
DORSEYVILLE MIDDLE SCHOOL

2008-2009 PARENT HANDBOOK



**FOX CHAPEL AREA
SCHOOL DISTRICT**

*"Excellence is not an act,
but a habit." - Aristotle*

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Welcome

Dear Parents and Guardians,

This handbook will provide you with information about the programs and policies of Dorseyville Middle School.

We believe that your children come to the middle school as special human beings, unique in their own physical, social, intellectual, and emotional development. Therefore, in addition to providing a strong curriculum which stresses academic excellence, we offer programs which enhance self-esteem, foster success, and nurture curiosity.

Working together, the home and school form a strong partnership – with your child's success as our highest priority. We hope the information provided in this handbook assists you in this partnership. Please feel free to contact the school whenever you have a question or concern.

With your help and support we are confident that your child will find Dorseyville Middle School a great place to learn and grow.

Sincerely,

Matthew J. Harris
Principal

School Calendar (2008-2009)

| | |
|--------------------|-------------------------------------------------------------------|
| August 12 | Sixth Grade and New Student Open Tours – Lobby – 9 a.m.-2 p.m. |
| August 25 | First Day for Students |
| August 29 | Elementary/Secondary Early Dismissal (DMS Dismissal – 11:30 a.m.) |
| September 1 | Labor Day (No School) |
| September 30 | Elementary/Secondary Early Dismissal (DMS Dismissal – 11:30 a.m.) |
| October 9 | Yom Kippur (No School) |
| October 13 | Countywide In-Service Day (Teachers Only) |
| October 15 | Open House – Grades 6-8 – 6-8 p.m. (DMS Dismissal – 1 p.m.) |
| October 31 | Elementary/Secondary Early Dismissal (DMS Dismissal – 11:30 a.m.) |
| October 31 | End of First Nine Weeks Grading Period |
| November 24 & 25 | Elementary/Secondary Early Dismissal (DMS Dismissal – 11:30 a.m.) |
| November 26 | Half Conference Day (Teachers Only) |
| November 27-Dec. 1 | Thanksgiving Break (No School) |
| December 24-Jan. 2 | Winter Break (No School) |
| January 15 | Elementary/Secondary Early Dismissal (DMS Dismissal – 11:30 a.m.) |
| January 15 | End of Second Nine Weeks Grading Period |
| January 16 | Full Clerical Day (Teachers Only) |
| January 19 | Martin Luther King Jr.'s Birthday Observed (No School) |
| February 13 | Elementary/Secondary Early Dismissal (DMS Dismissal – 11:30 a.m.) |
| February 16 | Presidents' Day (No School) |
| March 20 | Elementary/Secondary Early Dismissal (DMS Dismissal – 11:30 a.m.) |
| March 26 | End of Third Nine Weeks Grading Period |
| March 27 | Clerical/Professional Development Day (Teachers Only) |
| April 3 | Elementary/Secondary Early Dismissal (DMS Dismissal – 11:30 a.m.) |
| April 6-10 | Spring Break (No School) |
| May 6 & 7 | Elementary/Secondary Early Dismissal (DMS Dismissal – 11:30 a.m.) |
| May 8 | Half Conference Day (Teachers Only) |
| May 20 | Kennywood Day (DMS Dismissal – 11:30 a.m.) |
| May 25 | Memorial Day (No School) |
| June 10 | Last Day for Students (DMS Dismissal – 11:30 a.m.) |
| June 10 | End of Fourth Nine Weeks Grading Period |

Note: If student makeup days are necessary, they will be held in the following order:
June 11, June 12, and June 15, 2009.

PTO Meetings

- September 24, 2008 – 9:15 a.m. – Cafeteria
- October 22, 2008 – 9:15 a.m. – Cafeteria
- November 19, 2008 – 9:15 a.m. – Cafeteria
- January 28, 2009 – 9:15 a.m. – Cafeteria
- February 25, 2009 – 9:15 a.m. – Cafeteria
- March 25, 2009 – 9:15 a.m. – Cafeteria
- April 22, 2009 – 9:15 a.m. – Cafeteria

Dorseyville Middle School Mission

The mission of Dorseyville Middle School is to provide an instructional environment specially suited to meet the unique needs of the middle school learner. Dorseyville Middle School will:

- Provide a safe and inviting school environment;
- Expect academic excellence through differentiated instruction, critical and creative thinking, problem solving, and the application of technology;
- Use a team approach to promote learning through a smaller learning environment and the integration of subjects in instruction;
- Provide academic, behavioral, and emotional support;
- Promote health and wellness for students and staff;
- Strengthen positive relationships through the core values of Respect, Responsibility, and Integrity;
- Promote appreciation for the diversity represented in our student body;
- Provide a smooth transition to and from each grade level; and
- Involve parents and community members through shared decision-making and leadership.

