handbook is available on the Athletic Website. The address is below:

[www.bronxvilleathletics.com](http://www.bronxvilleathletics.com)

# **HOW TO JOIN MODIFIED SPORTS TEAMS**

Modified Sports are available for seventh and eighth grade student athletes. **Modified** means that the sport has been altered in some way from the way it is played at the Junior Varsity and Varsity levels. Usually this means some alteration in the length of game times and can also mean a difference in the duration and intensity of practices. It is essential that students who participate in Modified Sports understand that by joining a team you are making a commitment to that team and your participation is required at practices and games as your coach requires. To register for Modified Sports, please register with [FamilyID.com](http://FamilyID.com).

## **PHYSICAL EDUCATION**

Before each season, your physical education teachers will introduce you to the sports that will be offered during that season of the year. It is the easiest way to see what offerings are available and also allows you the chance to sign-up for teams right away. You register for fall sports on the first day of school at 3:15PM. Winter and spring registrations are conducted in PE classes.

## **HEALTH OFFICE CLEARANCE**

Below are the three basic components you need for clearance to play Modified Sports. You need a NYS physical on file before you can participate. All forms can be submitted through the website to the left.

**1**

### **NYS PHYSICAL**

A current New York State issued physical must be on file in the Health Office. The physical must be under a year old to qualify.

**2**

### **WWW.BRONXVILLEATHLETICS.COM**

This is a detailed site where many forms and informative articles about our sports offerings may be located.

**3**

### **HEALTH OFFICE**

A link to The Health Office is located on the Middle School page. There are helpful forms here, too.

## **S.C.O.P.E.**

Before you turn in written work, make sure it has proper SCOPE.

**S**pelling **C**apitalization **O**rganization  
**P**unctuation, and **E**ding.

### **Editing Tips**

While you check the SCOPE of your work, be sure that you read your work out loud to yourself or to someone else. Does your written work match what you intended to say?

**ALWAYS WRITE IN COMPLETE SENTENCES**  
**WATCH FOR FRAGMENTS AND RUN ONs**  
**VARY YOUR USE OF VOCABULARY AND SENTENCE STRUCTURE**

**ABBREVIATIONS ARE RARELY ACCEPTABLE**  
**"Text" LANGUAGE IS NEVER PERMITTED IN ACADEMIC WORK**

### **TAKE PRIDE IN YOUR WORK**

Always present your best work and show that you care about what you submit to your teachers by insuring the the work is neat and legible. You would be amazed at how much it matters that your work meets these standards even before it is reviewed for content!

## **BRONXVILLE MIDDLE SCHOOL WRITING STANDARDS**

Every paper needs a proper heading, Use the format below as a heading for every paper you submit to your teachers:

Your FULL Name

11/14/19

Subject/Class Period

Title of Assignment

### **HANDWRITTEN WORK**

For handwritten assignments use looseleaf paper with all holes intact and only on the left side of the page. Write all assignments in standard blue or black ballpoint ink only. Always use pencil for math, music or otherwise instructed to do so.

### **WORD PROCESSED WORK**

Typed work must be double spaced using a standard font ONLY. *Do not express your creativity with the font you select for written work.* Only use Times New Roman, Palatino or a reasonable equivalent for written work, including headings. Use only clean white copy paper when printing assignments.

### **STAPLES**

When you are turning in papers that have two or more sheets, please attach them with a single staple in the upper left hand corner—ONLY. Paper clips, bent over corners, etc. will not be accepted.

**INK**

### **USE BALLPOINT**

Please do not use felt tip or inkwell style pens. Don't bring pens that click or make noise. Fair warning: your teachers will not allow them to be used in class.

**No. 2**

### **USE PENCIL**

For math, music and when otherwise specifically requested by a teacher. Keep a few sharp pencils or mechanical pencils with you and keep a supply at home.

**!!**

### **!! WARNING!!**

If your writing does not conform to the Middle School standards on this page, it will be returned to you for either revision or a complete rewrite.