Middle School Programs

Homebase

Homebase meets each morning. During the week there are two days of structured Homebase lessons, one day for individual academic conferencing and one day for Sustained Silent Reading. Homebase is shortened on most Fridays to provide time for Exploratory Time in the afternoon.

Students will have at least one conferencing session per quarter during Homebase. Homebase teachers will make telephone contact with parents during the first two weeks of school and be available to them should questions arise.

Exploratory Time (ET)

For approximately one hour at the end of designated Fridays, a variety of activities will be offered to the students during Exploratory Time. These activities include handicraft projects, hobbies, academic games, and various sports. Students will be able to choose four Exploratory Time activities during the school year.

Interdisciplinary Team Organization (ITO)

Each student will be a member of an "Academic Team." Student placement is determined by the school. Teams will be taught by a group of teachers who share the same students, the same part of the building, and with the same general schedule. This team of teachers develops interdisciplinary units of study and helps build team spirit and a sense of belonging. Parent requests for a particular team, teacher, or Homebase teacher cannot be honored.

Dorseyville Middle School Discipline Code

Learning can only take place in an environment that is free from distraction and is regulated by appropriate rules of behavior. Dorseyville Middle School believes that it is the responsibility of every student to know and obey the rules of the school.

It is the intent of the middle school program that administrators, teachers, and students work together to respect each other's rights. The goals of discipline are to teach students responsible behavior, self-discipline, and to create a learning environment in which students feel safe, permitting them to be successful.

A Discipline Code has been written to provide the framework for standard behavior expectations and consistent discipline procedures. Adherence to this code is expected of all students. The code fosters a safe environment while protecting the rights of all.

In addition to the written policies and regulations found in the Student Agenda Book, we expect students to know, respect, and obey the following school-wide rules:

- **Be prompt.** Arrive on time and take a seat immediately.
- **Be prepared.** Have proper supplies; study; complete homework; turn assignments in on time.
- **Be polite.** Demonstrate respectful behaviors toward self and others.
- **Be productive.** Contribute to class activities; keep current with assignments; ask for help when needed.

Responsibility Training and Time-Out

Responsibility Training is a program that has been in place in the district for many years. It is a comprehensive framework for classroom management consisting of three parts: Choice Theory, Reality Therapy, and Time-Out/Classroom Interventions.

The Time-Out program at Dorseyville Middle School is where school personnel work with students to help them develop the ability to recognize the choices they make, the consequences of those choices, and ways for planning to make successful choices in the future. The goal of Time-Out is to provide an opportunity for students to evaluate their behaviors. Time-Out also helps students learn to make appropriate choices within the structure of both their school and the society in which they live.

Time-Out 1

Student develops a verbal plan with the teacher in the classroom.

Time-Out 2

Student chooses to write a plan in the classroom.

Time-Out 3

Student chooses to write a plan in the Time-Out Room. Classroom teacher contacts parent/guardian.

Time-Out/Discipline Referral

Five referrals to the Time-Out room in any consecutive 30 school days will result in a student choosing referral to the principal's office for further intervention. The principal will also contact the parent/guardian. Intervention at this level may include one or any combination of the following:

- Time-Out at home;
- Parent conference with principal, counselor, psychologist, and Time-Out teacher;
- Assignment to after-school detention; and/or
- Assignment to in-school suspension.

In addition to Time-Out, a teacher may assign a student to lunch detention or after-school detention in the teacher's classroom.

Educational Support Services

Dorseyville Middle School has many services available to students to meet a variety of educational and emotional needs.

IST – The Instructional Support Team is structured to address the needs of students who are experiencing academic problems. The team consists of specially trained teachers and counselors who provide instructional strategies to students' classroom teachers. Students may be referred to the Instructional Support Team by a parent or teachers.

SST – The Student Support Team is made up of specially trained staff members who meet with students to address issues of drug and alcohol use and general mental health concerns. Teachers, students, and parents may access this resource by making a written referral.

Guidance – Dorseyville Middle School has counselors to serve the needs of students. Students are assigned to a particular guidance counselor based on their academic team. The counselors conduct a variety of programs during the year designed to meet the needs of the students. Students are encouraged to make use of the curricular, individual planning, and counseling services offered through the Guidance Department.

The Fox Chapel Area School District also provides a number of special education programs to meet the unique and extraordinary needs of its students.

Educational Support – All of the special education programs come under the heading of Educational Support and become a part of a student's educational program based on individual need. Students may receive learning support for academic needs, emotional support for behavioral concerns, life skills support to address functional needs, or gifted support to provide educational opportunities that extend beyond the basic curriculum. Additional support programs available to students include speech and language support, occupational and vocational therapy, and English as a second language.

Parents/guardians who would like further information about any of these programs may contact Dorseyville Middle School or the Special Education Office at 412/967-2435.

General Information

Attendance Policy

Absence

Parents or guardians of a student who is absent should call the school that morning to report the absence. **Upon return to school after an absence, the student must provide a note written and signed by the parent or guardian.** The note must include the student's name, date(s) of the absence, and the reason for the absence. If an excuse is not received within three days of the student's return, the absence will be recorded as unexcused. In the case of excessive absences a conference with the parent/guardian may be scheduled. After ten absences, physician excuses may be required for all subsequent absences.

According to the Pennsylvania Department of Education there are few reasons for being absent from school. They are: personal illness, death in the immediate family, bona fide religious holidays, quarantine, weather so inclement as to endanger the health of the child, and preapproved educational trips. All other excuses will cause the student's absence to be considered unexcused and illegal. Work missed during an illegal absence cannot be made up. Students missing thirty (30) or more days of school may not receive credit for the current year and may be required to repeat the year.

Dismissal – Afternoon

Students should go immediately to their lockers after their last class and report to Homebase for bus dismissal. Students are responsible for checking their Agenda book prior to leaving to review homework responsibilities. Students are to remain in Homebase and in their seats until their bus is called.

All students must report to their Homebase for afternoon dismissal. They are not permitted to go to another Homebase! Students can only leave Homebase when their bus is called or if they are called over the PA system. It will be considered a class cut if students leave before their bus or name is called.

Walkers and students staying for after-school activities are permitted to leave after the last bus call.

Parents who would like to pick up a student **at the end of the school day** will report to the **cafeteria entrance** and sign the student out on the clipboard provided. Students will be called over the PA system to report to the cafeteria. The cafeteria doors will open for this type of dismissal at **2:45 p.m.** Students must be escorted from the school by the person signing them out.

Dismissal – Early

Please make appointments that do not interfere with the school day. However, when an early dismissal is necessary, a note signed by a parent/guardian must be presented to the office before morning Homebase, stating the date, time of pickup, and reason that the dismissal is requested. An "Early Dismissal Pass" will then be issued to the student. This pass should be given at the beginning of the period to the classroom teacher involved. At the designated time, the student should report to the office for pickup. The parent/guardian must sign the student out at the main office at that time. **Students are expected to report to the office at the time they are to be dismissed. To avoid interruption of instruction, the office will NOT call the classroom. When this process is followed, there is no need to disrupt the classroom lessons in progress with phone calls.**

Educational Trips

Parents wishing to have their children take an educational trip are to pick up a request form in the School Office and return it for approval **at least two weeks before the trip** is to occur. It is the student's responsibility to make up all missed assignments. Assignments given prior to the trip must be completed by the day the student returns to school.

Tardy

Students who are tardy to school should bring a note from home explaining the reason. This note must be taken directly to the office when the student comes to school. Tardies will be recorded as unexcused if a student does not bring an excuse. An accumulation of three unexcused tardies is equal to one unexcused day of absence.

Back On Track (BOT)

The goal of the Back On Track (BOT) program is to provide students an opportunity to complete assigned classwork and homework and to provide additional skill practice. The program will meet for more than 80 sessions on some Tuesdays, Wednesdays, and Thursdays after school from 3:30-4:15 p.m. The Back On Track program is supervised by Dorseyville Middle School teachers, and receives assistance from the Fox Chapel Area High School National Honor Society students.

Bus Transportation

Guidelines

Bus transportation is provided by the school district as a service to its students. Students are expected to demonstrate **safe, appropriate behavior**. Students are to ride only the bus to which they are assigned. The bus driver is in charge of the bus and, in the interest of safety, students must obey bus rules. Violation of bus rules will result in suspension from the bus. Students who expose any inappropriate body parts while riding the bus will be suspended from the bus for the entire school year. Additionally, in an effort to improve school bus safety, video cameras will be used to assist and to monitor school bus discipline. All passengers on school district vehicles are subject to video surveillance at any time.

Driving Children to School

Students should use bus transportation to and from school. Should it be necessary to transport a student, cars may loop through the parking lot and drop the student at the cafeteria side entrance. **This will be the only designated "drop-off" site.** Students may be picked up at this same location after school, following the dismissal of all buses or when they remain at school for an activity. **Please do not park in the fire lane in front of the school building at any time.** This area is for buses and emergency vehicles. Any time parents need to come in to the school, we ask that they use the parking lots located between the middle school and Hartwood Elementary School and enter by the front door. (See page 8 for early dismissal procedures.) Because traffic congestion is a problem and student safety is a primary concern, everyone's cooperation is needed. Please be sure that students are prepared to leave the car when you pull up to the drop-off area.

No Bus Passes

The purpose of bus transportation is to transport children to and from school. Most buses are at capacity. In fairness to all students, no bus passes will be issued.

Activity Buses

These buses are provided on specially scheduled days for students remaining at school for activities. The buses leave the middle school at 4:15 p.m. All bus rules apply to students riding these buses. These school buses do not follow the regular bus routes, but will drop students at designated spots, much like a city bus. It may be necessary for students to walk more than normal distances to reach their homes.

Athletic Buses

These buses leave the middle school at approximately 5:15 p.m. during the various athletic seasons. **Use of these buses is restricted to students participating on athletic teams.**

Cafeteria

Students may purchase lunch or carry their own lunches to school. Our cafeteria has set up accounts for parents to deposit funds. A type-A lunch costs \$1.80. Milk, which costs \$.45, may be purchased separately if desired. Students may also purchase breakfast each morning for \$.85. Since the cafeteria is our dining room, students are expected to demonstrate appropriate manners and behavior while eating their meals.

Forms are available in the school office for families who may qualify for free or reduced price breakfasts and lunches. Participation is based on annual family income.

Conferences

During the months of November and May conferences will be scheduled with every parent. If there is a need to meet with your child's teachers at any other time, please contact the teachers on your child's team or your child's guidance counselor to schedule a conference at a convenient time.

Drugs and Alcohol

All drugs are a violation of the Pennsylvania School Code. Dorseyville Middle School is a "Drug-Free School Zone." It is a violation of school code for anyone to possess or consume illegal drugs, including alcohol. Illegal drugs are forbidden in the school, on the school grounds, and on the school bus. Any individual who violates this policy shall be subject to school discipline, including possible expulsion and police action.

Harassment

It is the policy of the Fox Chapel Area School District to maintain a learning and working environment free of harassment. Harassment or any harassment based on sex, race, or ethnicity will not be tolerated in the school community. Any person experiencing harassment from a student, teacher, or any employee of the district may make a complaint to their immediate supervisor, teacher, guidance counselor, principal, or other appropriate individual. A copy of the complete policy may be obtained from the district administration office.

Health Services

When a student is in need of health services, he/she should report to the nurse who will decide what should be done. The student may not leave the building without authorization. The dispensing of medication is strictly governed by a written policy of the Fox Chapel Area School District. Medication dispensed to students must be prescribed by a physician. Medication which must be dispensed to students during the school day must be given to the school nurse. The school is not permitted to provide aspirin or other nonprescription drugs to students.

Homebound Instruction

When a student is unable to attend classes due to a prolonged illness or injury, the parent should contact the Guidance Office. Homebound Instruction is available as a service of the school district when an absence of at least three 3 weeks is anticipated. A physician's form must be completed in order to begin Homebound Instruction.

Homework

Homework is any activity where learning is extended beyond the school day. It is the Dorseyville Middle School philosophy that homework must be meaningful, purposeful, and designed to enhance each student's success in school.

It is the responsibility of team teachers to discuss team homework assignments, to avoid homework overloads, and to coordinate long-term projects and exams. Teachers will provide opportunities for students to record assignments in their Homework Agenda. Each team provides daily information and reminders on the homework hotline Web site (www.fcasd.edu/school/dms) thus affording parents and students the opportunity to fortify the bond between home and school. In the event of long-term absences, parents may contact the Guidance Office for make-up work.

Honor Roll

The names of students attaining honor roll status will be posted in the Guidance Office at the end of each grading period. Students must earn at least a 3.5 QPA for honor roll, or at least a 3.75 QPA for high honor roll. Any "D" or "F" or "Incomplete" grade will exclude a student from the honor roll.

Lockers

Lockers are assigned to each student. Students should keep their lockers locked. Students are responsible for the contents of their lockers, and should keep nothing in them but those items needed for school. Backpacks are not permitted in classrooms and should be stored in lockers. Large sums of money should not be brought to school. **School District policy prohibits walkman radios, iPod-type music player devices, pagers, telephones, radios of any type, or cameras of any type in school.** Such items may be taken by school officials. Each and every locker in the school building shall be subject to random inspection by any person authorized by the school principals at any time, with or without the presence of the student to whom the locker is assigned and without advance notice thereof.

Missed Assignments

When a student is absent for three or more days you are encouraged to contact the Guidance Office to obtain the appropriate assignments. Please allow a one-day notice to gather all of the necessary materials. Assignments may be picked up in the Guidance Office or sent home with another student. **It is the student's responsibility to make up all missed work.** Students are given one additional day for each day of absence to make up work.

Physical Education

Each student is required to wear a gym uniform consisting of a Dorseyville Middle School T-shirt and red shorts. No Bermuda or walking shorts are permitted. Gym T-shirts and shorts will be sold in the school store operated by the PTO.

Progress Reports

Midway through each grading period, an Interim Progress Report will be sent home in order to inform parents of their child's progress. **All students will receive an Interim Report.** Questions concerning your child's progress should be directed to his/her teachers or counselor.

Promotion Policy

An important goal of the middle school is to help every child achieve success and be promoted each year. In special cases a student may benefit by repeating a year. The middle school staff will consider the following guidelines when evaluating a student for retention:

1. Failure in two or more academic subjects (language arts, math, reading, social studies, science);
2. Attendance record;
3. Age and maturity; and
4. Attitude and effort.

Parents will be notified when their child is being considered for retention and consulted before any recommendation is made.

Records

Student records are kept in a secure file in the Guidance Office. Parents may request to see their child's records. Parents should call for an appointment with a counselor to examine school records. A record release form must be signed by the parent to release student records.

Report Cards

Parents should check the school calendar to anticipate Report Card dates. Report Cards are given to students to take home at the conclusion of each grading period. Parents are asked to sign the lower portion of the Report Card indicating receipt and return it to their child's Homebase teacher. The final Report Card will be mailed.

School Insurance

The school district offers insurance to every student. Information about the purchase of this insurance will be sent home at the beginning of the school year. It is suggested that insurance be purchased for students participating in the sports programs. Please contact the Nurse's Office for further information.

Student Dress Code

The general appearance of students is the basic responsibility of parents. However, Dorseyville Middle School also has an expectation of how students should present themselves. Students are expected to wear neat, clean, appropriate clothing that complies with the following guidelines:

Headgear – No hats, visors, bandannas, handkerchiefs/scarves, du-rags, sweatbands, or hoods. Religious headgear, however, is permitted.

Footwear – Footwear must be worn at all times. Use safety as a guideline. No slippers are allowed.

Clothing – In compliance with health and safety codes, clothing may not be destructive to school property and may not interfere with the educational process or rights of others. Coats and other outdoor apparel are not permitted in classrooms. Clothing that depicts, advertises, or encourages the use of any alcohol, drugs, or tobacco is not to be worn. Clothing that includes derogatory slurs or implies hatred or prejudice toward any race, gender, social group, or religion may not be worn. Language/images that have double meanings or are obscene, profane, vulgar, lewd, or rude may not be displayed on clothing, jewelry, or footwear. Dresses, skirts, shorts, and skorts must be longer than the student's fingertips when standing straight with arms down. Cut-off shorts and shorts designed for sports or physical education class, including basketball and mesh shorts, are prohibited. No pajama tops, pajama pants, and/or flannel bottoms are permitted. Halter tops, tank tops, camis, off-the-shoulder shirts, tube tops, gaping blouses, mesh shirts, muscle shirts, and basketball jerseys worn alone are prohibited. An appropriate shirt needs to be tucked into or overlap the lower garment so that when sitting, reaching, and moving, the student remains fully covered. Clothing should completely cover the back, chest, midriff, buttocks, and undergarments. See-through garments and clothing that reveals underwear are prohibited. No wallet chains are allowed.

Students who do not dress according to the guidelines will be required to change their clothing. The administration and staff retain final judgement on any apparel worn to school.

Student Messages/Deliveries

There has been an increase in the number of messages, lunches, homework assignments, etc. that the office has been asked to deliver to students. Parents are asked to limit these interruptions. To avoid interruption of instruction/testing, individual classrooms **WILL NOT**

be called. Students should come to school prepared for the day and the school secretaries have been instructed not to call the classrooms. Please do not ask the secretaries to go against school policy. In the event of an emergency, if it is necessary to contact a child in school, please call the School Office at 412/767-5343.

Teacher Hours

Teacher hours are 7:30 a.m.-3:30 p.m. Please check with individual teachers for specific teacher availability times during the school day.

Textbooks and Materials

Textbooks and other materials assigned to the students are given on a loan basis. It is the responsibility of students to care for the materials in their possession. All textbooks must be covered. Students must pay the replacement cost for a lost textbook.

Visitors

Parents are welcome to visit the middle school; however, appointments must be scheduled in advance if parents wish to meet with a member of the staff. Visits will be arranged for students anticipating transfer to the middle school. Student visitors for purposes other than enrollment are not permitted. All visitors must enter through the front doors of the building, sign in at the office, and wear a visitor's badge. Visitors are also asked to inform the school office upon leaving the building.

Weapons Policy

Students are prohibited from possessing a weapon, or weapon "look-alike," in the school building, on school grounds, at any school-sponsored activity, or on any form of school transportation. A weapon is defined as, but is not limited to, any knife, cutting tool, nunchaku stick, razor blade, brass knuckle, stun gun, firearm, shotgun, rifle, or explosive device (including firecrackers) of any kind. A weapon "look-alike" is defined as any item or implement which is designed to look like a weapon. In the event of weapon or weapon "look-alike" possession, the student will receive an out-of-school suspension and will be referred to the superintendent for further disciplinary action. Furthermore, weapon possession will be reported to the appropriate law enforcement officials.

Withdrawal and Transfer

Please follow the procedures below for withdrawing or transferring your child.

1. Secure the appropriate forms from the Guidance Office at least a week before withdrawing or transferring.
2. Complete these forms and return them to the Guidance Office.
3. All books and other school property must be returned and any fees paid before transcripts will be released.

Student Activities

Interscholastic Sports

Fall

- 7-8 Basketball (girls)
- 7-8 Cross Country (co-ed)
- 7-8 Football (boys)
- 7-8 Soccer (boys)
- 7-8 Soccer (girls)

Winter

- 7-8 Basketball (boys)
- 7-8 Wrestling (boys)

Spring

- 7-8 Baseball (boys)
- 7-8 Softball (girls)
- 7-8 Track (co-ed)
- 7-8 Volleyball (girls)



Eligibility for interscholastic athletics is based on the following PIAA requirements:

1. **As per the Pennsylvania Interscholastic Athletic Association, only students in grades 7 and 8 may participate.**
2. Parent permission slips must be signed for those students participating in interscholastic athletics.
3. Physical examinations are required for all students participating in any sport. The necessary forms and dates are available from the coaches.
4. Students will be declared ineligible if they have been absent 20 or more days. Eligibility is restored after the student has attended 60 school days following the twentieth absence.
5. Students involved with the use of tobacco, drugs and/or alcohol will be suspended from the team for the season.
6. Students involved in acts or conduct detrimental to the school or team will be suspended from the team for the season.

A program of intramural sports and activities is based on student interest. Notice is given several weeks before the beginning of each intramural activity and a complete schedule of dates for the activity is supplied at the beginning of each "session."

Activities

Activities are developed to meet the needs and interests of middle school students. Many will be offered during Exploratory Time and others after school. Students will be informed of all meetings and new clubs which are forming. Some special clubs include: Student Council for grades 6-7-8, Middle School Newspaper, Yearbook, Peer Helpers, plays, and musicals.

Parents as Partners

The importance of good reading and study skills cannot be overemphasized. These skills must be learned and practiced at school and in the home. The question most often asked by parents is how they can help their children with these skills. Hopefully, by using these suggestions below, we will create a working partnership in the education of your child. Even though your child must begin developing a sense of independence, it is critical that parents remain involved with their child's education throughout the middle school years.

Helping Your Child Get Organized

A successful learner is organized. You can help your child be well organized by following these steps at home:

- *Class Schedule*

Post a copy of your child's daily schedule in a prominent place. You and your child can anticipate what is necessary for the next day.

- *Homework Agenda*

Every middle school student will be given a Homework Agenda. Assignments for every class are to be written in this book each day. Check this book every evening. It will inform you of what homework must be completed. It will also be a good source of information about the kind of work your child is doing. Assignments may be double-checked on the homework hotline at 412/967-2400 (see inside back cover) or web site at www.fcasd.edu/school/dms.

- *Tests, Reports, Projects*

Be aware of the due dates. They should be noted in the Homework Agenda.

- *Textbooks*

Teach respect for school property. Cover all textbooks. Be sure they receive proper care and are kept in good condition. Please consider the Homework Agenda book as important as a text book.

- *Notebooks*

Encourage the use of a notebook for each subject. Check these notebooks periodically for their content and to see what your child is learning.

- *Gathering Place*

Establish a place near the door for gathering all things needed for school (books, notebooks, pencils, gym suit, etc.). Have materials for the next day ready before going to bed.

- *Good Study Conditions*

Establish a positive atmosphere to promote good study habits by asking yourself the following questions:

- ✓ Do I provide a **quiet** place for study?
- ✓ Is this study area supplied with adequate lighting and supplies? (Pencils, paper, ruler, etc.)
- ✓ Is a workspace with a comfortable chair provided?
- ✓ Is my child receiving a well balanced diet and adequate rest?
- ✓ Have I established a consistent, quiet family study time so that studying becomes a routine each evening?
- ✓ Do I know what my child is learning in school? (Review the Homework Agenda and textbooks and other school materials frequently.)

The education of your child is our first priority and we are eager to work with you in this most important of all jobs!

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| <p>Parent Teacher Organization (PTO) Officers 2008-2009</p> |
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Donna Olbrich, President
Amy Austin-Taggart, President Elect
Lisa Romango, Secretary
Tara Lang, Treasurer
Jill McCullough-Squire, Advisor

PTO Information Line – 412/967-2400, Voice Mail Number 9963

The Fox Chapel Area School District does not discriminate on the basis of race, creed, color, sex, nationality, ethnic origin, age, or disability in the administration of its policies, hiring practices, employment practices, and admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of its operations.

Additional information pertaining to civil rights, school district policies, and grievance procedures can be obtained by contacting the officers listed below between 8 a.m. and 4 p.m. Monday-Friday. This notice is available from the compliance officers in large print, on audiotape, and in Braille.

Title IX: David P. McCommons, Ed.D. (412/967-2456)
Section 504 and ADA: Lynne Porterfield, Ph.D. (412/967-2435)
Address: Fox Chapel Area School District, 611 Field Club Road, Pittsburgh, PA 15238

Dorseyville Middle School

3732 Saxonburg Boulevard

Pittsburgh, PA 15238-1020

Phone: 412/767-5343

Voice Mail: 412/967-2400

Information Line: 412/967-2500

Fax: 412/967-2531

Board of School Directors

Charles R. Burke, President

Robin F. Baum, Vice President

Joanne C. Gaus, Assistant Secretary

Karen A. Mitesser, Treasurer

Sandra M. Garbisch

Frederick C. Leech

Robert Mauro

Sherman M. Snyder

Joel R. Weinstein

District Administration

Anne E. Stephens, Ph.D., Superintendent

David P. McCommons, Ed.D., Assistant Superintendent

Steven E. Mols, Administrative Assistant for Business Affairs

District Resource Staff

Shelley Beck, Ph.D., Coord. of Instruction, Staff Development and Secondary Curriculum

Ronald Korenich, Ed.D., Coordinator of Elementary Education and Instruction

Lynne Porterfield, Ph.D., Coordinator of Educational Support/Special Education

Norton Gusky, Coordinator of Educational Technology

Middle School Principal

Matthew J. Harris

School Resource Officer

Kirk Vandembord, Indiana Township Police

Assistant Principals

Patricia A. Clark

Jonathan T. Nauhaus

Guidance Counselors

Mark Cooper

Kristin Pollick

To Be Announced

Fox Chapel Area School District



Blue Ribbon Schools District

**611 Field Club Road
Pittsburgh, PA 15238**

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We are an equal rights and opportunity school district.